



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Multifamily Northeast Region
New York Regional Center
Jacob K. Javits Federal Building
26 Federal Plaza, Suite 3214
New York, NY 10278-0068

DATE: March 30, 2020

MEMORANDUM FOR: All Multifamily Accelerated Processing (MAP) Lenders
Northeast Region Multifamily Offices

FROM: *Stacey Ashmore*
Stacey Ashmore, Production Division Director, Northeast Region

SUBJECT: Interim Pandemic Protocols for FHA Multifamily Processing

Thank you all for your patience and assistance during this challenging time. We hope that you and your families are healthy and doing well.

While operating under pandemic protocols, the following procedures shall be enacted for the submission, intake review, underwriting review, and closing of FHA MAP applications handled by the Northeast Region. These protocols will be reconsidered once normal operation is resumed. The FHA Housing-related processes are summarized and restated below with the changes noted in **bolded text**.

I: FHA Number Request:

Lender shall continue to comply with outstanding guidance to request an FHA number by transmitting the necessary data to NE.FHANumber@hud.gov. HUD staff will continue to respond via email to provide FHA Number assignments.

II: Concept Meetings:

Lender shall continue to submit Concept Meeting requests to the appropriate FHA mailbox:

- NYC Office: NE.NYOfficeConceptMeeting@hud.gov
For projects located geographically in: New York, New Jersey, Pennsylvania
- Boston Office: NE.BostonOfficeConceptMeeting@hud.gov
For projects located geographically in: Massachusetts, Vermont, New Hampshire, Connecticut, Rhode Island, Maine

The Multifamily Northeast Region consists of the New York Regional Center and the Baltimore and Boston Satellite Offices. Together, they serve Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia.

- Baltimore Office: NE.BaltimoreOfficeConceptMeeting@hud.gov
For projects located geographically in: Maryland, Washington D.C., Virginia, West Virginia, Delaware]

III. FHA Multifamily Applications

For Risk Sharing Applications:

Risk Sharing applications shall continue to be sent electronically to: NE.NewRSApplication@hud.gov in accordance with outstanding guidance.

For MAP Applications:

1. Lender shall submit C.N.A. e-tool to HUD in accordance with outstanding guidance.
2. HUD strongly encourages Lender or Lender's Environmental Professional to assign HEROs to HUD in accordance with outstanding guidance.
3. Lender shall compile a digital application in accordance with requirements of the 2016 MAP Guide, Appendix 4.
4. **Lender shall upload the digital application to a secure document storage site identified by the Lender.**
5. **If necessary, Lender shall establish one general account for HUD user "Northeast.Production".**
6. **When the application is ready for submission, Lender shall email Northeast.Production@hud.gov with the following:**
 - a. **The email Subject Line must include the name of the property and the FHA number. All subsequent emails must also contain this Subject Line.**
 - b. **A link for accessing the download location.**
 - c. **Within the same email (or in separate email sent immediately thereafter) and if applicable:**
 - i. **The password to access the digital content for the given application or to open password-protected documents.**
 - ii. **The Section of the Act and Transaction Type (i.e. 223(f) Acquisition; 221(d)(4) Insured Advances New Construction).**
 - iii. **City and State of the Subject (i.e. Philadelphia, PA)**
7. **Please do not ship any hard copy documents to the HUD offices, including construction plans and specifications, during this time. HUD shall review the digital plan and specification documents that are part of the FHA Application for the underwriting process.**
8. **Once Designated HUD Staff have retrieved and uploaded the application to the HUD system, Lender will receive an email with confirmation that the application has been passed on for Intake Review.**

IV. Intake Review

1. HUD shall conduct the Intake Review.
2. Lender shall be notified once the loan is transferred to a HUD Underwriter.

V. Underwriting Review

1. Document updates shall be transmitted electronically. No documents shall be mailed to the HUD Office.
2. Firm Invitation Letters, Firm Commitments, and Rejection Letters shall be transmitted to Lender electronically. No hard copy determinations shall be sent.

VI. Closing

Due to the swiftness of changing events, always check with your assigned HUD OGC to confirm each step of the closing process. At this time, we expect to operate as follows:

Draft Closing Package Review:

1. **The Firm Commitment cover letter shall identify the Housing Closing Coordinator (who may be your HUD Underwriter).**
2. **Lender or Lender's Counsel shall upload the digital draft closing package to a secure document storage site:**
 - a. **The closing package must be complete and inclusive of all Special Conditions of the Firm Commitment.**
 - b. **Lender or Lender's Counsel shall send an email containing a hyperlink and/or instructions for accessing the secure site to the HUD Closing Coordinator.**
 - c. **Lender or Lender's Counsel shall make available to the HUD Closing Coordinator access to a site in which the final, digital Construction Plans and Specifications may be downloaded. No hard copy plans and specifications shall be mailed to HUD.**
3. **The HUD Closing Coordinator shall download all documents from the secure site(s), upload them to the HUD SharePoint site, and notify HUD OGC and other necessary HUD staff for their review.**
4. **Housing's Closing Coordinator and OGC review and clear the draft closing docket.**

Executing the Closing Documents:

5. HUD signature on documents:

- a. Final hard copy of only those closing documents that HUD must sign shall be mailed to:

*Stacey Ashmore
70 Alder Drive
Ramsey, New Jersey 07446*

- b. This package should also include two prepaid, addressed envelopes: (i) one for the return of the all documents (including notarized documents), except for the FHA Note, to the appropriate location; and (ii) one for the return of the FHA Note to the appropriate location on the date of closing.
- c. The Lender must arrange for a Notary to come to Stacey's house to notarize her signature of the FHA documents.
- d. The Notary shall then mail those documents, except for the FHA note, to the appropriate location.

6. Final Plans, Specifications, and HUD Survey and Surveyor's Report:

- a. These documents must be digitally signed.
- b. The HUD Closing Coordinator must be given access to download these final signed documents.
- c. No hard copies of these documents shall be sent to HUD at this time; however, hard copies should be produced for future shipment as follows:
- HUD Set 1 shall be sent to the appropriate HUD office, as per outstanding instructions, in the future and once instructed by HUD, and
 - HUD Set 2 shall be shipped to the construction contractor to be stored on-site. If it is not feasible to ship Set 2 immediately, it may be held to be shipped when it does become feasible to do so.
 - The Lender shall provide a certification. This certification shall replace the language under "Required Certifications" of the "Plans and Specs Submission for Projects located in the Northeast Region dated 12/2019 (attached):"
 - Both Master Set 1 and Master Set 2 of the drawings and specifications that were digitally signed are the same as those approved by HUD,
 - Both Master Set 1 and Master Set 2 of the drawings and specifications that were digitally signed are the same as the Lender's set of drawings and specifications
 - The construction contractor has received a second set of digitally signed drawings and specifications, and
 - When circumstances permit for shipment of the hard copy final Master Set 2 of the drawings and specifications to the construction contractor, they will be identical to the set that is digitally signed and approved by HUD.

- The Construction Contractor shall provide a certification stating: The digitally signed Master Set 2 of the drawings and specifications have been received.
- d. All other requirements specified in the “Plans and Specs Submission for Projects located in the Northeast Region dated 12/2019” (attached) shall remain in force.
6. On the day of closing: OGC shall notify Stacey that the Note is cleared for signature. Stacey shall:
 - a. Sign and date the FHA Note for that day,
 - b. Scan the executed FHA Note for email to OGC and Closing Coordinator,
 - c. Place the signed FHA Note in the overnight mail (using the prepaid envelope) for delivery to Title and/or Lender.
 7. Promptly following the closing date, Lender’s Attorney shall send an electronic link containing the entire, executed Final Docket to the HUD Closing Coordinator for HUD’s download and record-keeping purposes.

VII. Other Matters

1. Lender shall continue to send requests for cost certifications, construction draws, and escrow draws to the designated HUD Construction Manager email box:

| <i>Regional Area</i> | <i>Mailbox</i> | <i>CAA / CM</i> | <i>Tech Chief</i> |
|-----------------------|--|---------------------------------|--------------------------------|
| NY, NJ, PA | Mf.nyc.tech@hud.gov | Tom Scully 617-994-8525 | Sheila Galicki 617-994-8519 |
| MA, RI, CT, ME, NH | Mf.bos.tech@hud.gov | Jerry Sechovicz 617-994-8510 | Sheila Galicki 617-994-8519 |
| MD, VA, WV, DE, DC | Mf.bal.tech@hud.gov | Stephen Gray 410-209-6507 | Sheila Galicki 617-994-8519 |

The email subject line should be as follows: Request Type, State, FHA#, Project Name (NCR, NY, 000-00000, ABC Towers)

Please email Stacey Ashmore with any questions or concerns at Stacey.L.Ashmore@hud.gov.

Encl: Plans and Specs Submission for Projects located in the Northeast Region (12/2019).

Plans and Specs Submission for Projects located in the Northeast Region

Once the drawing and specifications have been approved by either the Construction Manager for the closing office as referenced in the Commitment. The lender is now permitted to submit the final signed drawings for closing.

The process is as follows for drawing post issuance of commitment. These drawings will be used for the closing.

Final Drawings and Specifications for initial closing:

- 2 Master Sets of the drawing and specifications signed*.
- Half size sheets are preferred if legible.
- The cover and last drawing sheets, and the first and last specification pages of all sets, are signed by *representatives of the project architect, architect administering the contract, owner, contractor, lender, and bonding company (if applicable).

Set # 1

- The first signed set of signed drawings and specifications, labeled HUD Set 1, will be submitted to HUD for final review and approval prior to initial endorsement and the pre-construction conference.

Submit the first signed set of signed drawings and specifications, labeled HUD Set 1 to the following persons based on project location:

Property Location (MD, VA, WV, DC, DE) (mf.bal.tech@hud.gov)

Complete Closing Package: Mabel Cheng
Final Plans Only for Closings: Stephen Gray, Construction Manager
U.S. Department of Housing and Urban Development
Multifamily Northeast Region
Bank of America Building, Tower II
100 South Charles Street, Suite 500
Baltimore, MD 21201

Property Location: (MA, CT, NH, VT, ME, RI) (mf.bos.tech@hud.gov)

Complete Closing Package: Mabel Cheng
Final Plans Only for Closings: Jerry Sechovicz, Construction Manger
US Department of Housing and Urban Development
Multifamily Northeast Region
Boston Satellite Office
10 Causeway Street, 3rd Floor
Boston, MA 02222

Property Location: (NY, NJ, PA) (mf.nyc.tech@hud.gov)

Attn: Mabel Cheng
Plans for Closings: Tom Scully, Construction Manager
US Department of Housing and Urban Development Multifamily
Multifamily Northeast Region
Boston Satellite Office
10 Causeway Street, 3rd Floor
Boston, MA 02222

Plans and Specs Submission for Projects located in the Northeast Region

Set #2

- The second set of signed drawings and specifications, labeled HUD Set 2, will be given to the construction contractor to be stored on-site until the HUD inspector receives them. This set does not need to be submitted to HUD and the lender will be responsible for making sure that the construction contractor has received the second set of signed drawings and specifications.
- **The lender is responsible for ensuring that both Master Sets** of the drawings and specifications are signed by all the authorized agents and both sets are delivered as previously detailed.

Required Certifications:

The **lender** must also certify to the following:

1. Both Master Sets of the drawing and specifications are the same as those approved by HUD.
2. Both Master Sets of the drawing and specifications are the same as the lenders set of drawings and specifications.
3. That the construction contractor has received the second set of signed drawings and specifications.

The **construction contractor** will also need to certify to the following:

1. That they have received second set of signed drawings and specifications and will store them on-site until the HUD inspector receives them.

Pre-Construction Conference:

An effort will be made to have the pre-construction conference the same day as initial closing. However, this may not always be possible. If the pre-construction conference does not occur the same day of the initial endorsement, it will occur shortly before or within 5 days of the initial endorsement.

When is the Pre-Con Conference Scheduled?

A pre-construction conference will be set up once the first signed set of **signed drawings** and specifications, labeled HUD Set 1, have been received and reviewed by HUD, and a closing date has been established.

Who conducts the Pre-Con Conference:

A 3rd Party Inspection Firm Hosts the pre-construction in place of the HUD Construction Manager.

How is a Pre-Con Conference Requested?

No request can be made to the HUD 3rd Party Inspector without the written approval by the HUD Construction Manager. party Inspector. Once the approval is received by the HUD CM Lender can send an email request to Multifamily@leetexgroup.com with a cc to the closing coordinator and HUD CM. The actual scheduling will be arranged between the Lender and the HUD 3rd Party.

Plans and Specs Submission for Projects located in the Northeast Region

How do I schedule a Kickoff Call for a 223F with >15K per unit of repairs?

A Kick off call can be scheduled by send an email request to the Construction Manager responsible for the territory where the property is located.

***Please note this cannot be used for 221d4 Projects.**

Post-Closing:

Region MF Production has gone electronic. Please submit post-closing requests for Requisitions, NCR Escrows, Change Orders, IOD Release, WC Draw etc., to the follow:

Please directly to Construction Manager mailbox only. Do NOT cc multiple copies.

Sheila Galicki,
Northeast Region, Chief, Technical Branch
Sheila.galicki@hud.gov 617-994-8519

Property Location (MD, VA, WV, DC, DE)
mf.bal.tech@hud.gov
Stephen Gray, Construction Manager
410-209-6507

Property Location (MA, NH, ME, CT, RI, VT)
mf.bos.tech@hud.gov
Jerry Sechovicz, Construction Manager
617-994-8510

Property Location: (NY, NJ, PA)
mf.nyc.tech@hud.gov
Tom Scully, Construction Manger
617-994-8525

Plans and Specs Submission for Projects located in the Northeast Region

HUD Construction Manager Plan Retention

Leetex does not return the drawings. The set HUD approves for (IE) initial endorsement is the **master set**. HUD is required to keep the master set and any change orders or ASI's for 6 years after (FE) final endorsement. Plans should be identified at FE to be transferred to the record center 1 year after FE.

The borrower keeps the as-builts. The instructions call for the inspector to make sure the inspection set matches the as-built set. The master set plus all change orders should match the as built set.

Stages for Retention Purposes Construction Manager is the keeper of the plans.

- 1. IE – CM Master set approved for closing. Keep out an available.**
- 2. FE + 1 year – Can send to the records center or stored on site in the “MAP room” 1 year for this date All change orders records should be retained the same way.**
- 3. FE + 6 years – Plans can be disposed**

Plans and Specs Submission for Projects located in the Northeast Region