

Public reporting for this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a valid OMB control number.

Ginnie Mae is authorized to collect this information pursuant to Section 306(g) of the National Housing Act and/or by Ginnie Mae's Handbook 5500.3, Rev. 1. The purpose of this collection is to provide for releases of security interests in the pooled mortgages by prior secured institutions. The information collected will not be disclosed outside the Department except as required by law.

## Issuer Recovery Plan Requirements

### Section 1. Introduction

Chapter 3, Part 18 § D (Mandatory Recovery Planning Requirements for Certain Issuers) of the Ginnie Mae Mortgage-Backed Securities 5500.3, Rev-1 (MBS Guide) outlines recovery plan requirements for covered Issuers that meet certain criteria. Covered Issuers that meet the specified criteria are required to submit initial recovery plans to Ginnie Mae and attest to the content in the recovery plan every two years, for rapid and orderly recovery in the event of a material adverse change in business operations or failure. In addition, if a material change with respect to the information provided in the recovery plan elements occurs, covered Issuers are required to report the change to Ginnie Mae. If there are no material changes, covered Issuers are not required to re-submit their recovery plan. Ginnie Mae reserves the right to impose requirements for a covered Issuer's recovery plan contents at its sole discretion and may request additional information from a covered Issuer on a case-by-case basis. The information requested within the recovery plan also assists Ginnie Mae in upholding its explicit Government-backed guaranty in the event of an extinguishment from the MBS Program, should a covered Issuer fail to meet obligations outlined in the MBS Guide and Guaranty Agreement(s). Covered Issuer management should consider recovery as part of everyday decision making, in connection with matters related to structure, governance, business processes, and capital and liquidity allocation.

### Section 2. Purpose

This document details the requirements of a covered Issuer recovery plan as specified in Chapter 3, Part 18 § D of the MBS Guide and shall be used as a guide for covered Issuers required to write and submit a recovery plan. Covered Issuers should use this requirements document as a guide to provide responses for each item<sup>1</sup> in Sections 3 and 4 for inclusion in their recovery plans. Recovery planning is an iterative process aimed at strengthening the business operations and planning of covered Issuers participating in the Ginnie Mae MBS Programs.

### Section 3. Elements of the Ginnie Mae Recovery Plan

The following sections describe elements required for routine submission of Ginnie Mae Issuer recovery plans. For details on applicability on submission frequency and other specifications, please reference Chapter 3, Part 18 § D of the MBS Guide. Covered Issuers are required to submit completed recovery plans no later than the date specified by Ginnie Mae's Office of Issuer and Portfolio Management (OIPM), Monitoring and Asset Management Division (M&AM).

---

<sup>1</sup> If an item in Sections 3.1 – 3.3 does not apply to a covered Issuer or its operations, a response of “not applicable” is acceptable but should include an explanation for why the item does not apply to the covered Issuer.

---



---

## Section 3.1 Corporate Structure

This section is intended to gain an understanding of a covered Issuer's corporate structure. The information requested below should include only business operations relevant to Ginnie Mae MBS Program (Single Family, Multi-Family, Manufactured Housing or HECM) operations, as applicable. Covered Issuers should provide complete responses to the items below.

1. Provide a detailed description of the organization's corporate structure, including:
  - a. An organizational chart of any parent or holding companies, affiliates, and subsidiaries (to include domestic and foreign operations) relevant to the Ginnie Mae portfolio.
  - b. Location, key management personnel, and contact information associated with the covered Issuer, parent company, and subsidiaries whose failure would cause an adverse impact on the Ginnie Mae portfolio, if applicable.
  - c. A mapping of the company's critical operations and core business lines, including material asset holdings and liabilities related to critical operations and core business lines, to material entities.
2. Identify the interconnections and interdependencies among the company and its material entities such as key stakeholders, related financial entities, etc., and among critical operations of the core business lines of the company that, if disrupted, would materially affect the funding or operations of the company, its material entities, or its critical operations or core business lines.
3. Identify major counterparties of the company that would have a material adverse impact on business operations related to Ginnie Mae MBS Programs (SF, MF, MH, HMBS) or result in failure of the company.
4. Identify all locations relevant to the covered Issuer's servicing operations of its Ginnie Mae portfolio loans, including city and state. Describe what business function occurs at each location. Additionally, note whether there is a geographical concentration of Ginnie Mae portfolio operations in a particular location.
5. Identify whom the company has pledged MBS collateral (e.g., Acknowledgement Agreements, warehouse lines of credit, etc.) and the entity that holds the collateral, such as a custodian or agent.

## Section 3.2 Information Systems

This section is designed to gather information related to a covered Issuer's information systems in the event Ginnie Mae must complete a servicing transfer. The information requested below should only include business operations related to Ginnie Mae MBS Program operations. Covered Issuers should provide complete responses to the items below.

1. Provide the following:
  - a. A detailed inventory and description of all key management information systems and applications used in servicing the covered Issuer's Ginnie Mae portfolio, such as systems and applications for loan and asset servicing and financial and regulatory reporting, used by the company and its material entities. Within this inventory, please provide the following:
    - i. The description of each system or application provided,
    - ii. The legal owner or licensor, the use or function of the system or application, service level agreements related thereto, any software and system licenses, any intellectual property associated therewith,
    - iii. Whether Ginnie Mae MBS information is contained therein
  - b. A mapping (e.g., system context diagram, data flow diagram, etc.) of the key management information systems and applications to the material entities, critical operations and core business lines of the company that use or rely on such systems and applications. This should include information on the servicing system, data repository, and any peripheral applications.
  - c. Description of the process for Ginnie Mae to gain access to the management information systems and applications if necessary.
2. How do ancillary systems feed information into your core servicing system (e.g., document custodian, loss mitigation, etc.)? Is any information not reported to your core servicing system? How

---

---

would Ginnie Mae obtain this information?

### **Section 3.3 Recovery Planning**

This section considers Issuer recovery planning in the event a covered Issuer faces financial distress or extinguishment from the MBS Programs. Covered Issuers should provide complete responses to the items below.

1. Has the organization considered a plan that will help meet the requirements stated in the Guaranty Agreement and unwind the portfolio in a timely and efficient manner? This exercise is predicated on the orderly dissolution of assets under a single servicer event of default.
2. Please provide a general framework for the order in which the company's assets would be liquidated in the case of a material adverse change in business operations or covered Issuer extinguishment.
3. Does the company have funding set aside to continue operations for a certain period?
  - a. How is this determined and what does the funding cover?
  - b. Does this funding cover the retention of key personnel until the portfolio is transferred?
  - c. If not, how will key personnel be retained?
4. Explain how intercompany services shared by multiple affiliates will continue to be available to those affiliates in the event of a material adverse change in business operations?
  - a. Explain how contract modifications with key vendors, such as document custodians and subservicers, could be secured in the event of a material adverse change in business operations.
  - b. Identify how payment of intercompany services will continue in the event of a material adverse change in business operations or covered Issuer extinguishment.
5. Provide sections of the business continuity plan relevant to Ginnie Mae recovery planning.

### **Section 4. Recovery Plan Submission to Ginnie Mae**

An important aspect of the recovery planning program is maintaining current documentation that reflects changes in day-to-day operations of covered Issuers. Covered Issuers should provide contact information for the items below.

1. Identify a senior management official at the covered Issuer responsible for serving as a point of contact regarding the company's recovery planning and include contact information (phone number, email address, and physical address) for this official to Ginnie Mae.
2. Provide a vendor directory for material vendors, including a point of contact (phone number, email address, and physical address) for each relationship.