

MULTI-FAMILY HOUSING

MANAGER TRAINING
August 19th, 2009

REGULATIONS VS. HANDBOOK

- ◆ Whenever there is a conflict between the 3560 Regulation and the Handbook – **ALWAYS** use the 3560 Regulation.
- ◆ There are 3 handbooks. These handbooks provide “how-to” guidance on loan origination, asset management and loan servicing.

Handbook 1 – Loan Origination

- ◆ Application and processing procedures to originate loans and grants efficiently and effectively.

Handbook 2 – Asset Management

- ◆ Provides RD staff and borrowers information on the day-to-day operations of Multi-Family Housing properties.

Handbook 3 – Project Servicing

- ◆ Provides guidance about Agency procedures for servicing actions for:
 - Ownership/Organizational changes
 - Loan Restructuring
 - Unauthorized assistance
 - Compliance Violations
 - Workout Agreements
 - Liquidation Procedures
- ◆ This is the handbook you hope you never need!

SUMMARY OF 7 CFR 3560 SUBPARTS & HANDBOOK REFERENCES

7 CFR 3560 Subpart	Title	Numbering	HB References
A	General Provisions & Definition	3560.001 - 3560.050	
B	Direct Loan & Grant Origination	3560.051 - 3560.100	HB-1
C	Borrower Management & Operations Responsibilities	3560.101 - 3560.150	HB-2, Ch. 3 & 5
D	Multi-Family Housing Occupancy	3560.151 - 3560.200	HB-2, Ch. 6

SUMMARY OF 7 CFR 3560 SUBPARTS & HANDBOOK REFERENCES

7 CFR 3560 Subpart	Title	Numbering	HB References
E	Rents	3560.201 - 3560.250	HB-2, Ch. 7
F	Rental Subsidies	3560.251 - 3560.300	HB-2, Ch. 8
G	Financial Management	3560.301 - 3560.350	HB-2, Ch. 4
H	Agency Monitoring	3560.351 - 3560.400	HB-2, Ch. 9

SUMMARY OF 7 CFR 3560 SUBPARTS & HANDBOOK REFERENCES

7 CFR 3560 Subpart	Title	Numbering	HB References
I	Servicing	3560.401 - 3560.450	HD-3, Ch. 4, 5, 7, 8, 11 & 13
J	Special Servicing, Enforcement, Liquidation & Other Actions	3560.451 - 3560.500	HB-3, Ch. 10 & 12
K	Management & Disposition of Real Estate Owned (REO) Properties	3560.501 - 3560.550	HB-3, Ch. 14
L	Off-Farm Labor Housing	3560.551 - 3560.600	HB-1, Ch. 3, 5, 6, 12 & 13; HB-2, Ch. 6 & 8

SUMMARY OF 7 CFR 3560 SUBPARTS & HANDBOOK REFERENCES

7 CFR 3560 Subpart	Title	Numbering	HB References
M	On-Farm Labor Housing	3560.601 - 3560.650	HB-1, Ch. 3, 4, 5, 6, & 13; HB-2, Ch. 6 & 8
N	Housing Preservation	3560.651 - 3560.700	HB-3, Ch. 15
O	Unauthorized Assistance	3560.701 - 3560.750	HB-3, Ch. 9
P	Appraisals	3560.751 - 3560.800	HB-1, Ch. 7; HB-3, Ch. 7 & 8

RESOURCES

- ◆ INSTRUCTIONS
- ◆ FORMS
- ◆ FORMS MANUAL INSERTS (FMIs)
- ◆ PROCEDURE NOTICES (PNs)
- ◆ ADMINISTRATIVE NOTICES (ANs)
- ◆ UNNUMBERED LETTERS

USEFUL WEB SITES

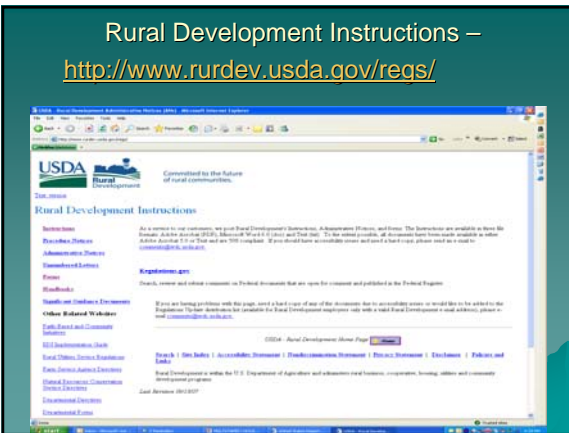
USDA – www.usda.gov



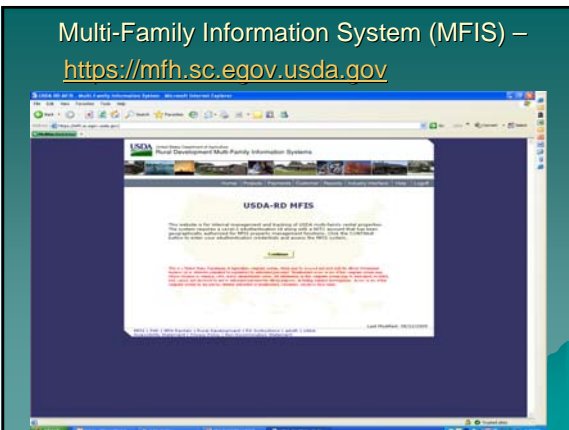
Rural Development – www.rurdev.usda.gov



Rural Development Instructions – <http://www.rurdev.usda.gov/regs/>



Multi-Family Information System (MFIS) – <https://mfh.sc.egov.usda.gov>



Management Interactive Network Connection (MINC) –

<https://usdaminc.sc.egov.usda.gov>



DEFINING BASIC TERMS

- ◆ DAILY INTEREST ACCRUAL SYSTEM (DIAS)
- ◆ PREDETERMINED AMORTIZATION SCHEDULE SYSTEM (PASS)
- ◆ AMORTIZED EFFECTIVE DATE (AED)
- ◆ INTEREST CREDIT
- ◆ INTEREST CREDIT PLAN I
- ◆ INTEREST CREDIT PLAN II

DEFINING BASIC TERMS

- ◆ BASIC RENT
- ◆ NOTE RENT
- ◆ SPECIAL NOTE RENT (SNR)
- ◆ RENTAL ASSISTANCE (RA)
- ◆ OVERAGE
- ◆ UTILITY ALLOWANCE
- ◆ AGREED UPON PROCEDURES
- ◆ IDENTITY OF INTEREST (IOI)
- ◆ RETURN ON INVESTMENT

KEY MANAGEMENT DOCUMENTS

- ◆ PROMISSORY NOTE
- ◆ LOAN AGREEMENT/RESOLUTION
- ◆ INTEREST CREDIT AGREEMENT
- ◆ RENTAL ASSISTANCE AGREEMENT
- ◆ MANAGEMENT PLAN
- ◆ MANAGEMENT CERTIFICATION
- ◆ MANAGEMENT AGREEMENT
- ◆ IDENTITY OF INTEREST DISCLOSURE
- ◆ LEASE
- ◆ AFFIRMATIVE FAIR HOUSING MARKETING PLAN (AFHMP)
- ◆ TRANSITION PLAN
