

# Single Family Issuer Training

Pooling Processes and Systems: Session I

Presented by **Bank of New York** 

September 16, 2024









## Agenda

- 1. Introduction
- 2. Path of a Pool
- 3. Prerequisites for Pooling
- 4. Ginnie Mae Website Information
- 5. Resources
- 6. Q&A



# Introduction



#### **Presenters**

Wade Gayle, Bank of New York



Touhid Ali, Bank of New York





## Path of a Pool



#### **Overview**

Pool Submission, Processing, Issuance & Delivery Diagram

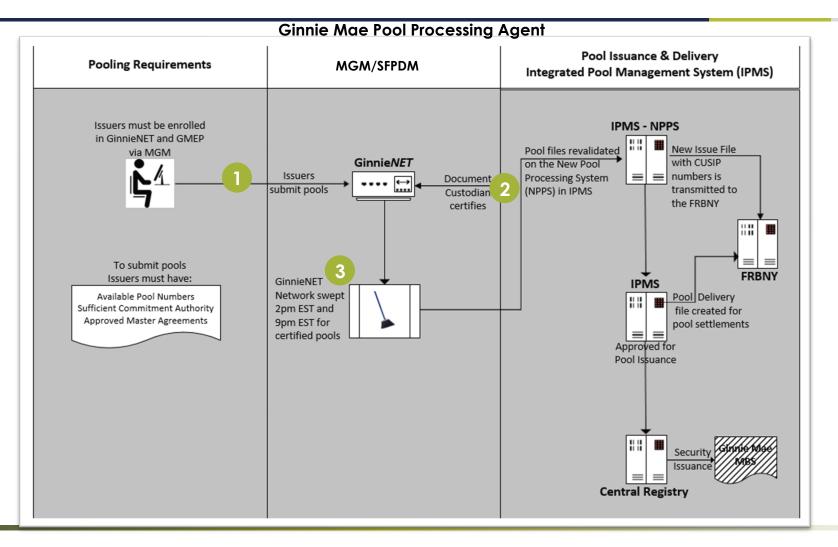
**Pooling Timeline** 

**Knowledge Check** 



## Pool Submission, Processing, Issuance & Delivery Diagram

- Pool submission
- 2 Initial certification
- 3 Daily sweeps





#### **Initial Certification**



**Ginnie**NET/SFPDM network is swept twice each business day for processing and issuance of pools certified by the Document Custodian.

#### 2:00 PM Sweep

Certified Pools/Loan Packages



Pools certified prior to 2:00 PM EST

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

#### 9:00 PM Sweep

Certified Pools/Loan Packages



Pools certified after 2:00 PM EST

But before 9:00 PM EST

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

#### **Deleting Pools After Certification**

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

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



## **Knowledge Check**





# Prerequisites for Pooling





#### Overview

**Enroll on MGM** 

**Request SecurID Token** 

Introduction to MyGinnieMae (MGM) Portal

**Master Agreements** 

**Commitment Management** 

**Request Pool Numbers** 

**Knowledge Check** 





## Introduction to MyGinnieMae (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



<u>MyGinnieMae will eventually replace GMEP 1.0</u> 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 <a href="https://my.ginniemae.gov">https://my.ginniemae.gov</a> using any of these web browsers:







Firefox Mozilla

Chrome Google

Microsoft



## **MGM 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.

#### **User Types**



#### Operations Administrator

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.



## Organization Administrator

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.

**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 three Org Admins are required and it is recommended to have more than the minimum from an operational perspective.



#### **End User**

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.



#### MGM Roles & Responsibilities

End Users are provided access based on their business activities which are organized into meaningful access profiles called Functional Roles. Use of Functional Roles ensure users have an 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, Multifamily, HECM, etc.).

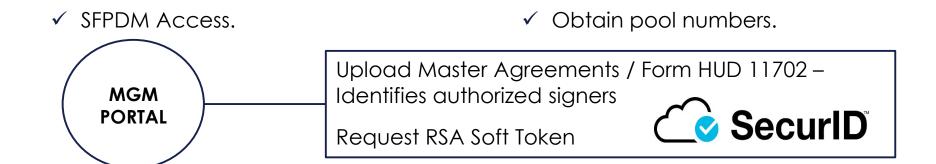
| Role  | Role Description  |
|---|---|
| SF-Loan Delivery and Pooling Basic User       | Upload/enter pool and loan information for delivery; verify availability of commitment authority; clear document deficiencies and pooling exceptions; access to prepare but not execute PIIT/TAI transactions.                        |
| SF-Loan Delivery and Pooling Authorized Signe | 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                         |
| MF-Investor Reporting<br>Basic User           | 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.                              |
| MF-Investor Reporting Authorized Signer       | 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. |
| HECM-Compliance and Oversight User            | Review portfolio servicing and investor reporting metrics and reports; oversee subservices performance when applicable.   |
| SS-Investor Reporting Basic User              | 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                               |





## **Enroll on MGM & Request Soft Token**

- Enroll as user on MGM with functional roles that allow the upload of Master Agreements, request of Commitment Authority and Pool Numbers.
- Request sufficient Commitment Authority to guarantee MBS issuance.



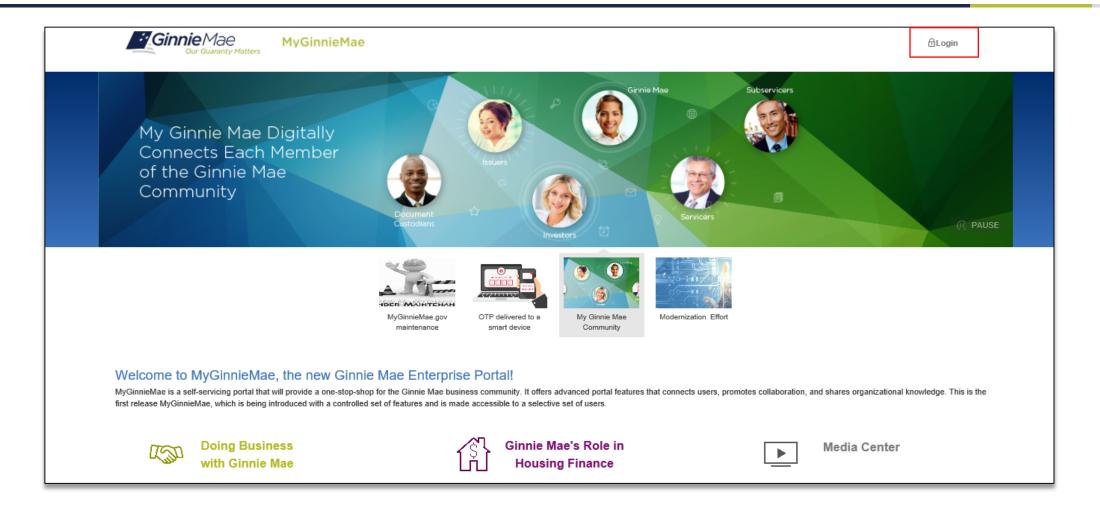
RSA SecurID Quick Reference Card

Government National Mortgage Association Systems Access Forms

Appendix III-29(E)-Ginnie Mae Systems Access/RSA SecurID Token Request, Page 28



## **MGM Portal Login Screen**





Prerequisites for Pooling

#### MGM Government Security Disclosure



#### MyGinnieMae

#### 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 transiting 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 transiting or stored on this information system.
- 2. Any communications or data transiting 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.

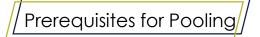
| Initial Authentication              |
|-------------------------------------|
| Please provide your username and pa |
| Username                            |
| Password                            |
| LOGIN                               |
|                                     |

Foraot Password?

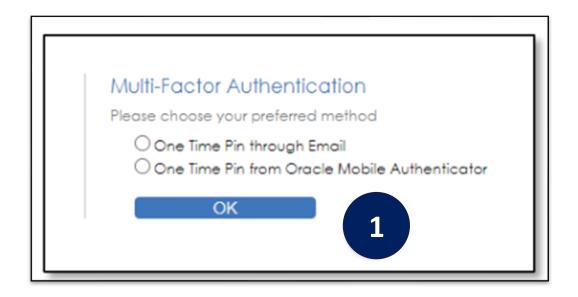
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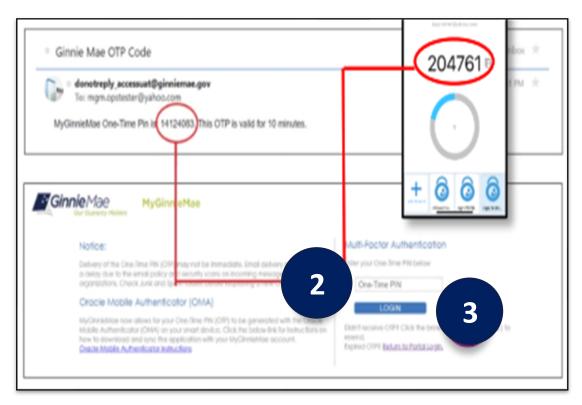
"Logging into MyGinnieMae" Quick Reference Card





## Multi-Factor Authentication – One Time Password (OTP)









## MGM 'My Dashboard' Landing Page

Inside
MyGinnieMae, the
My Dashboard
screen displays. My
Dashboard is a
landing page that
has been tailored
for different user
types to provide
easier access to key
information and
applications.





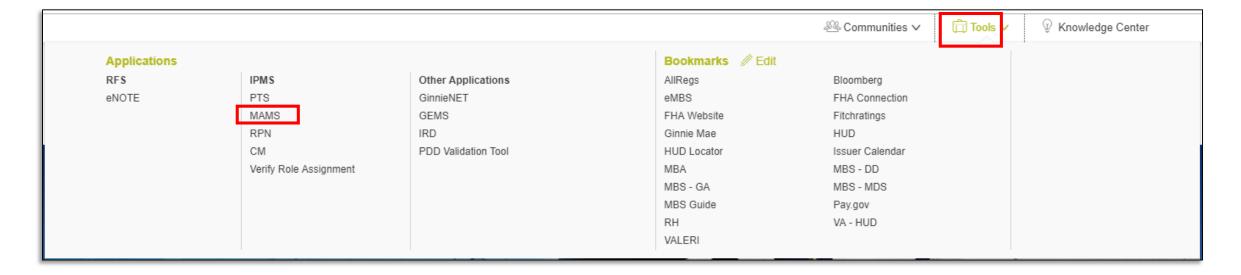
# Break





## Accessing Master Agreements Management System (MAMS)

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
- 2. Then look for **MAMS** under **Applications**

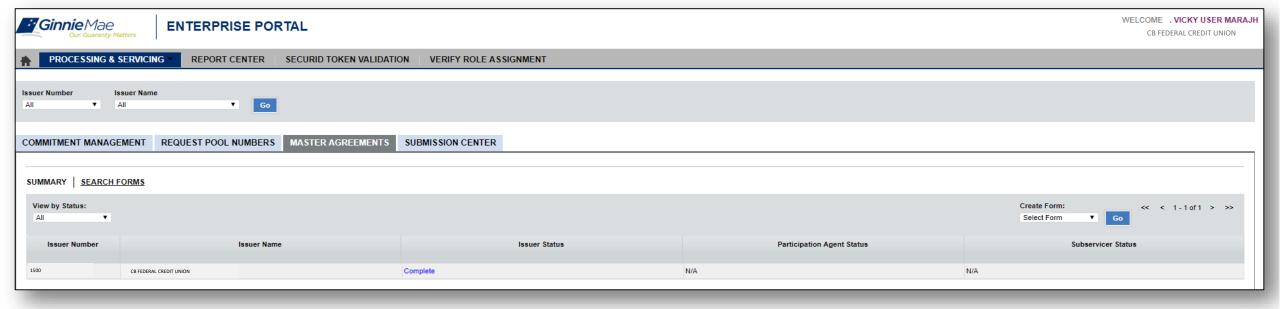






## Accessing Master Agreements Management System (MAMS)

#### 3. Select Master Agreements







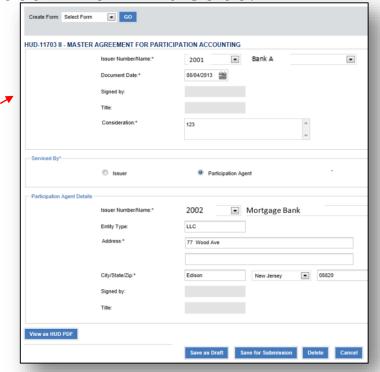
## Master Agreements Requirements

Ginnie Mae Issuers must complete an **initial Master Agreement submission** to be eligible to issue Ginnie Mae pools. Issuers are required to **submit a complete set of Master Agreements** which consists of the forms listed in the table below.

Detailed information about each required Master Agreement is provided in the MAMS Guide:

MAMS Guide

| Form Number       | Form Name   | Page #  |
|-------------------|---|---------|
| Form HUD 11702    | Resolution of Board of Directors and Certificate of Authorized Signatures | Page 11 |
| Form HUD 11703-II | Master Agreement for Participation Accounting                             | Page 12 |
| Form HUD 11707    | Master Servicing Agreement  | Page 13 |
| Form HUD 11709    | Master Agreement for Servicer's P&I<br>Custodial Account                  | Page 14 |
| Form HUD 11709-A  | ACH Debit Authorization (Does not Require Renewal)                        | Page 15 |
| Form HUD 11715    | Master Custodial Agreement  | Page 16 |
| Form HUD 11720    | Master Agreement for Servicer's<br>Escrow Custodial Account               | Page 17 |







#### Master Agreements Requirements

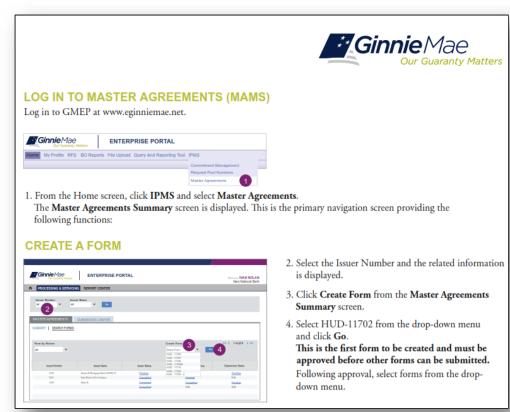
Ginnie Mae Issuers are responsible for **initiating the documentation required to complete the Master Agreements Submission process**. Details about the forms and processes required to complete the submission process are provided in:

#### **MAMS** Guide

In addition:

The <u>MAMS Quick Reference Card</u> provides procedures and information for the topics listed below:

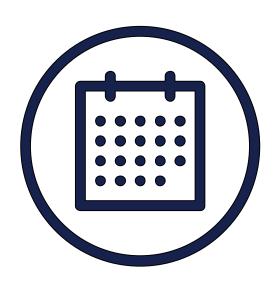
- Create a Form
- Print Agreements
- Upload/Import Completed Forms
- Search/View Forms
- Submission Center







## When & How to Update Master Agreements



On an **annual basis** Issuers must **recertify their eligibility** by completing the **renewal process**.

Ginnie Mae requires the **recertification of Master Agreements** annually between:

Now October 1 - December 31

Important to **start recertification process** as early as **October 1** to **reduce year-end spike** in volumes.

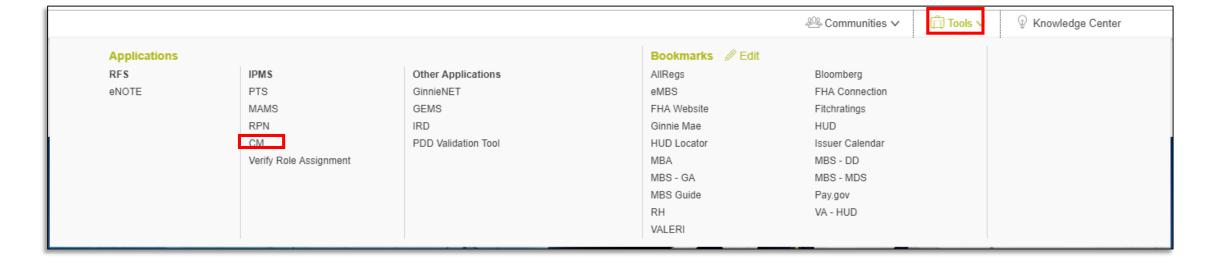
If an Issuer does not complete their recertification within the renewal period they will not be eligible to issue Ginnie Mae pools and will have to repeat the initial submission process.





## Accessing Commitment Management (CM) Via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
- 2. Then look for CM under Applications

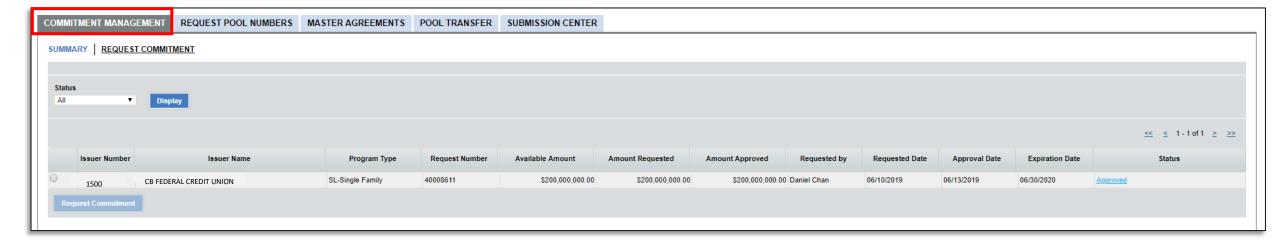






## Accessing Commitment Management (CM) Via MGM

#### 3. Select **COMMITMENT MANAGEMENT**





#### **Commitment Authority Requests**



An Issuer must comply with Ginnie Mae's eligibility requirements and have **sufficient Commitment Authority available** to successfully issue Ginnie Mae securities.

Commitment Authority allows an Issuer to issue up to an authorized dollar amount of securities and constitutes a commitment line balance.

The **Commitment Management (CM) Application** replaces the manual submission of documents, submission of fees via www.pay.gov and provides an Issuer with an automated method to:

- Submit requests for Commitment Authority
- Confirm the associated commitment fee
- Proactively monitor their Commitment Authority balance and request status
- Submit payment instructions for ACH debit of commitment fees
- Request reports





## **Commitment Management Application**

- An Issuer must comply with Ginnie Mae's eligibility requirements and have sufficient Commitment
   Authority available to successfully issue Ginnie Mae securities
- Commitment Authority allows an Issuer to issue up to an authorized dollar amount of securities and constitutes a commitment line balance.

The Commitment Management (CM) Application replaces the manual submission of documents, submission of fees via <a href="www.pay.gov">www.pay.gov</a>, and provides an Issuer with automated methods for the following procedures.

#### Commitment Management Application Issuer Guide

| Procedure   | Page #        |  |
|---|---------------|--|
| Submit requests for Commitment Authority                                  | Pages 6 – 10  |  |
| <b>Confirm</b> the associated Commitment Fee                              | Page 12       |  |
| Proactively monitor their Commitment Authority balance and request status | Pages 14, 27  |  |
| <b>Submit payment instructions</b> for ACH debit of commitment fees       | Page 10       |  |
| Request reports   | Pages 18 - 21 |  |







#### **Commitment Management Application Information**

The <u>Commitment Management Quick Reference Card</u> provides procedures and necessary information for:

- Commitment Management (CM) Summary Screen
- View Submitted Requests
- Run Reports

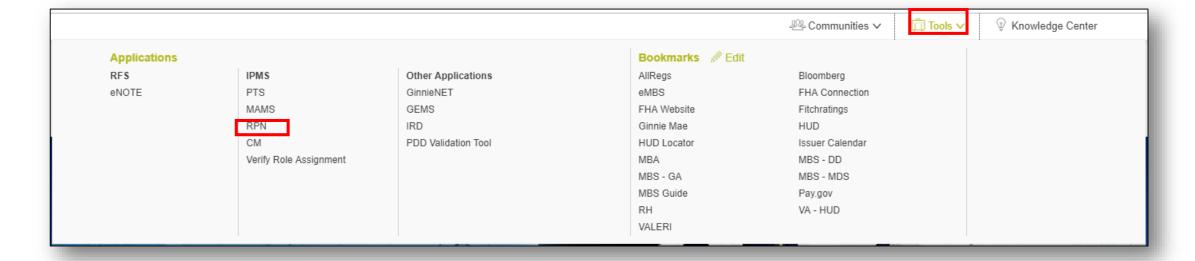






## Accessing Request Pool Numbers (RPN) Via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
- 2. Then look for **RPN** under **Applications**

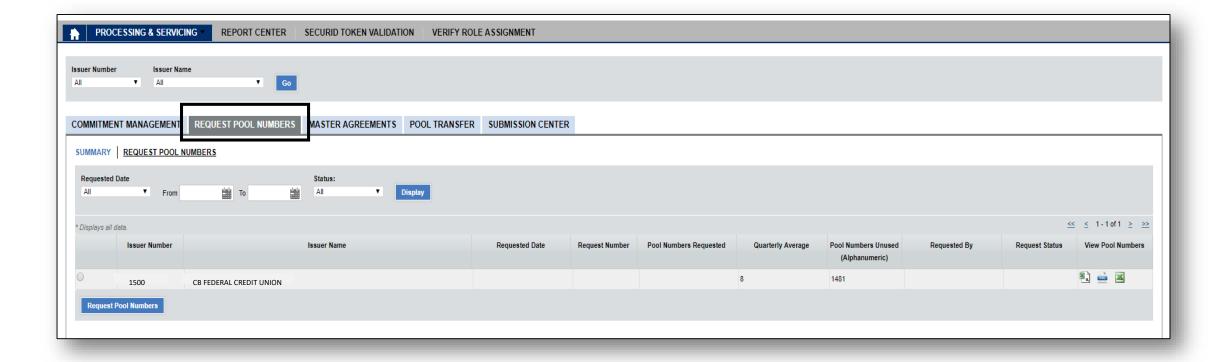






## Accessing Request Pool Numbers (RPN) Via MGM

3. Select REQUEST POOL NUMBERS







## Request Pool Numbers (RPN) Information

Request Pool Numbers (RPN) is an application that Ginnie Mae Issuers use to request pool numbers. It replaces the current paper form HUD 11700 Letter of Transmittal for Commitment Authority and/or Pool Numbers.

In the Request Pool Numbers (RPN) application, Issuers have the ability to perform the following procedures.



| Procedure  | Page # |
|--|--------|
| Enter requests for pool numbers  | 9-10   |
| View available pool numbers  | 31     |
| Submit override requests to Ginnie Mae AEs for additional pool numbers | 14     |
| View status reports  | 33     |
| Request and download reports   | 26     |
| Receive real-time approval of requests                                 | 32     |

Request Pool Numbers Application Issuer Guide





## Request Pool Numbers (RPN) Information

The Request Pool Numbers Quick Reference Card provides procedures and necessary

information for:

RPN Summary Screen

Request Pool Numbers

- Download Number Requests
- View Status of Pool Numbers
- Run Reports







#### **Pre-Pool Submission Issuer Requirements**

# Pooling Prerequisites



☐ Check your Available Pool Numbers on Request Pool Numbers.



**Ensure there is adequate Commitment Authority** 

☐ Check Commitment Management

Ensure there are completed Master Agreements on File

- ☐ Check Master Agreements Management System.
- ☐ Complete Form HUD 11709A ACH Debit Authorization Form





## **System Demonstration**

- Create a new Form/Entry for:
  - Master Agreements (11702)
  - Commitment Management
  - Request Pool Numbers





## **Knowledge Check**





# Ginnie Mae Website Information



#### **Pool Dates Calendar**

The <u>Pool Dates Calendar</u> contains reporting deadlines and events specific to issuers. Hovering over an event will provide more detail. Clicking the arrows next to the month and year will show deadlines and events in the past and future, by month.

| ( September 2024 )                              |   |   |   |                                  |   |                                  |  |  |
|---|---|---|---|----------------------------------|---|----------------------------------|--|--|
| SUNDAY  | MONDAY  | TUESDAY                                       | WEDNESDAY   | THURSDAY                         | FRIDAY  | SATURDAY                         |  |  |
| 1   | 2   | 3   | 4   | 5                                | 6   | 7                                |  |  |
|   | Federal Holiday                                   |   | Deadline for Monthly RFS<br>Pool/Loan & HMBS      | Initial Pre-collection<br>Notice | Deadline for Multifamily<br>Prepayment Penalty      |                                  |  |  |
|   |   |   |   |                                  | Deadline for Corrections to critical RFS exceptions |                                  |  |  |
|   |   |   |   |                                  | Factors Disseminated —<br>A tape for GNMA   &       |                                  |  |  |
| 8   | 8   | 9   | 10  | 11                               | 12  | 13                               | 14   |  |
|   |   | Final Pre-collection<br>Notice                |   | Deadline to Report 11714<br>data |   |                                  |  |  |
|   |   | Factors Disseminated —<br>B tape for GNMA   & |   |                                  |   |                                  |  |  |
|   |   | First day available to submit CAVS            |   |                                  |   |                                  |  |  |
|   |   | GNMA I Guaranty Fee<br>ACH                    |   |                                  |   |                                  |  |  |
| 15  | 16  | 17  | 18  | 19                               | 20  | 21                               |  |  |
| Payment and 11714 due<br>to investor for GNMA I | Deadline for Corrections<br>to Monthly Accounting |   |   | GNMA II Guaranty Fee<br>ACH      | Deadline to perform<br>Monthly RFS reporting        |                                  |  |  |
|   | GNMA I ACH  |   |   |                                  | GNMA II Certificated<br>ACH                         | GNMA II Book Entry ACH           |  |  |
|   |   |   |   |                                  | Latest Bectronic<br>Transmission date and           |                                  |  |  |
|   |   |   |   |                                  | Latest Electronic<br>Transmission date to PPA       |                                  |  |  |
| 22  | 23  | 24  | 25  | 26                               | 27  | 28                               |  |  |
|   | Deadline CAVS<br>Certification Due                |   | Latest Paper Submission<br>date to PPA for GNMA I |                                  | Latest Bectronic<br>Transmission Date to PPA        |                                  |  |  |
|   |   |   |   |                                  |   |                                  |  |  |
| 29  | 30  | 1   | 2   | 3                                | 4   | 5                                |  |  |
|   |   |   |   |                                  | Deadline for Monthly RFS<br>Pool/Loan & HMBS        | Initial Pre-collection<br>Notice | Deadline for Multifamily<br>Prepayment Penalty |  |
|   |   |   |   |                                  | Deadline for Corrections to critical RFS exceptions |                                  |  |  |
|   |   |   |   |                                  | Factors Disseminated —<br>A tape for GNMA I & II    |                                  |  |  |



## Resources



#### Supporting Resources – Manuals, QRCs, FAQs

#### MyGinnieMae Organization Administrator Guide

https://www.ginniemae.gov/issuers/issuer training/Documents/mgm orgadmin userguide 102018.pdf

#### MyGinnieMae End User Guide

https://www.ginniemae.gov/issuers/issuer\_training/Documents/%E2%80%8Cmyginniemae\_end\_user\_guide.pdf

#### Master Agreements Management System (MAMS) Guide

https://www.ginniemae.gov/issuers/issuer\_training/Documents/Master\_Agreements\_Management\_System.pdf

#### **Commitment Management Application Issuer Guide**

https://ginniemae.gov/issuers/issuer\_training/Documents/Commitment\_Management\_Application.pdf

#### Request Pool Numbers Application Issuer Guide

https://ginniemae.gov/issuers/issuer training/Documents/Request Pool Numbers Application.pdf

#### Government National Mortgage Association Systems Access Forms

https://ginniemae.gov/issuers/program\_guidelines/MBSGuideAppendicesLib/Appendix\_III-29.pdf



#### Supporting Resources – Manuals, QRCs, FAQs

#### MyGinnieMae Quick Reference Card

https://www.ginniemae.gov/issuers/issuer\_training/Documents/myginniemae\_login\_grc.pdf

#### Master Agreements Quick Reference Card.

https://www.ginniemae.gov/issuers/issuer training/Documents/Master Agreements QRC.pdf

#### Commitment Management Quick Reference Card.

https://www.ginniemae.gov/issuers/issuer\_training/Documents/Commitment\_Management\_QRC.pdf

#### Request Pool Numbers Quick Reference Card

https://www.ginniemae.gov/issuers/issuer training/Documents/Request Pool Numbers QRC.pdf

#### **RSA SecurID Quick Reference Card**

https://ginniemae.gov/issuers/issuer\_training/Documents/RSA\_QRC.pdf





**Our Mission:** Ginnie Mae's guaranty links the United States housing market to the global capital markets, ensuring sustainability, affordability, and liquidity for government housing programs and creating a more equitable housing finance system for all.







