

## **CHAPTER 3. ELIGIBILITY REQUIREMENTS – MAINTAINING GINNIE MAE ISSUER STATUS**

### **PART 1. OVERVIEW OF CHAPTER**

*Effective Date: 2018-11-08*

Once an applicant is approved as a Ginnie Mae Issuer, it must thereafter comply with the applicable Guaranty Agreement and this Guide, and it must advise Ginnie Mae immediately of any default or impending default under the applicable Guaranty Agreement as soon as it becomes apparent. In addition, an Issuer must satisfy the continuing eligibility requirements described in this chapter, which are applicable with respect to all pool types. Additional continuing eligibility requirements, if any, for a Ginnie Mae Issuer of a particular pool type can be found in Chapters 24 through 32 and 35.

If an Issuer fails to satisfy a continuing eligibility requirement, it will be subject to termination of its Ginnie Mae Issuer status or other administrative action by Ginnie Mae as outlined in this Guide.

If at any time an Issuer's participation is inconsistent with Ginnie Mae's MBS Program requirements, Ginnie Mae reserves the right, in its sole discretion, to impose additional standards to ensure that the Issuer's portfolio and portfolio management do not compromise the safety and soundness of the MBS Program.

### **PART 2. INSURING OR GUARANTY AGENCY APPROVAL**

*Effective Date: 2022-10-31*

An Issuer must remain an FHA approved mortgagee in good standing at all times. Suspension or withdrawal of FHA mortgagee approval constitutes an event of default by the Issuer under the applicable Guaranty Agreement. The Issuer must comply with all FHA mortgagee guidelines.

An Issuer must immediately notify Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses), of any pending adverse FHA action and/or any FHA Mortgagee Review Board action that affects the Issuer, including, but not limited to, any letter of reprimand, probation, suspension or withdrawal of FHA lender or mortgagee approval, or the imposition of a fine. An Issuer also must disclose to Ginnie Mae immediately if it or any of its principals become the subject of any proceedings for government debarment or HUD program exclusion.

An Issuer must certify through its independent auditor (IA), in accordance with MBS Guide Ch. 3, Part 7, § A(4), that it is in good standing with FHA, and whether it has been the subject of any adverse action as described in this section. If an Issuer is an approved FHA mortgagee and is not in good standing with FHA, the Issuer must state so in accordance with MBS Guide Ch. 3, Part 7, § A(4).

As applicable, an Issuer must also remain a VA, RD, and/or PIH approved lender in good standing at all times. Suspension or withdrawal of VA, RD, or PIH lender approval constitutes an event of default by the Issuer under the applicable Guaranty Agreement. The Issuer must comply with all VA, RD, and PIH (as applicable) lender guidelines.

An Issuer must immediately notify Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses), of any pending adverse VA, RD, or PIH action and any VA, RD, or PIH action that affects the Issuer, including, but not limited to, any letter of reprimand, probation, suspension or withdrawal of VA, RD, or PIH lender approval, or the imposition of a fine. An Issuer also must

disclose to Ginnie Mae immediately if it or any of its principals become the subject of any proceedings for government debarment or VA, RD, or PIH program exclusion.

An Issuer must certify through its independent auditor (IA), in accordance with MBS Guide Ch. 3, Part 7, § A(4), that it is in good standing with VA, RD, and PIH (as applicable) and whether it has been the subject of any adverse action as described in this section. If an Issuer is an approved VA, RD, or PIH lender and is not in good standing with any one of these agencies, the Issuer must state so in accordance with MBS Guide Ch. 3, Part 7, § A(4).

Failure by an Issuer to provide Ginnie Mae with any notification or disclosure required by MBS Guide, Ch. 3, Part 2 may be determined by Ginnie Mae, in its sole discretion, to be an event of default under the applicable Guaranty Agreement and also may result in administrative action by Ginnie Mae (Please See MBS Guide Chapter 23).

### **PART 3. FANNIE MAE OR FREDDIE MAC APPROVAL**

**Effective Date: 2021-07-28**

If an Issuer is a Fannie Mae- or Freddie Mac-approved mortgage servicer, termination of its approved status by either agency shall be grounds for termination by Ginnie Mae.

An Issuer that has been in good standing as a Fannie Mae- or Freddie Mac-approved mortgage servicer must immediately notify Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses) if it is no longer in good standing with Fannie Mae or Freddie Mac. In addition, if Fannie Mae or Freddie Mac takes any adverse action against the Issuer, including but not limited to a letter of reprimand, termination, or forced transfer of servicing rights, the Issuer must immediately notify Ginnie Mae. Failure to notify Ginnie Mae of an adverse action taken by Fannie Mae or Freddie Mac may be determined by Ginnie Mae, in its sole discretion, to be an event of default under the applicable Guaranty Agreement and may also result in immediate administrative action by Ginnie Mae (See MBS Guide, Chapter 23).

An Issuer that has been an approved Fannie Mae or Freddie Mac mortgage servicer must certify to Ginnie Mae annually through its Audit Guide Reports (Audit Reports), in accordance MBS Guide Ch. 3, Part 7, § A(4), that it continues to be in good standing with Fannie Mae and/or Freddie Mac, and whether it has been the subject of any adverse action as described in this section. If an Issuer is an approved Fannie Mae or Freddie Mac mortgage servicer, and it loses any one of these approvals, it must state so in its Audit Reports.

### **PART 4. PRINCIPAL ELEMENT OF BUSINESS**

**Effective Date: 2018-11-08**

The underwriting, origination, and servicing of mortgage loans must continue to be principal elements of the Issuer's business.

### **PART 5. MANAGEMENT CAPABILITY**

**Effective Date: 2018-11-08**

An Issuer must conduct its business on a continuing basis in accordance with the requirements set forth in MBS Guide, Ch. 2, Part 6.

### **PART 6. FIDELITY BOND AND ERRORS AND OMISSIONS INSURANCE**

#### **Section A. Insurance Information**

**Effective Date: 2021-07-28**

Each Issuer must maintain at all times the fidelity bond and mortgagee Errors and Omissions (E&O) insurance, including the minimum coverage amounts described in MBS Guide, Ch. 2, Part 7. In addition:

- (1) The Issuer must forward to Ginnie Mae's Financial Reports Review Agent (see Addresses) within 90 days after the end of each fiscal year, updated fidelity bond and mortgagee errors and omissions certificates of insurance, along with required endorsements and any exclusionary endorsements, and a copy of the full fidelity bond and E&O insurance policy. Each Issuer must also provide Ginnie Mae with timely updates to its insurance information.
- (2) Renewals to the insurance policy and corresponding endorsements must be submitted to Ginnie Mae as follows. Starting on January 1, 2019 and thereafter, within 90 days after the end of each fiscal year, and also within 30 days from the date of renewal of any expiring fidelity bond or E&O insurance policy, Issuers must forward to Ginnie Mae a copy of their full fidelity bond and E&O insurance policy via the Independent Public Accountant (IPA) module within the Ginnie Mae Enterprise Portal (GMEP). For more information, please see Appendix VI-20. Issuers that fail to provide such renewals or new policies by this deadline(s) are subject to one or more sanctions listed in MBS Guide, Ch. 5, Part 2, § N.

### **Section B. Mortgage Impairment Insurance**

**Effective Date: 2018-11-08**

The Issuer must maintain evidence of insurance for each property securing a pooled loan by retaining either the original hazard insurance policies or the information relating to the insurance policies in a form that is accessible to Ginnie Mae. If the Issuer does not maintain the original policies as evidence of insurance it must carry mortgage impairment or mortgage interest insurance. (*Please See MBS Guide Chapter 14, Part 9, § B*)

### **Section C. Determining Required Coverage**

**Effective Date: 2018-11-08**

For purposes of determining, under MBS Guide, Ch. 2, Part 7, § D, the amount of coverage required under the fidelity bond and the mortgagee errors and omission policy, the Issuer's "total servicing portfolio" will include the remaining principal balance ("RPB") of the Issuer's Ginnie Mae pooled loans plus all other loans for which it has servicing responsibility.

### **Section D. Cancellation of Coverage**

**Effective Date: 2018-11-08**

If the fidelity bond or mortgagee errors and omission insurance is canceled or otherwise terminated and replacement coverage cannot be obtained, the Issuer is required to contact Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses), for instructions at least 30 days prior to the cancellation or termination. If mortgage impairment or mortgage interest insurance carried by the Issuer is canceled or otherwise terminated and replacement coverage cannot be obtained, the Issuer must notify Ginnie Mae at least 30 days prior to the cancellation or termination.

### **Section E. Report of Embezzlement, Fraud, or Claims**

**Effective Date: 2018-11-08**

The Issuer must promptly advise Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses) of each case of embezzlement or fraud in its organization involving over \$1,000 and of the total amount of the loss, whether or not the Issuer submits an insurance claim.

## **PART 7. REQUIRED FINANCIAL STATEMENTS AND DOCUMENTS**

An Issuer must provide Ginnie Mae with annual and quarterly financial reports and related documents that attest to the ongoing financial soundness of the Issuer's organization. These documents are described below.

Issuers should also refer to Chapters 1, 2 and 6 of the HUD OIG Consolidated Audit Guide, except as otherwise permitted under APM 20-14: Alternative Procedures Permitted for Certain Aspects of Issuer Annual Audit Report for Fiscal Year 2020 (APM 20-14), APM 21-08: Extension of Permitting Alternative Procedures for Certain Aspects of Issuer Annual Audit Report (APM 21-08), and APM 22-06: Extension of Permitting Alternative Procedures for Certain Aspects of Issuer Annual Audit Report (APM 22-06).

### **Section A. Annual Audited Financial Statement**

**Effective Date: 2022-06-16**

An approved Issuer, independent of whether the Issuer has securities or commitment authority outstanding, must provide Ginnie Mae with a copy of its annual audited financial statements and Audit Reports, prepared by an IA. The Audit Reports must be prepared in accordance with the requirements in, and in the format prescribed by, the HUD OIG Consolidated Audit Guide Chapters 1, 2 and 6, except as otherwise permitted under APM 20-14 and APM 21-08, and APM 22-06.

The Audit Reports, which must be submitted electronically via the Independent Public Accountant (IPA) module within the Ginnie Mae Enterprise Portal (GMEP) (see Appendix VI-20) within 90 days after the end of the Issuer's fiscal year, must include the following information:

- (1) The name and telephone number of one or more contact persons on the Issuer's staff who are familiar with the audit.
- (2) The name and address of each affiliate that is an approved Ginnie Mae Issuer ("Affiliate" is defined in MBS Guide, Ch. 2, Part 12). The affiliate's four-digit Ginnie Mae Issuer number must be provided.
- (3) The Issuer's Ginnie Mae Issuer number, employer identification number (EIN), and FHA mortgagee number.
- (4) The IA's EIN.
- (5) The Issuer, through its IA, must certify that it is in good standing with FHA and, if applicable, Fannie Mae and/or Freddie Mac, and whether it has been the subject of any adverse actions as described in MBS Guide, Ch. 2, Parts 3 and 4.
- (6) The following Audit Reports. (See Audit Guide Chapters 1, 2, and 6, except as otherwise permitted under APM 20-14, APM 21-08, and APM 22-06).
  - (a) internal control structure;

- (b) compliance with applicable laws and regulations;
  - (c) computation of adjusted net worth;
  - (d) verification of adequate fidelity bond and mortgagee errors and omissions insurance coverage with proper Ginnie Mae endorsement; and
  - (e) corrective action plan, if applicable.
- (7) The annual financial statements must include a balance sheet; and statements of operations and cash flows, including notes and supplemental schedules; and must be prepared in accordance with GAAP.

### **Section B. Quarterly Financial Statements**

**Effective Date: 2022-10-31**

Each Issuer that is not regulated or supervised by the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Administration (NCUA), or the U.S. Comptroller of the Currency (OCC) must provide Ginnie Mae with an unaudited quarterly financial statement.

This statement must be submitted on a Web-based Mortgage Bankers Financial Reporting Form (MBFRF) (form HUD-11750).

For each quarterly MBFRF submission, the Issuer must identify the certifier by name. The Issuer's certifier must be the chief executive officer, chief financial officer or equivalent. Upon Ginnie Mae's request, Issuers must provide a signed letter that states the following:

"I, the undersigned, certify that I am the CEO, CFO or equivalent of [Ginnie Mae Issuer name] and that the information contained in the [Quarter and Year] Mortgage Bankers' Financial Reporting Form is true and accurate to the best of my knowledge and belief, and that the unaudited financial statements were prepared in accordance with GAAP."

The officer completing the certification for any Ginnie Mae Issuer must also be listed on the Issuer's Form HUD 11702, Resolution of Board of Directors and Certificate of Authorized Signatures that is in effect as of the date of the certification.

To obtain access to the Web-based MBFRF (Web MB), please send an e-mail to [administrator@mbfrf.org](mailto:administrator@mbfrf.org).

Web MB statements for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters are due no later than April 30, July 31, October 31, and February 28, respectively. These dates apply to all non-supervised Issuers regardless of the Issuer's fiscal year. Therefore, non-supervised Issuers whose fiscal year ends on a date other than December 31 must file the reports for the Issuer's most recent quarter on or before the due dates stated above. For example, a non-supervised Issuer with a May 31<sup>st</sup> fiscal year-end must submit the May 31<sup>st</sup> statements as 2<sup>nd</sup> quarter MBFRF data no later than July 31<sup>st</sup>. The statements must be sent via Web MB ([www.mbfrf.org/](http://www.mbfrf.org/)).

Ginnie Mae may require more frequent, internally prepared, unaudited financial statements if, in Ginnie Mae's sole discretion, more current or more frequent information is required.

### **Section C. Filing Date Extension**

**Effective Date: 2018-11-08**

If an extension of any filing date is necessary, the Issuer must request the extension by letter to the Ginnie Mae Office of Issuer & Portfolio Management (see Addresses), at least 15 days prior to the due date. The letter must include the following:

- (1) The reasons for the delay;
- (2) The name, EIN, contact person, and telephone number of the firm conducting the audit;
- (3) A list and explanation of any unresolved issues with the Issuer's auditor;
- (4) If it is likely that the auditor's opinion will not be unqualified, an explanation;
- (5) The expected date that the audit will be delivered. Requests for extensions should not exceed 30 days beyond the due date. Each request, however, will be evaluated on a case-by-case basis;
- (6) An internally prepared balance sheet as of the most recent month-end, but not later than the end of the prior fiscal year and an earnings statement for the 12-month period ending as of the month for which the balance sheet is submitted. The statement must be signed and certified by the chief executive or chief financial officer of the company. The certification must read:

I hereby certify that the information contained herein is true and accurate to the best of my knowledge and belief. The enclosed unaudited financial statements were prepared in accordance with GAAP.
- (7) The Issuer's Ginnie Mae four-digit identification number.

### **Section D. Failure to Submit Required Statements**

**Effective Date: 2018-11-08**

If an Issuer fails to submit the annual audited financial statement and Audit Reports in accordance with MBS Guide, Ch. 3, Part 7, § A on or before the due date, Ginnie Mae will not approve requests for commitment authority, or the transfer of Ginnie Mae Issuer responsibility or subservicing to the Issuer, until it complies with MBS Guide, Ch. 3, Part 7, § A and the adequacy of the Issuer's net worth and liquidity has been determined. The failure also may result in a suspension of eligibility to use existing commitment authority, or other disciplinary actions by Ginnie Mae.

An Issuer who fails to provide complete and timely financial statements will be notified in writing of each deficiency and will be required to correct the deficiency within a specified time and be subject to administrative action by Ginnie Mae.

## **PART 8. FINANCIAL REQUIREMENTS**

**Effective Date: 2022-12-07**

Ginnie Mae requires that Issuers meet financial requirements at all times in order to maintain their Issuer approval. An approved Issuer must maintain adjusted net worth, and meet other financial requirements, including liquidity requirements (met with cash and cash equivalents as defined under FAS 95), in accordance with MBS Guide, Ch. 2, Part 9, and as provided below.

Ginnie Mae may consider a written agreement, including but not limited to a corporate guaranty, that allows the financial strength of the corporate parent to be considered when determining whether or not the Issuer is in compliance with Ginnie Mae’s financial requirements. Such consideration will be at the sole discretion of and subject to due diligence by Ginnie Mae.

Effective for each Issuer’s fiscal year 2020, Issuers may use AAA rated U.S. government securities marked-to-market, in addition to cash and cash equivalents as defined under FAS 95, to meet the liquidity requirements in accordance with MBS Guide, Ch. 2, Part 9, and as provided below. Effective fiscal year 2020, Issuers will not be allowed to include Deferred Tax Assets for the purpose of meeting Ginnie Mae’s Net Worth Requirements. Ginnie Mae will assess compliance with these changes, including the exclusion of Deferred Tax Assets as an acceptable asset, upon receipt of the Issuer’s audited financial statements for the fiscal year 2020.

Based on the Issuer’s financial history, current financial position, market conditions or other relevant factors, as detailed in MBS Guide, Ch. 3, Part 21 of this Guide, Ginnie Mae may, in its sole discretion, impose additional financial or operational requirements on Program participants.

**Section A. Requirements for Single-family MBS Program**

*Effective Date: 2020-07-02*

(1) Net Worth

For Issuers approved to participate in the Single-family program for MBS backed by Single-family level payment, graduated payment, growing equity, buy-down, serial note, or adjustable rate mortgages, the minimum **base net worth requirement** is \$2,500,000 plus 0.35% (35 basis points) of the Issuer’s total Single-family effective outstanding obligations, at all times. The total effective Single-family outstanding obligation is the sum of: a) all Single-family Ginnie Mae securities outstanding, b) available commitment authority to issue new Single-family pools, and c) total Single-family pools funded.

Example: Computation of Net Worth Requirement for Single Family MBS Program

Single-Family Outstanding Obligation	Minimum Requirement	Additional 35bps for Outstanding Obligation	Total Requirement (Sum of Minimum Plus Additional 35 Bps)
\$ 1,000,000,000	\$ 2,500,000	\$ 3,500,000	\$ 6,000,000

(2) Liquidity

Ginnie Mae requires Issuers to maintain appropriate levels of liquidity to meet and sustain their obligations under the MBS Program. Single-family Issuers are required to have and maintain liquid assets equal to the greater of \$1,000,000 or 0.10% (ten basis points) of the Issuer’s outstanding Single-family MBS.

Ginnie Mae will analyze the Issuer’s most recent fiscal year-end audited financial statement to determine compliance with this requirement. However, Ginnie Mae may use the Issuer’s unaudited quarterly financial statements to monitor an Issuer’s ongoing liquidity position, and in its sole discretion, impose additional financial and operational requirements when warranted in response to an Issuer’s inadequate liquidity position.

Example: Computation of Liquidity Requirement for Single-Family MBS Program

Single-Family Outstanding Obligation	Minimum Requirement	10 bps of Outstanding Obligation	Liquidity Requirement (Greater of Minimum or 10 bps of Outstanding Obligation)]
\$ 10,000,000	\$ 1,000,000	\$ 10,000	\$ 1,000,000
\$ 50,000,000	\$ 1,000,000	\$ 50,000	\$ 1,000,000
\$ 100,000,000	\$ 1,000,000	\$ 100,000	\$ 1,000,000
\$ 500,000,000	\$ 1,000,000	\$ 500,000	\$ 1,000,000
\$ 1,000,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
\$ 5,000,000,000	\$ 1,000,000	\$ 5,000,000	\$ 5,000,000
\$ 10,000,000,000	\$ 1,000,000	\$ 10,000,000	\$ 10,000,000
\$ 50,000,000,000	\$ 1,000,000	\$ 50,000,000	\$ 50,000,000

(3) Institution-wide Capital

Institution-wide capital requirements are based on the Issuer’s most recent fiscal year-end audited financial statement.

(a) Banks and Bank Holding Companies

Issuers who are banks, bank holding companies, thrifts, or savings and loan holding companies must meet the following institution-wide capital requirements (These formulas are not applicable to credit unions.):

- (i) Tier 1 Capital/Total Assets ratio of 5% or greater;
- (ii) Tier 1 Capital/Risk-Based Assets ratio of 6% or greater; and
- (iii) Total Capital/Risk-Based Assets ratio of 10% or greater.

(b) Other Financial Institutions

All other Issuers that are not covered by the requirements of Subsection 3(a) immediately above, including but not limited to credit unions, must meet the following capital requirements:

Leverage Ratio: Issuers must maintain a “Leverage Ratio” of at least 6%. For purposes of this section, Leverage Ratio is computed by dividing the Issuer’s Total Adjusted Net Worth, as defined by Ginnie Mae, above, by the Issuer’s Total Assets.

Example: Computation of Leverage Ratio Requirement

Total Adjusted Net Worth	Total Assets	Leverage Ratio	Compliance
\$ 100,000,000	\$ 2,000,000,000	5%	Non-compliant
\$ 100,000,000	\$ 1,000,000,000	10%	Compliant

Ginnie Mae considers many factors in determining whether an Issuer’s preferred equity is to be included or excluded in the Issuer’s financial statements, in whole or in part, for purposes of the Total Adjusted Net Worth computation. These factors include, but are not limited to, the Issuer’s ability to defer or suspend dividend payments to preferred equity holders, whether the preferred equity is cumulative or non-cumulative, the seniority and maturity of the preferred equity at issue, and the Issuer’s ability to convert preferred equity to common equity.

**Section B. Requirements for Multifamily MBS Program**

*Effective Date: 2020-07-02*

(1) Net Worth

For Issuers approved to participate in the Multifamily program for MBS backed by multifamily construction or permanent loans, the minimum net worth requirements are: \$1,000,000 plus one percent (100 basis points) of the total effective Multifamily outstanding obligations in excess of \$25 million up to \$175 million, plus 0.20 % (20 basis points) of the total effective Multifamily outstanding obligations in excess of \$175 million. The total effective Multifamily outstanding obligation is the sum of: 1) all Multifamily securities outstanding, 2) available commitment authority to issue new Multifamily pools, and; 3) unexpended Multifamily construction draws.

Example: Computation of Net Worth Requirement for Multifamily MBS Program

Multi-Family Outstanding Obligation	Minimum Requirement	Additional 100 bps for Outstanding Obligation >25 Million	Additional 20 bps for Outstanding Obligation >175 Million	Total Net Worth Requirement
\$ 20,000,000	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
\$ 50,000,000	\$ 1,000,000	\$ 250,000	\$ -	\$ 1,250,000
\$ 175,000,000	\$ 1,000,000	\$ 1,500,000	\$ -	\$ 2,500,000
\$ 200,000,000	\$ 1,000,000	\$ 1,500,000	\$ 50,000.00	\$ 2,550,000
\$ 1,000,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,650,000.00	\$ 4,150,000

(2) Liquidity

Ginnie Mae requires Issuers to maintain appropriate levels of liquidity to meet and sustain their obligations under the MBS Program. Multifamily Issuers are required to have and maintain liquid assets equal to at least 20% of their Ginnie Mae required net worth based on the Issuer’s most recent fiscal year-end audited financial statement.

Ginnie Mae will analyze the Issuer’s most recent fiscal year-end audited financial statement to determine compliance with this requirement. However, Ginnie Mae may use the Issuer’s unaudited quarterly financial statements to monitor an Issuer’s ongoing liquidity position, and in its sole discretion, impose additional financial and operational requirements when warranted in response to an Issuer’s inadequate liquidity position.

Example: Computation of Liquidity Requirement for Multifamily MBS Program

Total Net Worth Requirement	Liquidity Requirement Equal to 20% of Net Worth
\$ 1,000,000.00	\$ 200,000.00
\$ 1,250,000.00	\$ 250,000.00
\$ 2,500,000.00	\$ 500,000.00
\$ 2,550,000.00	\$ 510,000.00
\$ 4,150,000.00	\$ 830,000.00

(3) Institution-Wide Capital

Institution-wide capital requirements are based on the Issuer’s most recent fiscal year-end audited financial statement.

(a) Banks and Bank Holding Companies

Issuers who are banks, bank holding companies, thrifts, or savings and loan holding companies must meet the following institution-wide capital requirements (These formulas are not applicable to credit unions.):

- (i) Tier 1 Capital/Total Assets ratio of 5% or greater;
- (ii) Tier 1 Capital/Risk-Based Assets ratio of 6% or greater; and
- (iii) Total Capital/Risk-Based Assets ratio of 10% or greater.

(b) Other Financial Institutions

Issuers that are not covered by the requirements for financial institutions shown immediately above in subsection 3(a), including but not limited to credit unions, must meet the following capital requirements:

Leverage Ratio: Issuers must maintain a “Leverage Ratio” of at least 6%. For purposes of this section, Leverage Ratio is computed by dividing the Issuer’s Total Adjusted Net Worth, as defined by Ginnie Mae, above, by the Issuer’s Total Assets.

Example: Computation of Leverage Ratio Requirement

Total Adjusted Net Worth	Total Assets	Leverage Ratio	Compliance
\$ 100,000,000	\$ 2,000,000,000	5%	Non-compliant
\$ 100,000,000	\$ 1,000,000,000	10%	Compliant

Ginnie Mae considers many factors in determining whether an Issuer’s preferred equity is to be included or excluded in the Issuer’s financial statements, in whole or in part, for purposes of the Total Adjusted Net Worth computation. These factors

include, but are not limited to, the Issuer’s ability to defer or suspend dividend payments to preferred equity holders, whether the preferred equity is cumulative or non-cumulative, the seniority and maturity of the preferred equity at issue, and the Issuer’s ability to convert preferred equity to common equity.

**Section C. Requirements for Home Equity Conversion Mortgage (HECM) MBS (HMBS) Program**

**Effective Date: 2020-07-02**

(1) Net Worth

For Issuers approved to participate in the HMBS program backed by HECMs, the minimum base net worth requirements are as follows: \$5,000,000 (\$5 million) plus one percent (100 basis points) of the total effective HMBS outstanding obligations. The total effective HMBS outstanding obligation is the sum of: 1) all HMBS securities outstanding, 2) available commitment authority to issue new HMBS pools, and 3) total HMBS pools funded.

Example: Computation of Net Worth Requirement for HMBS Program

HECM Outstanding Obligation	Minimum Requirement	Additional 100 bps for Outstanding Obligation	Total Requirement (Sum of Minimum Plus Additional 100 Bps)
\$ 1,000,000,000	\$ 5,000,000	\$ 10,000,000	\$ 15,000,000

(2) Liquidity

Ginnie Mae requires Issuers to maintain appropriate levels of liquidity to meet and sustain their obligations under the MBS Program. HMBS Issuers are required to have and maintain liquid assets equal to at least 20% of their Ginnie Mae required net worth based on the Issuer’s most recent fiscal year-end audited financial statement.

Ginnie Mae will analyze the Issuer’s most recent fiscal year-end audited financial statement to determine compliance with this requirement. However, Ginnie Mae may use the Issuer’s unaudited quarterly financial statements to monitor an Issuer’s ongoing liquidity position, and in its sole discretion, impose additional financial and operational requirements when warranted in response to an Issuer’s inadequate liquidity position.

Example: Computation of Liquidity Requirement for HMBS Program

Net Worth Requirement	Liquidity Requirement Equal to 20% of Net Worth
\$ 1,000,000.00	\$ 200,000.00
\$ 1,250,000.00	\$ 250,000.00
\$ 2,500,000.00	\$ 500,000.00
\$ 2,800,000.00	\$ 560,000.00
\$ 12,400,000.00	\$ 2,480,000.00

(3) Institution-Wide Capital

Institution-wide capital requirements are based on the Issuer’s most recent fiscal year-end audited financial statement.

(a) Banks and Bank Holding Companies

Issuers who are banks, bank holding companies, thrifts, or savings and loan holding companies must meet the following institution-wide capital requirements (These formulas are not applicable to credit unions.):

- (iv) Tier 1 Capital/Total Assets ratio of 5% or greater;
- (v) Tier 1 Capital/Risk-Based Assets ratio of 6% or greater; and
- (vi) Total Capital/Risk-Based Assets ratio of 10% or greater.

(b) Other Financial Institutions

Issuers that are not covered by the requirements for financial institutions shown immediately above in subsection 3(a), including but not limited to credit unions, must meet the following capital requirements:

Leverage Ratio: Issuers must maintain a “Leverage Ratio” of at least 6%. For purposes of this section, Leverage Ratio is computed by dividing the Issuer’s Total Adjusted Net Worth, as defined by Ginnie Mae, above, by the Issuer’s Total Assets.

Total Adjusted Net Worth	Total Assets	Leverage Ratio	Compliance
\$ 100,000,000	\$ 2,000,000,000	5%	Non-compliant
\$ 100,000,000	\$ 1,000,000,000	10%	Compliant

Ginnie Mae considers many factors in determining whether an Issuer’s preferred equity is to be included or excluded in the Issuer’s financial statements, in whole or in part, for purposes of the Total Adjusted Net Worth computation. These factors include, but are not limited to, the Issuer’s ability to defer or suspend dividend payments to preferred equity holders, whether the preferred equity is cumulative or non-cumulative, the seniority and maturity of the preferred equity at issue, and the Issuer’s ability to convert preferred equity to common equity.

- (c) Exemption for Certain HMBS Issuers. Ginnie Mae may exempt Issuers that participate exclusively in the HMBS program from the requisite capital and leverage ratio requirements in cases where Ginnie Mae, in its sole discretion, determines that, the Issuer’s failure to meet the requisite capital amount or leverage ratio test is directly attributable to a demonstrated lack of true sale accounting treatment of the HMBS Program. Ginnie Mae will grant this exemption in writing upon request and after receipt of the applicant’s most recent financial statements.

**Section D. Requirements for Manufactured Home (MH) MBS Program**

*Effective Date: 2020-07-02*

(1) Net Worth

For Issuers approved to participate in the MH MBS program backed by FHA- insured Title I MH loans, the minimum base net worth requirements are as follows: \$10,000,000 (\$10 million) plus 10% (1000 basis points) of the Issuer’s total effective MH outstanding obligations. The total effective MH outstanding obligation is the sum of: a) all MH securities outstanding, b) available commitment authority to issue new MH pools, and c) total MH pools funded.

Example: Computation of Net Worth Requirement for MH Issuers

Manufactured Home Outstanding Obligation	Minimum Requirement	Additional 100 bps for Outstanding Obligation	Total Requirement (Sum of Minimum Plus Additional 100 bps)
\$ 100,000,000	\$ 10,000,000	\$ 10,000,000	\$ 20,000,000

(2) Liquidity

Ginnie Mae requires Issuers to maintain appropriate levels of liquidity to meet and sustain their obligations under the MBS Program. MH Issuers are required to have and maintain liquid assets, equal to at least 20% of their Ginnie Mae required net worth based on the Issuer’s most recent fiscal year-end audited financial statement.

Ginnie Mae will analyze the Issuer’s most recent fiscal year-end audited financial statement to determine compliance with this requirement. However, Ginnie Mae may use the Issuer’s unaudited quarterly financial statements to monitor an Issuer’s ongoing liquidity position, and in its sole discretion, impose additional financial and operational requirements when warranted in response to an Issuer’s inadequate liquidity position.

Example: Computation of Liquidity Requirement

Net Worth Requirement	Liquidity Requirement Equal to 20% of Net Worth
\$ 10,000,000.00	\$ 2,000,000.00
\$ 20,000,000.00	\$ 4,000,000.00
\$ 50,000,000.00	\$ 10,000,000.00
\$ 100,000,000.00	\$ 20,000,000.00

(3) Institution-Wide Capital

Institution-wide capital requirements are based on the Issuer’s most recent fiscal year-end audited financial statement.

(a) Banks and Bank Holding Companies

Issuers who are banks, bank holding companies, thrifts, or savings and loan holding companies must meet the following institution-wide capital requirements (These formulas are not applicable to credit unions.):

- (i) Tier 1 Capital/Total Assets ratio of 5% or greater;
- (ii) Tier 1 Capital/Risk-Based Assets ratio of 6% or greater; and

(iii) Total Capital/Risk-Based Assets ratio of 10% or greater.

(b) Other Financial Institutions

Issuers that are not covered by the requirements for financial institutions shown immediately above in subsection 3(a), including but not limited to credit unions, must meet the following capital requirements:

Leverage Ratio: Issuers must maintain a “Leverage Ratio” of at least 6%. For purposes of this section, Leverage Ratio is computed by dividing the Issuer’s Total Adjusted Net Worth, as defined by Ginnie Mae, above, by the Issuer’s Total Assets

Example: Computation of Leverage Ratio Requirement

Total Adjusted Net Worth	Total Assets	Leverage Ratio	Compliance
\$ 100,000,000	\$ 2,000,000,000	5%	Non-compliant
\$ 100,000,000	\$ 1,000,000,000	10%	Compliant

Ginnie Mae considers many factors in determining whether an Issuer’s preferred equity is to be included or excluded in the Issuer’s financial statements, in whole or in part, for purposes of the Total Adjusted Net Worth computation. These factors include, but are not limited to, the Issuer’s ability to defer or suspend dividend payments to preferred equity holders, whether the preferred equity is cumulative or non-cumulative, the seniority and maturity of the preferred equity at issue, and the Issuer’s ability to convert preferred equity to common equity.

**Section E. Requirements for Participation in Multiple MBS and HMBS Programs**

*Effective Date: 2018-11-08*

Issuers approved to participate in more than one program type (Single-family, Multifamily, Manufactured Home, and HMBS) will be required to meet and maintain a minimum adjusted net worth equal to or greater than the sum of the minimum net worth requirements for all program types in which the Issuer is approved to participate.

**PART 9. QUALITY CONTROL**

*Effective Date: 2018-11-08*

The Issuer must maintain a quality control plan for underwriting, originating, and servicing mortgage loans and for secondary marketing. An HMBS Issuer must maintain a quality control plan that also accounts for, and monitors, Participations related to HECM loans. The quality control plan must include procedures for monitoring the work of the Issuer’s Participation Agents, if any.

If an Issuer intends to contract out the servicing function, the applicant must have in place an Oversight Plan detailing how the Issuer will monitor the contracted subservicer to ensure that compliance is maintained in accordance with Ginnie Mae requirements. Additionally, the Issuer’s subservicer must have in place its own quality control plan for servicing and subservicing for others.

## **PART 10. PRIOR DEFAULTS: INSTITUTIONS**

*Effective Date: 2018-11-08*

A previously defaulted Issuer who is subsequently reapproved as a new Issuer is required to serve a three-year period of provisional participation (provisional participant). A provisional participant is required to maintain its delinquency statistics DQ2, DQ3, and DQP at or below the threshold levels described in MBS Guide, Ch. 18, Part 3, § C.

A provisional participant is required to maintain pool and loan package administration procedures in accordance with policies stated in this Guide.

Delinquency statistics may not exceed levels set by Ginnie Mae.

A provisional participant will receive compliance reviews after six and twelve months of Program participation and annually for the next two years. Each review, other than the review in the third year, will be performed at the Issuer's expense, which will not exceed \$12,000 for each review.

If a provisional participant fails to satisfy these requirements, Ginnie Mae, in its sole discretion, may terminate the provisional participant's Ginnie Mae Issuer status.

## **PART 11. PRIOR DEFAULTS: PRINCIPALS AND OFFICERS**

*Effective Date: 2018-11-08*

A principal or officer of a previously defaulted or extinguished Issuer may appear on a new application for Issuer approval from the defaulted Issuer or from a different entity. If the applicant is granted Issuer status, the Issuer will be a provisional participant as described in MBS Guide, Ch. 3, Part 10. In addition, the following restrictions will apply with respect to such a principal or officer of the Issuer.

- (1) A principal or officer who held primary responsibility for the management of the defaulted Issuer may not represent a Ginnie Mae Issuer or work on any Ginnie Mae MBS matter for any Issuer for three years following the date of the letter of extinguishment sent to the defaulted Issuer. Ginnie Mae considers the Chairman, Chief Executive Officer, Chief Operating Officer, President, any senior or executive vice president, and any vice president of servicing, origination, or secondary marketing, to have primary responsibility for management of an Issuer. Ginnie Mae may include the principal owners or additional officers of the Issuer in this category.

Should a principal or officer be debarred or sanctioned by any government agency or government-sponsored entity for a period in excess of the period that Ginnie Mae restricts reentry, he or she may not represent a Ginnie Mae Issuer or work on any Ginnie Mae MBS matter for any Issuer until the removal of these sanctions.

- (2) A principal or officer engaged in management of the previously defaulted Issuer, but not specifically identified in paragraph (1), is not permitted to represent a Ginnie Mae Issuer or work on any Ginnie Mae MBS matter for any Issuer for two years following the date of the letter of extinguishment sent to the defaulted Issuer. Should a principal or officer be debarred or sanctioned by any government agency or by a government-sponsored entity for a period in excess of the period that Ginnie Mae restricts reentry, he or she may not represent a Ginnie Mae Issuer or work on any Ginnie Mae MBS matter for any Issuer until the removal of these sanctions.

- (3) Each person not identified in paragraphs (1) or (2) above who was authorized on the Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2), to act for the defaulted Issuer is not permitted to represent a Ginnie Mae Issuer or work on any Ginnie Mae MBS matter for any Issuer for a period of one year following the date of the letter of extinguishment sent to the defaulted Issuer. Should the person be debarred or sanctioned by any government agency or by a government-sponsored entity for a period in excess of the period that Ginnie Mae restricts reentry, he or she may not represent a Ginnie Mae Issuer or work on any Ginnie Mae MBS matter for any Issuer until the removal of these sanctions.
- (4) Other officers and technical and administrative employees, who had no management responsibilities for the defaulted Issuer, may work for Issuers without being subject to the restrictions above.

## **PART 12. AUTHORIZED SIGNATORIES; CHANGE OF OFFICERS**

*Effective Date: 2022-10-31*

Every Issuer is required to certify annually, by December 31 at 11:59PM Eastern, that the existing Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD-11702 (Appendix I-2), which names the individuals who are authorized to sign documents on behalf of the Issuer, is still current and accurate, or to replace that form HUD-11702 with an up-to-date and accurate form HUD-11702. The certification must be performed electronically via the Master Agreements Management System (MAMS) in GMEP.

If no changes have occurred in the information in the Resolution of Board of Directors and Certificate of Authorized Signatures currently on file in MAMS, then the Issuer needs only to certify the existing form in MAMS.

If the form HUD-11702 on file in MAMS is out of date or incorrect, then the Issuer must file a new or additional form HUD-11702 following the procedures in MBS Guide, Ch. 7, Part 4, § A(3) for submission of the form.

If the change involves an additional or new signatory for the Issuer, then the Issuer must file a new form HUD-11702 authorizing the additional signatory and providing that individual's name, title and signature. The Issuer must provide the information in MAMS, print the new form, have it signed and completed, apply the corporate seal, scan the signed and executed form into MAMS, and then mail the signed original form HUD-11702 to the PPA. The new form would supplement the existing form HUD-11702 currently on file.

If the change involves the withdrawal of an existing signatory from the form HUD-11702 because that person has left the Issuer's employment or for other reasons, then the Issuer may simply line through that individual's name and signature on the form HUD-11702 that is on file with MAMS and certify the form.

The Issuer must notify Ginnie Mae within five (5) business days after any change to the Issuer's authorized signatories, including the addition or withdrawal of any authorized signatories or other changes.

## **PART 13. CHANGES IN ISSUER BUSINESS STATUS**

*Effective Date: 2018-11-08*

Requirements for an Issuer undergoing certain types of changes in business status are set forth below. The timeframes specified must occur prior to the proposed effective date of the change, except when post-transaction documentation is required. Issuers must meet the timeframes specified in order to allow Ginnie Mae sufficient time to review the transaction and update its records.

In connection with any change described in this section, the Issuer, following initial notice to Ginnie Mae, must apprise Ginnie Mae from time to time of the status of the proposed change and its implementation.

Ginnie Mae, at its discretion, may request additional statements and documents to confirm that any change with respect to the Issuer's business status does not materially adversely affect Ginnie Mae or the ability of the Issuer to carry out its obligations under the Ginnie Mae Program. Upon request, Issuers are required to submit statements or documents within five (5) business days of Ginnie Mae's request, unless otherwise directed by Ginnie Mae personnel. Ginnie Mae retains the authority to approve or deny the Issuer's continued participation in the Ginnie Mae Program.

Each Issuer must submit written notice to Ginnie Mae in advance of any anticipated changes in its business, not otherwise addressed below, that may materially or adversely affect the Issuer's business or financial condition.

### **Section A. Changes in Relationship with Agencies**

**Effective Date: 2018-11-08**

The Issuer must notify Ginnie Mae in writing within five (5) business days of any material adverse change in its business relationship with Fannie Mae, Freddie Mac, FHA, VA, RD, PIH, or any other supervisory or regulatory government agency including, but not limited to, banking agencies, the FDIC, the CFPB, and state licensing or regulatory agencies.

Material adverse changes include, but are not limited to, terminations, defaults, suspensions, cease and desist orders, fines, and other administrative or disciplinary actions taken against the Issuer.

### **Section B. Mergers**

**Effective Date: 2021-07-28**

In a merger in which a Ginnie Mae Issuer will be the surviving entity (or alternatively, where two Ginnie Mae Issuers are merging), the Issuer must submit written notice regarding the merger to Ginnie Mae at least sixty (60) days prior to the desired effective date of the merger. Ginnie Mae will review the transaction to determine, in its sole discretion, whether to approve or deny the surviving Issuer's continued participation in the Program.

The written notice must include the rationale and effective date of the merger, any anticipated changes to the financial position of the surviving entity, the proposed management team of the surviving entity, which Issuer number should be deactivated (if applicable), a corporate guaranty (Appendix I-8) or cross default agreement (Appendix I-4) if required, and a confirmation that following the merger the Issuer will continue to meet all Ginnie Mae requirements.

In addition, within thirty (30) business days after the effective date of the merger the Issuer must submit the following documents for Ginnie Mae review:

- (1) Updated fidelity bond and mortgagee errors and omissions certificates of insurance along with required endorsements and any exclusionary endorsements, and a copy of the full fidelity bond and E&O insurance policy. *(Please See MBS Guide Chapter 2, Part 7)*
- (2) A new Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD-11702 (Appendix I-2) reflecting the name of the surviving (merged) entity and all directors, officers and key employees. Resumes for new officers, directors or key employees also must be provided.
- (3) A Cross-Default Agreement (Appendix I-4) executed by each affiliated Issuer pursuant to 24 C.F.R. § 320.3(g).
- (4) A certificate of merger from the Secretary of State of the jurisdiction in which the merger occurs or other evidence that the state acknowledges or approves the merger; or, if the Issuer is a financial institution regulated by a federal agency, a certificate of merger from the federal agency or other evidence that the federal agency acknowledges or approves the merger.
- (5) Certification from the Issuer that upon completion of the merger the entity will continue to meet all Ginnie Mae Program requirements.

In a merger where the anticipated surviving entity is not currently approved as a Ginnie Mae Issuer, the Issuer must submit written notice regarding the merger or acquisition to Ginnie Mae at least ninety (90) days prior to the desired effective date of the merger.

If the surviving entity wishes to become a Ginnie Mae Issuer it must apply to Ginnie Mae for MBS Issuer approval in accordance with MBS Guide, Ch. 2 and 7. The surviving entity must pay the application fee and submit its application package to become a Ginnie Mae Issuer at least ninety (90) days prior to the effective date of the proposed merger.

If the surviving entity does not wish to become a Ginnie Mae Issuer, then the Issuer must submit written notice to Ginnie Mae at least ninety (90) days prior to the effective date of the proposed merger, in order to ensure that there will be adequate time for the Issuer to transfer its Ginnie Mae portfolio to another Ginnie Mae Issuer prior to the merger. *(Please See MBS Guide Chapter 21, Part 8 for more details on Transfers of Issuer Responsibility)*. At no time may an entity not approved as a Ginnie Mae Issuer hold and service or subservice any Ginnie Mae pool or loan package.

### **Section C. Change of Principal Owners or Control of Issuer**

**Effective Date: 2021-07-28**

When a Ginnie Mae Issuer anticipates a change in principal ownership or control, the Issuer must submit written notice regarding the anticipated change to Ginnie Mae at least thirty (30) days prior to the desired effective date. Ginnie Mae will review the transaction to determine, in its sole discretion, whether to approve or deny the Issuer's continued participation in the Program. Ginnie Mae defines the terms "principal owner" and "control" according to the Statement of Financial Accounting Standard No. 57 (FAS-57) issued by the Financial Accounting Standards Board. An Issuer may consult its independent auditor for further guidance on the subject.

The written notice regarding the change in principal ownership or control should include any anticipated change(s) to the financial position of the Issuer, the timing of the transaction, as well as confirm that following the change in ownership or control that the Issuer will continue to meet all Ginnie Mae requirements.

In addition, within thirty (30) business days after the completion of any change in principal owners or control of a Ginnie Mae Issuer, the Issuer must submit the following documents to Ginnie Mae for review:

- (1) Updated fidelity bond and mortgagee errors and omissions certificates of insurance along with required endorsements and any exclusionary endorsements, and a copy of the full fidelity bond and E&O insurance policy. (*Please See MBS Guide Chapter 2, Part 7*)
- (2) Identification of new officers, directors or key employees on a Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD 11702 (Appendix I-2); resumes for new officers, directors or key employees also must be provided.
- (3) A Cross-Default Agreement (Appendix I-4) executed by each affiliated Issuer pursuant to 24 C.F.R. § 320.3(g).
- (4) Certification from the Issuer that upon completion of the change of control the entity will continue to meet all Ginnie Mae Program requirements.

#### **Section D. Transfer of Assets**

**Effective Date: 2018-11-08**

When a Ginnie Mae Issuer plans to transfer assets, other than mortgage servicing rights (MSRs), the Issuer must submit written notice regarding the proposed change to Ginnie Mae at least thirty (30) days prior to the desired effective date. Ginnie Mae will review the transaction to determine, in its sole discretion, whether to approve or deny the Issuer's continued participation in the Program. Ginnie Mae considers a transfer of assets to be any transfer of a principal element of the Issuer's business assets, related to the origination, underwriting, or servicing of mortgage loans without the transfer of accompanying liabilities. A transfer of Issuer responsibility for Ginnie Mae Mortgage Servicing Rights (MSRs) is not applicable to this section and is covered in MBS Guide, Ch. 21.

The written notice regarding any transfer of assets should include a description of the assets being sold and those being retained, timing of the transaction, and the Issuer's long term business plan for participation in the Ginnie Mae program (including volume projections and continuity of operations).

#### **Section E. Change in Ownership or Control of Guarantor**

**Effective Date: 2018-11-08**

Requirements for an entity (a guarantor) that has issued a guaranty pursuant to MBS Guide, Ch. 2 and is undergoing certain types of change in business status are set forth below. When a Ginnie Mae Issuer anticipates that there will be a change in the principal ownership or control of a guarantor the Issuer must submit written notice regarding the proposed change to Ginnie Mae at least thirty (30) days prior to the desired effective date. Ginnie Mae defines the terms "principal owner" and "control" according to the Statement of Financial Accounting Standard No.

57 (FAS-57) issued by the Financial Accounting Standards Board. An Issuer may consult its independent auditor for further guidance on the subject.

The written notice must include any anticipated change to the financial position of the Issuer's guarantor, anticipated change to the Issuer's management team, and any other known specifics about the transaction.

If the original guarantor will not be a surviving entity, then the notice must include a written affirmation by the surviving entity that it accepts responsibility for the guarantor's guaranty obligation to Ginnie Mae.

Each guarantor must submit notice to Ginnie Mae in writing in advance of any anticipated change in its business, not otherwise addressed in this section that may materially or adversely affect the guarantor's business or financial condition.

#### **PART 14. CHANGE IN NAME**

**Effective Date: 2021-07-28**

To effect a change in name only on Ginnie Mae's records, the Issuer must furnish a copy of the amendment to the Issuer's Articles of Incorporation (or other appropriate governing document) approved by the appropriate Secretary of State or equivalent official, a new original Resolution of Board of Directors and Certificate of Authorized Signatures, form HUD- 11702 (Appendix I-2) (follow the procedures for submission of a new form HUD-11702 on MAMS), and updated certificates of insurance for fidelity bond and mortgagee errors and omissions coverage, along with required endorsements and any exclusionary endorsements, and a copy of the full fidelity bond and E&O insurance policy, all indicating the new name. This information must be sent to Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses) within 10 business days after the effective date of the name change.

#### **PART 15. ADDRESS CHANGE**

**Effective Date: 2018-11-08**

The Issuer must notify Ginnie Mae's Office of Issuer & Portfolio Management (see Addresses) in writing within five (5) business days of any change in the Issuer's location, mailing address, or telephone number.

#### **PART 16. DELINQUENCY RATES**

**Effective Date: 2018-11-08**

In order to remain eligible to participate in the Ginnie Mae MBS Program and receive additional commitment authority, an Issuer must maintain sound mortgage servicing practices, without excessive delinquency rates, for pools and loan packages outstanding. Requests for new commitment authority or the right to purchase additional Ginnie Mae Issuer responsibility or subservicing will be limited or denied, in Ginnie Mae's sole discretion, if the rates of delinquencies in the Issuer's Ginnie Mae portfolio reach the threshold level for any delinquency indicator described in MBS Guide, Ch. 18, Part 3, § C. Data used to measure delinquency rates are derived from the RFS Issuer Monthly Report of Pool and Loan Data (Appendix VI-19). Delinquency reporting, as described in MBS Guide, Ch. 18, Part 3, § C, does not apply to HMBS reporting.

#### **PART 17. SERVICING PERFORMANCE**

**Effective Date: 2018-11-08**

For each loan for which an Issuer is the Issuer of record in the MBS Program, the Issuer must at all times service or manage and oversee the subservicing of pooled mortgages and Participations and administer the related securities in accordance with the requirements of the applicable Guaranty Agreement and this Guide.

## **PART 18. ADDITIONAL REQUIREMENTS**

**Effective Date: 2019-09-01**

### **Section A. Discretionary Reports and Agreements**

At its discretion, Ginnie Mae also may require any or all of the following:

- (1) Credit reports on the Issuer's principals and a commercial credit report on the Issuer.
- (2) Corporate guaranties in the following circumstances, among others:
  - (a) If the Issuer, although meeting Ginnie Mae's net worth requirements, has been experiencing financial problems but its parent is financially strong.
  - (b) If the Issuer is financially strong but its parent or an affiliate is experiencing financial problems, Ginnie Mae may require the parent company to sign a corporate guaranty not to remove assets or increase liabilities of the Issuer for the benefit of the parent or an affiliate.
  - (c) If the Issuer does not make up at least 40% or more of its parent's equity and has elected to submit consolidated audited financial statements for its parent company along with supplemental reports from the Issuer. (See Audit Guide Chapter 6).
  - (d) If the Issuer is affiliated with an existing Ginnie Mae Issuer and the affiliated Issuer's federal regulator will not permit it to sign a Cross-Default Agreement.
- (3) Evidence of continued compliance with Ginnie Mae's requirements, as indicated in MBS Guide, Ch. 2, Part 2.

### **Section B. Mandatory Rating Requirements for Certain Issuers**

- (1) Definitions: For the purposes of this Section B. the term "Ginnie Mae Single-Family Servicing Portfolio Amount" is defined as the sum of the unpaid principal balance of an Issuer's outstanding Ginnie Mae Single-Family MBS and HMBS for which it is the Issuer of Record in addition to the sum of the unpaid principal balance of any outstanding MBS and HMBS that the Issuer is subservicing on behalf of another approved Ginnie Mae Issuer.
- (2) Primary Servicer Rating Requirements:
  - (a) Requirement Threshold. Issuers with a "Ginnie Mae Single-Family Servicing Portfolio Amount" that exceeds \$25,000,000,000 (\$25 billion) will be required to obtain an external primary servicer rating.
  - (b) Subservicer Ratings. Any Issuer that has a Ginnie Mae Single-Family Servicing Portfolio Amount that exceeds \$25,000,000,000 (\$25 billion) may request an

exemption from the primary servicer rating requirement if it has delegated servicing responsibilities to another Ginnie Mae Issuer that has already obtained and submitted a primary servicer rating. Issuers must submit such requests in writing to their assigned Account Executive. Ginnie Mae may, in its sole discretion, determine whether the exemption should be granted based on a variety of factors, including but not limited to, the percent of the Issuer's portfolio that is being or has been subserviced as well as the overall financial and operational strength of the subservicer as indicated by Ginnie Mae's compliance reviews, monitoring and enforcement actions, or findings delineated in a primary servicer rating report.

- (c) Required Rating Agency Approval. Ginnie Mae must approve in writing the organization providing the external primary servicer rating(s) required by this section. Issuers may submit a request for Ginnie Mae's approval of an organization via email to their assigned Ginnie Mae Account Executive.

(3) Issuer Credit Rating Requirements:

- (a) Single Credit Rating Requirement Threshold. In addition to the primary servicer rating outlined above, Issuers with a "Ginnie Mae Single-Family Servicing Portfolio" that exceeds \$50,000,000,000 (\$50 billion) will be required to obtain an Issuer credit rating from a "Nationally Recognized Statistical Rating Organization" as defined by Section 78c(a) of Title 15 of the United States Code (15 U.S.C. 78c(a)).
- (b) Multiple Credit Ratings Requirement Threshold. Issuers with a Ginnie Mae Single-Family Servicing Portfolio that exceeds \$75,000,000,000 (\$75 billion) will be required to obtain an external primary servicer rating and Issuer credit ratings from two different (i.e. unaffiliated) Nationally Recognized Statistical Rating Organizations.
- (c) Exemption from Issuer Credit Ratings for Certain Subservalcers. An Issuer with a Ginnie Mae Single-Family Servicing Portfolio that exceeds \$50,000,000,000 (\$50 billion) is exempt from the Issuer Credit Rating Requirements in Subsections 3(a) and 3(b) above if:
  - (i) the Issuer is an approved Subservalcer for one or more Ginnie Mae Issuers; and
  - (ii) the sum of the unpaid principal balance of the Issuer's outstanding Ginnie Mae Single-Family MBS and HMBS for which it is the Issuer of Record is less than \$25,000,000,000 (\$25 billion).
- (d) Minimum Rating. Issuers that are subject to these credit rating requirements must receive a minimum rating of a B, or its equivalent. Any Issuer that obtains a credit rating below a B, or its equivalent, will be subject to additional financial and/or operational requirements to maintain its approved Issuer status.
- (e) Effective Date. The rating requirements covered here are effective on September 1, 2020, and thereafter.
- (f) Timeline for Submission of Ratings.
  - (i) Any Issuer subject to the primary servicer rating or Issuer credit ratings requirements outlined herein must submit the applicable rating report to its

assigned Ginnie Mae Account Executive within 10 business days from the date reflected on the report.

- (ii) Any Issuer that has satisfied the primary servicer or Issuer credit rating(s) requirements in accordance with this Subsection (3), is not required to obtain or submit subsequent primary servicer or Issuer credit ratings, unless Ginnie Mae requests such new ratings in writing.
- (iii) Ginnie Mae reserves the right to request new primary servicer or Issuer credit ratings at any time once an Issuer exceeds the Ginnie Mae Single-Family Servicing Portfolio thresholds outlined in this Subsection 5 (\$25, \$50 and \$75 billion), except that, Ginnie Mae shall not require more than one primary servicer rating or more than two Issuer credit ratings within an 18-month period, beginning on the date that Ginnie Mae receives the primary servicer rating or Issuer credit rating report, as applicable.

## **PART 19. ANTI-DISCRIMINATION POLICIES**

**Effective Date: 2018-11-08**

Issuers must maintain at all times policies prohibiting discrimination based on race, religion, color, sex, national origin, or age. Issuers must comply with all rules, regulations, and orders specified in MBS Guide, Ch. 2, Part 14 and all related requirements.

## **PART 20. SUBCONTRACT SERVICER ELIGIBILITY REQUIREMENTS**

**Effective Date: 2018-11-08**

A subservicer must be a Ginnie Mae-approved Issuer and continue to meet all Issuer eligibility requirements. See MBS Guide, Ch. 4, Part 3 for a discussion of subservicer responsibilities and MBS Guide, Ch. 21, Part 7 for a discussion of transfers of subservicer responsibility.

## **PART 21. DEMONSTRATED PARTICIPATION REQUIREMENT**

### **Section A. Required Participation**

**Effective Date: 2019-09-01**

- (1) Maintaining Ginnie Mae MBS Issuer approval is contingent upon the Issuer demonstrating active participation in each of the specific Ginnie Mae program type(s) for which the Issuer has been approved (i.e. Single-family, Multifamily, Manufactured housing, or HMBS). Prior to September 1, 2020, an Issuer demonstrates participation in the program type by performing a qualified activity within the preceding 18 months. Effective September 1, 2020, and thereafter, Issuers must demonstrate participation in the program type by performing at least one qualified activity within the preceding 12 months. For purposes of this requirement, a qualified activity includes:
  - (a) Issuing Ginnie Mae securities, including participation in Pool Issuance and Immediate Transfer (PIIT) activities (as long as Issuer also has non PIIT issuance in portfolio);
  - (b) Being the Issuer of record for active Ginnie Mae securities (i.e. having securities outstanding); or

- (c) Acting as a sub-servicer of loans pooled with Ginnie Mae.
- (2) Issuers serving as a Participation Agent for Ginnie Mae HMBS securities reporting are automatically exempt from the demonstrated participation requirement.
- (3) The request for, approval of, or maintaining a balance of outstanding commitment authority does not demonstrate the Issuer's active participation in a Ginnie Mae Program.
- (4) If an Issuer fails to meet the criteria for Demonstrated Participation, it may request: (1) an extension of time to meet the Demonstrated Participation Requirement, which Ginnie Mae can, in its sole discretion, grant; or (2) voluntarily request program withdrawal under MBS Guide, Ch. 3, Part 22, § A. If the Issuer has not requested an extension, or has not requested a voluntary withdrawal from the Program, Ginnie Mae, at its sole discretion, may withdraw the Issuer's Program approval (involuntary withdrawal) under MBS Guide, Ch. 3, Part 22, § B.

## **Section B. Required Compliance with Program Risk Parameters**

**Effective Date: 2018-11-08**

- (1) Approved Issuers must demonstrate that their ongoing participation meets acceptable risk parameters. Acceptable risk parameters, which are in part dependent on market conditions and may be amended from time to time, include, but are not limited to, the following:
  - (a) Rates of loan delinquency that do not pose a risk to an Issuer's responsibility to advance P&I payments to security-holders. (*Please See MBS Guide Chapter 18, Part 3, § C for the specific delinquency thresholds*)
  - (b) A business model that provides for ongoing investment in servicing capability, both in terms of technology and staff expertise, and the addition of newly-created or acquired MSR's to the serviced portfolio.
  - (c) Diverse portfolio composition, so that an Issuer's risks are spread across a broad range of loan type, geographic or other portfolio characteristics.
  - (d) Origination and servicing practices that ensure that the performance of an Issuer's securities is in line with that of similarly constituted securities for the Ginnie Mae portfolio as a whole.
  - (e) Inadequate financial position determined by factors including the Issuer's financial history, the Issuer's current financial standing, and corporate family or affiliate matters.
- (2) Below is a list of situations that may present undue additional risk and therefore be considered outside of acceptable risk parameters and in violation of Ginnie Mae's MBS Program, which may, in Ginnie Mae's sole discretion, lead Ginnie Mae to impose additional financial and operational requirements on an Issuer or remove the Issuer from its Program:

- (a) Rates of delinquency that are above the thresholds published in MBS Guide, Ch. 18, Part 3, § C or that otherwise pose a risk to an Issuer's responsibility to advance P&I payments to security-holders;
  - (b) "Run-off" portfolios, or business models that involve the recurring sale of substantially all the servicing created by issuance;
  - (c) Heavily-concentrated portfolios;
  - (d) Recurring issuance of multi-issuer program packages that exhibit prepayment activity that is substantially different from that of comparable packages; and
  - (e) Bankruptcy filing of a parent or affiliate, and trends that indicate financial distress, including but not limited to a pattern of net losses, a history of compliance breaches relating to financial or delinquency ratio requirements, declining or volatile liquid asset resources, declining adjusted net worth, excessive dividends or distributions from the Issuer, related party financial issues, or secured debt to gross tangible asset ratios greater than sixty percent (60%). For purposes of computing secured debt to gross tangible assets, both the numerator and the denominator should deduct the total amount of Warehouse Lines of Credit as identified in Schedule K of the MBFRF. Similarly, for purposes of computing secured debt to gross tangible assets, both the numerator and the denominator should deduct any amounts in line entries identified as "Loans Subject to Repurchase from Ginnie Mae" or its equivalent.
- (3) As detailed above, Ginnie Mae considers certain market conditions as relevant factors when imposing additional financial requirements. The market conditions considered by Ginnie Mae include but are not limited to:
- (a) home price index declines;
  - (b) benchmark interest rate changes;
  - (c) economic recessions;
  - (d) regulation or legislation;
  - (e) unemployment rate;
  - (f) restricted or non-existent business-to-business credit environment (e.g. warehouse lines); and
  - (g) additional conditions that may be relevant to the Multifamily market include increasing capitalization rates, rising vacancy rates, declining effective rental rates, legislation or regulation changes affecting government housing subsidy programs (e.g. U.S. tax laws or state subsidy programs).
- (4) In order to remain eligible to participate in the Ginnie Mae MBS Program and receive additional commitment authority, Issuers are required to remain inside of the acceptable risk parameters. Issuers that do not meet the acceptable risk parameters established by Ginnie Mae in this Guide are out of compliance with Ginnie Mae's requirement and will require Ginnie Mae to impose additional financial requirements or impose greater

restrictions on the Issuer’s participation, if at all, in the Program. Such restrictions, can include, but are not limited to, requiring that an Issuer’s high-risk portfolio be recalibrated to fall within the acceptable risk parameters; requiring portfolio diversification or placing a restriction on an Issuer’s participation in the PIIT program and multiple issuer pools.

**Section C. Minimum Portfolio Servicing Spread Requirements**

**Effective Date: 2018-11-08**

- (1) Definitions: As used in MBS Guide, Ch. 3, Part 21, § C, the following terms and definitions shall apply.
  - (a) The term “Issuer of Record” is defined as the entity identified in Ginnie Mae systems, by Issuer ID, as the entity assigned servicing and investor remittance responsibilities for the mortgage loans in a given pool or loan package. In cases of Transfers of Issuer Responsibility, the Issuer of Record for a given pool or loan package is the Transferee Issuer beginning on the Effective Reporting Date identified in the Assignment Agreement covering such transfer.
  - (b) The term “Portfolio” is defined as the Single-family, fixed rate, forward mortgage loans associated with each Issuer ID number in Ginnie Mae systems. Issuers with multiple Issuer IDs will be treated as having multiple Single-family Portfolios for purposes of the Minimum Portfolio Servicing Spread below.
  - (c) The term “Loan Servicing Spread” is defined as, for any mortgage loan pooled into a Ginnie Mae Single-family pool or loan package for which an Issuer is the Issuer of Record, the loan interest rate minus the corresponding security coupon rate minus the guaranty fee expressed in basis points.
    - (i)  $(\text{Loan interest rate}) - (\text{security coupon rate}) - (\text{guaranty fee}) = \text{Loan Servicing Spread}$
    - (ii) See example in table below. Loan Servicing Spread in bold and underlined.

Loan Interest Rate	Security Coupon	G-Fee	Loan Servicing Spread (LSS)
4.5%	4.00%	0.06%	<b><u>0.44%</u></b>

- (d) The term “Pool-Based Weighted Loan Servicing Spread” is defined for any mortgage loan pooled into a Ginnie Mae Single-family pool or loan package as the corresponding Loan Servicing Spread multiplied by the amount that is obtained by dividing the loan’s remaining principal balance by the unpaid principal balance of the corresponding pool or loan package, expressed in basis points.
  - (i)  $(\text{Loan Servicing Spread}) \times ((\text{Loan RPB}) \div (\text{Pool UPB or Loan Package UPB})) = \text{Pool-Based Weighted Loan Servicing Spread (Pool WLSS)}$
  - (ii) See example in table below. Pool-Based Weighted Loan Servicing Spread shown in bold and underlined for Loans 1 through 3.

Loan/Pool Identifier	Loan RPB	Loan Interest Rate	Security Coupon	G-Fee	Loan Servicing Spread	Pool Based Weighted Loan Servicing Spread
POOL ABC Loan 1	150,000	4.50%	4.00%	0.06%	0.44%	<b><u>0.17%</u></b>

POOL ABC Loan 2	200,000	4.25%	4.00%	0.06%	0.19%	<b><u>0.10%</u></b>
POOL ABC Loan 3	50,000	4.75%	4.00%	0.06%	0.69%	<b><u>0.09%</u></b>
POOL ABC Total:	400,000	...	...	...	...	0.36%

(e) The term “Pool Servicing Spread” is defined as, for each Ginnie Mae Single-family pool and loan package for which an Issuer is the Issuer of record, the sum of the Pool-Based Weighted Loan Servicing Spread of all loans in such pool or loan package.

(i)  $\sum(\text{Loan Servicing Spread}) \times ((\text{Loan RPB}) \div (\text{Pool UPB})) = \text{Pool Based Weighted Loan Servicing Spread}$ .

(ii) See example in table below for POOL ABC comprised of three loans. Pool Servicing Spread in bold and underlined.

Loan/Pool Identifier	Loan RPB	Loan Interest Rate	Security Coupon	G-Fee	Loan Servicing Spread	Pool Based Weighted Loan Servicing Spread
POOL ABC Loan 1	150,000	4.50%	4.00%	0.06%	0.44%	0.17%
POOL ABC Loan 2	200,000	4.25%	4.00%	0.06%	0.19%	0.10%
POOL ABC Loan 3	50,000	4.75%	4.00%	0.06%	0.69%	0.09%
POOL ABC Total:	400,000	...	...	...	...	<b><u>0.36%</u></b>

(f) The term “Portfolio-Based Weighted Loan Servicing Spread” is defined as, for any mortgage loan pooled into a Ginnie Mae Single-family pool or loan package, the corresponding Loan Servicing Spread multiplied by the amount obtained by dividing the loan’s remaining principal balance by the aggregated unpaid principal balance of all Single-family pools or loan packages for which that Issuer is the Issuer of record, expressed in basis points.

(i)  $(\text{Loan Servicing Spread}) \times ((\text{Loan RPB}) \div (\text{Portfolio UPB})) = \text{Portfolio-Based Weighted Loan Servicing Spread}$ .

(ii) See example in table below for an Issuer portfolio comprised of POOL ABC and POOL DEF, each with three loans. The Portfolio-Based Weighted Loan Servicing Spread is in bold and underlined for each loan in the portfolio.

Loan/Pool Identifier	Loan RPB	Loan Interest Rate	Security Coupon	G-Fee	Loan Servicing Spread	Pool Based Weighted Loan Servicing Spread
POOL ABC Loan 1	150,000	4.50%	4.00%	0.06%	0.44%	<b><u>0.06%</u></b>
POOL ABC Loan 2	200,000	4.25%	4.00%	0.06%	0.19%	<b><u>0.03%</u></b>
POOL ABC Loan 3	50,000	4.75%	4.00%	0.06%	0.69%	<b><u>0.03%</u></b>
POOL DEF Loan 1	175,000	5.00%	4.50%	0.06%	0.44%	<b><u>0.07%</u></b>
POOL DEF Loan 2	225,000	5.00%	4.50%	0.06%	0.44%	<b><u>0.09%</u></b>
POOL DEF Loan 3	300,000	5.25%	4.50%	0.06%	0.69%	<b><u>0.19%</u></b>
Portfolio Total:	1,100,000	...	...	...	...	0.0047

(g) The term “Portfolio Servicing Spread” is defined as the sum of the Portfolio-Based Weighted Loan Servicing Spread of all Single-family loans for which the Issuer is the Issuer of record.

(i)  $\sum$  (Portfolio-Based Weighted Loan Servicing Spread of all Loans)

(ii) See example in table below for an Issuer portfolio comprised of POOL ABC and POOL DEF, each with three loans. The Portfolio Servicing Spread is in bold and underlined.

Loan/Pool Identifier	Loan RPB	Loan Interest Rate	Security Coupon	G-Fee	Loan Servicing Spread	Pool Based Weighted Loan Servicing Spread
POOL ABC Loan 1	150,000	4.50%	4.00%	0.06%	0.44%	0.06%
POOL ABC Loan 2	200,000	4.25%	4.00%	0.06%	0.19%	0.03%
POOL ABC Loan 3	50,000	4.75%	4.00%	0.06%	0.69%	0.03%
POOL DEF Loan 1	175,000	5.00%	4.50%	0.06%	0.44%	0.07%
POOL DEF Loan 2	225,000	5.00%	4.50%	0.06%	0.44%	0.09%
POOL DEF Loan 3	300,000	5.25%	4.50%	0.06%	0.69%	0.19%
Portfolio Total:	1,100,000	...	...	...	...	<b><u>0.47%</u></b>

(2) (Minimum Portfolio Servicing Spread Requirement: Effective March 1, 2020, all Single-family Issuers will be required to have and maintain at all times, a Portfolio Servicing Spread of at least 25 basis points (.25% or 0.0025 expressed in decimals). The Minimum Portfolio Servicing Spread Requirement of 25 basis points is an absolute minimum, and therefore, Issuers may not round up when computing the Portfolio-Based Loan Servicing Spread or the Portfolio Servicing Spread.

(3) (Effect on Transactions that Pledge or Encumber Servicing Income: Any amount of Servicing Income or servicing rights that is pledged or encumbered in accordance with MBS Guide, Ch. 21 will not be excluded from the computation of the Minimum Portfolio Servicing Spread required by MBS Guide Ch. 3, Part 21, § C.

(4) (Non-Compliance with Minimum Portfolio Servicing Spread Requirement: Any Issuer that does not satisfy the Minimum Portfolio Servicing Spread prescribed by MBS Guide, Ch. 3, Part 21, § C(2) is in violation, and may be subject to one or more of the risks and liabilities listed in MBS Guide Ch. 5, Part 2, § N. Ginnie Mae may impose pooling restrictions on an Issuer that is not compliant with the Minimum Portfolio Servicing Spread requirement, including, but not limited to restrictions on issuing pools or loan packages with a Pool Servicing Spread that is lower than the Minimum Portfolio Servicing Spread, or other minimum servicing spread determined by Ginnie Mae at its own discretion. Such pooling restrictions may be imposed independent from or in addition to the risks and liabilities listed in MBS Guide Ch. 5, Part 2, § N.

## **PART 22. PROGRAM WITHDRAWAL**

### **Section A. Voluntary Withdrawal**

*Effective Date: 2018-11-08*

An approved Issuer may request voluntary withdrawal from one or more MBS program types if the Issuer no longer wishes to participate in Ginnie Mae Programs or is unable to comply with the Demonstrated Participation Requirement. To do so, the Issuer must submit a letter to Ginnie Mae's Office of Issuer and Portfolio Management (See Addresses), signed by an authorized signatory of the Issuer whose name and signature appear on the form HUD-11702 on file with Ginnie Mae, requesting voluntary program withdrawal. Such action would relieve the Issuer from all compliance requirements, or focus requirements to only the remaining approved program type (i.e. equity requirements may change.) A voluntary withdrawal does not preclude reapplication under the requirements in MBS Guide, Ch. 2.

### **Section B. Involuntary Program Withdrawal**

*Effective Date: 2018-11-08*

Ginnie Mae, at its sole discretion, may withdraw one or more MBS program type approvals, if the Issuer is out of compliance with the Demonstrated Participation Requirement and has not voluntarily withdrawn in accordance with MBS Guide, Ch. 3, Part 22, § A. An involuntary withdrawal is not an event of issuer default; it pertains only to a specific MBS program type. In certain instances an issuer may be in good standing with securities outstanding under one program type, but has been involuntarily withdrawn under another. An involuntary withdrawal does not preclude reapplication under the requirements in MBS Guide, Ch. 2.