

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT



Northeast Region Production Division

Eastern Lenders Association Conference 2019

Stacey Ashmore

Northeast Region Production Division Director

March 12th, 2019

Concept Meetings

- Concept Meetings are scheduled by each office
- Requests should be submitted to the appropriate inbox based on the geographic location of the project:
 - CT, MA, ME, NH, RI, VT:
NE.BostonOfficeConceptMeeting@hud.gov
 - NJ, NY, PA:
NE.NYOfficeConceptMeeting@hud.gov
 - DC, DE, MD, WV, VA:
NE.BaltimoreOfficeConceptMeeting@hud.gov

FHA Number Requests

- FHA Number requests should be submitted to NE.FHANumber@hud.gov
- Lenders must submit a complete FHA number request form, and include the existing FHA number if the property is currently or has ever been HUD insured
- Numbers will be assigned and sent to the lender via e-mail within two business days

Application Submissions

- Applications will go through preliminary screening and will be assigned based on underwriter capacity
- The underwriter will reach out with information regarding where to send hardcopy applications
- Questions regarding the status of intake and assignment of applications can be directed to northeast.production@hud.gov

221(D)(4)/CONSTRUCTION APPLICATIONS HUD REVIEW

Yvette B. Jackson
Underwriter Branch Chief
Baltimore Satellite Office

ELA
March 2019

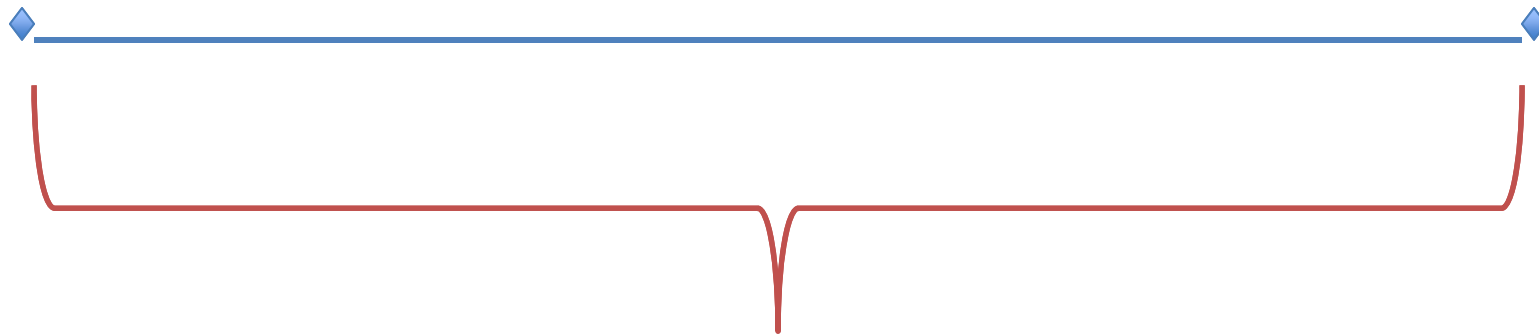
60-Day Processing

Underwriter
Assignment

Invitation
/Firm

(Clock Start)

(Finish)



What happens during this time?

What happens during the HUD review on construction deals?

- Key players
- Key actions
- Key decisions
- Key considerations

Key Thought: *Timing*

Key Players

- **Multifamily Production**

- Underwriting Branch

- Underwriter Branch Chief

- **Underwriter – Single Point of Contact**

- Technical Branch

- Technical Branch Chief

- Appraiser

- Construction Analyst

- Asset Management

- Loan Committee

- EMAD

- FHEO

- Labor Relations

- CPD –

- Environmental

- Clearance Officer

- OGC

Key Actions - Assignments

Underwriter - SPOC

- Application and technical assignments
- Lender notification
- EMAD request
- Account Executive request
- Labor Relations request
- Lender Narrative
- Pipeline/Systems/Updates
 - Site Visit
 - Environmental Checklist

Construction Analyst

- 3rd Party Reports
- Plans & Specs
- CNA e-tool

Appraiser

- 3rd Party Reports
 - Appraisal
 - Market Study
- HEROS

Key Actions - Reviews

Underwriter - SPOC

- Application
- Mortgage Credit Review
- 2530s
- Waivers
- Pipeline/Systems/Updates

Construction Analyst

- e-tool

Appraiser

- HEROS – Housing review
-To ECO

Asset Management

- AFHMP Checklist to FHEO

- Comments/Deficiencies - to lender

***Weekly Team Huddles**

Key Decisions - Reviews

- **Asset Management** – 9839-B
- **FHEO** – AFHMP
- **Labor Relations** – Wage Decision
- **EMAD** – Review/Conclusion

Technical Team

- Deliverables
- Reporting/Updates

Underwriter - SPOC

- Underwriter Summary/Recommendation
- Loan Committee Prep
- Firm Invitation/Commitment Prep
 - Lender deliverables
 - HUD processing record

Key Decisions - Approvals

- **Loan Committee**
 - Regional
 - National
- **Signatures**
 - Branch Chief
 - Production Division Director
 - Regional Director
- **Issuance of Invitation or Firm Commitment**

Key Considerations

- Issues
- Challenges
- Best Practices
- Handoff to Closing Coordinator

223(F) REFINANCE APPLICATIONS HUD REVIEW

Joseph McNealy
Underwriter Branch Chief
Boston Satellite Office

ELA
March 2019

223(f) Underwriter Review

Phase I: Initial Processing

1. Receive assignment
2. Contact lender for hardcopies
3. Check completeness (including status of contract/prepayments)
4. Contact Account Executives and Technicians

223(f) Underwriter Review

Phase II: Programmatic Review

1. Conduct site visit and analyze physical condition
2. Review subject area market
3. Analyze current operating performance
4. Evaluate loan criteria
5. Conduct credit review
6. Analyze environmental conditions

223(f) Underwriter Review

Phase III: Final Review

1. Finalize waiver requests
2. Finalize Tech Reviews, HEROs, and CNA e-Tool
3. Prepare Underwriter Memo
4. Sign off on processing forms
5. Obtain loan committee approval

223(f) Underwriter Review

Phase VI: Firm Commitment Issuance

1. Issue firm commitment
2. Upload final processing documents and firm commitment to internal systems
3. Hand-off to Closing Coordinator

223(f) Key Considerations

- ADA Repairs
- HAP Contract Renewals
- HEROS
- CNA e-Tool