

WHAT'S NEW?

IREMS 1.6

CONTRACT ADMINISTRATORS

Overview

This document provides information on the issues included in **iREMS** release **1.6**.

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

Secure Systems

Secure Systems

→ iREMS Log-In

The *Traditional Contract Administrator (TCA)* performs many of the same functions as the various Contract Administrator roles. The **TCA** users are assigned via WASS. They see the same pages and have the same iREMS roles as the *Performance Based Contract Administrator (PBCA)*, *Contract Administrator (CA)*, *Back-up Contract Administrator* and *Supervisory Contract Administrator (SCA)* roles. The TCA will only be allowed to update the contracts assigned to them and view the contracts in their TCA organization.

Asset Management

Portfolio/Dashboard

→ Page Tabs

When a property or item is added or deleted from a user's portfolio, the accurate count will now display on the **Portfolio/Dashboard** section on the applicable **Page Tab**. This number will also display in the associated page header.

My Properties (15) | My Events (0) | Open EH&S Items (0) | Open Management Reviews (5) | Open Project Actions (4) | Properties with Contract(s) Assigned to CA ID (15) | Advanced Search

Displaying Properties in Role(s): [ALL](#)

My Properties for CHARLES CRAWFORD (MGM915) Records 1 to 10 of 15

Search:

	Property Name ▲	Property Id	Street	City	State
1	ANGELUS PLAZA	800001042	245 S HILL ST	LOS ANGELES	CA
2	ANGELUS PLAZA II	800001043	200 S OLIVE ST	LOS ANGELES	CA
3	ARLETA PARK APARTMENTS	800001056	14104 VAN NUYS BLVD	PACOIMA	CA
4	BUCKINGHAM APTS.	800001140	4050 URSULA AVENUE, SUITE 5	LOS ANGELES	CA
5	CUNNINGHAM VILLAGE	800001358	2300 S VICTORIA AVE	LOS ANGELES	CA
6	DOLORES-FRANCES APARTMENTS	800219013	1200 S. UNION AVENUE	LOS ANGELES	CA
7	GLENOAKS TOWNHOMES	800001568	14300 FOOTHILL BLVD	SYLMAR	CA
8	MAIN STREET HOUSING, LP	800209522	101 W 74TH ST	LOS ANGELES	CA
9	MARTEL PARK	800001923	907 N MARTEL AVE	LOS ANGELES	CA
10	MENORAH HOUSE	800001955	19206 SHERMAN WAY	RESEDA	CA

Property Participants

→ Management Agent/Contacts

→ Rental Inquiries Contact

A new contact type of “Rental Inquiries Contact” has been added on the **Management Agent Detail** page. This contact type is displayed after the *Management Agent Site Manager*. The initial name, address and email for the *Rental Inquiries Contact* will be converted from the *Management Agent Detail* section. The initial phone number will come from the *Management Agent Site Manager*, if one exists. Adding a new *Rental Inquiries Contact* or making an update will function the same way as the current contacts listed under the **Management/Agent Contact** tab.

The assigned PM, BPM, SPM, MFD and PA will have the capability to add, update and delete data for this new contact.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Management Agent/Contacts	Management Narratives	Management Fees
Sponsor/ Developer/Contact 							
Management Agent Detail							
Name: RHF Management Inc.		TIN: 952888378					
		Phone: (562) 257-5100					
Street: 911 North Studebaker Road		Fax: (562) 257-5200					
		E-Mail: frank.rossello@rhf.org					
City:	Long Beach						
U.S. State or Territory:	CALIFORNIA						
Foreign State or Territory:							
Country:	USA						
U.S. Zip Code:	90815 - 4900						
Foreign Postal Code:							
Standardization Status:	100% Overall probable correctness						
Source System:	APPS						
Agent Effective Date:		03/07/1997					
Open Ended Certification:		No					
Management Certification Time Period:		(term certifications only)					
Start Date:							
End Date:							
Management Certification Type:							
Does agent manage other HUD properties?:		Yes					
Agent Termination Date:							

Sample “Management Agent Detail” page – top portion to identify placement

Management Agent Site Manager	
Name: Joan Marker	Phone: (213)623-4352
Title: Manager	Fax: (213)626-7352
Street: 255 South Hill Street	Pager/Cell Phone:
	E-Mail:
City: Los Angeles	
U.S. State or Territory: CALIFORNIA	
Foreign State or Territory:	
Country: USA	
U.S. Zip Code: 90012	
Foreign Postal Code:	
Standardization Status: Not Standardized	
Rental Inquiries Contact	
Name:	Phone: (213)623-4352
Title:	Fax: (562) 257-5200
Street: 911 North Studebaker Road	Pager/Cell Phone:
	E-Mail: frank.rossello@rhf.org
City: Long Beach	
U.S. State or Territory: CALIFORNIA	
Foreign State or Territory:	
Country: USA	
U.S. Zip Code: 90815 - 4900	
Foreign Postal Code:	
Standardization Status: 100% Overall probable correctness	

Sample "Management Agent Detail" page – bottom portion to identify placement

Subsidy Administration

Assistance Contracts

→ Assistance Contract List

When an assigned user accesses the **Assistance Contract List** page, they are able to enter, edit or view the comments that are accessible to their role. They can also view comments entered by additional assigned roles. All comments will display when the page is printed.

Assistance Contract List	Assistance Contract Status	Assistance Contract Detail	Current Contract Administrator/ Contact	Contract Administrator History			
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Assistance Contract List Save Reset

Contract #	Current Contract Status	TRACS Contract Status	Program	Exp Date	Staged	Contract Authority	Budget Authority
CA168023059	Active - Active	Active	Sec 8 NC	05/31/2008	N	0.00	72973304.00

First Contract or Stage Expiration Date Pursuant to MAHRA:

Does Owner Participate in LIHPRA/ELIHPA? Yes No Unconfirmed

Discuss Preservation:

Owner/Field Offices Contacts Narrative: Assistance Contracts

Summary Narrative: Assistance Contracts

Contract Administrator Narrative: Assistance Contracts
 Comment by TCA Comment by PBCA

Save Reset

Page display for Housing

Assistance Contract List	Assistance Contract Status	Assistance Contract Detail	Current Contract Administrator/ Contact	Contract Administrator History			
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Assistance Contract List Save Reset

Contract #	Current Contract Status	TRACS Contract Status	Program	Exp Date	Staged	Contract Authority	Budget Authority
CA168023059	Active - Active	Active	Sec 8 NC	05/31/2010	N	0.00	77568796.00

First Contract or Stage Expiration Date Pursuant to MAHRA:

Does Owner Participate in LIHPRA/ELIHPA? Yes No Unconfirmed

Discuss Preservation:

Owner/Field Offices Contacts Narrative: Assistance Contracts
 Comments entered by PM

Summary Narrative: Assistance Contracts
 Comments entered by PM

Contract Administrator Narrative: Assistance Contracts

Page display for Contract Administrator

iREMS - Assistance Contracts Page 1 of 1

Asset Management Subsidy Administration Asset Disposition Reports

Property ID: 800001043 Name: Angelus Plaza II
Contract#FHA#: 12235620 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: Closed
Search: FHA#

Assistance Contract List

Contract#	Current Contract Status	TRAC B Contract Status	Program	Exp Date	Staged	Contract Authority
CA168023059	Active - Active	Active	Sec 8 NO	05/31/2008	N	0.00

First Contract or Stage Expiration Date Pursuant to MAHRA: 12/01/2009

Does Owner Participate in LIHPRA/ELIHPA? Unconfirmed

Discour. Preservation:
Comment entered by TCA Comment entered by PBCA Comment entered by PM

Owner/Field Office's Contracts Narrative: Assistance Contracts
Comment entered by PM

Summary Narrative: Assistance Contracts
Comment entered by PM

Contract Administrator Narrative: Assistance Contracts
Comment by TCA Comment by PBCA

Page display – printed by all users

Assistance Contracts

→ Current Contract Administrators/Contract

Administration users, with the Contract Administration Update (ACU) action, have the ability to update the Current Contract Administrator on the Current Contract Administrator/Contact page. The “Update” button will appear on the participant section to allow the user to change the address, email and phone numbers for the Current Contract Administrator.

Assistance Contract List	Assistance Contract Status	Assistance Contract Detail	Current Contract Administrator/ Contact	Contract Administrator History	Update
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Current Contract Administrator

Contract Number: NH36T791024

Name: New Hampshire Housing Finance Authority
CA ID: NH800
Street: 32 Constitution Drive
City: Bedford
U.S. State or Territory: NEW HAMPSHIRE
Foreign State or Territory:
Country:
U.S. Zip Code: 03110-
Foreign Postal Code:
Source System: APPS
Standardization Status: 100% Overall probable correctness

Phone: (603) 472-8623
Fax: (603) 472-8501
Email:

Current Contract Administrator Contact

Name: Claire Monier
Title:
Street: P.O. Box 5087
City: Manchester
U.S. State or Territory: NEW HAMPSHIRE
Foreign State or Territory:

Phone: 603-472-8623
Fax: (603) 472-8729
Pager/Cell Phone:
Email: aboyle@nhhfa.org



Contract Processing

→ Function/Contract Selection

In the **Subsidy Administration** area, in the Contract Processing section, on the **Function/Contract Selection** page, the user can enter and execute “*Rent Adjustments and Rent Corrections, (Contracts not yet Renewed or not yet Eligible for MAHRA)*”. When selecting this *Contract Function* with the *Contract Action Selection* of 'AAF Adjusted' or 'Budget Based' the three Owner Submission Date fields ('Date Owner Signed Submission', 'Date Owner Submission Package Initially Received' and 'Date Complete Package Received from Owner') will display. The date fields are editable by the assigned PM, BPM, SPM and PBCA.

The three date fields are not required fields, however, if at least one of the date fields is selected, a warning message will display when the user saves the record. The message will read '*Warning: Upon receiving a submission package from the owner remember to enter all submission dates into iREMS*'. The user will need to click on “OK” to clear the warning and the screen will be saved. The user can proceed with the process or enter the dates requested and save the record again.

Note: The “Manual Correction” *Contract Action Selection* does not display the dates.

Contract Processing List Function / Contract Selection Function Detail

Function/Contract Selection Save Reset Delete

No Contracts or Stages are Expiring in the Current Fiscal Year

Contract(s) and/or Stage(s):

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	AL09T861028	N/A	04/21/2009	N

Fiscal Year: 2009

Contract Function: Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA)

Contract Action Selection: AAF Adjusted

Date Owner Signed Submission:

Date Owner Submission Package Initially Received:

Date Complete Package Received from Owner:

Save Reset Delete



Contract Processing

→ Function/Contract Selection

When a renewal is locked, the *HUD Policy* and the *Processing Status* fields will continue to be editable. (On the property below, the *ARAMS status* is Posted.)

Contract Processing List Function / Contract Selection Function Detail

Function/Contract Selection Save Successful (x) Save Reset

Contract(s) and/or Stage(s):

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	KY36M000048	N/A	09/30/2007	N

Combine Contracts and/or Stages: No

Surviving Contract: KY36M000048

HUD Policy: User Guide

Fiscal Year: 2007

Contract Function: MAHRA Renewal or Short-Term Renewal

Contract Action Selection: 2: Request Renewal Without Restructuring at or Below Comparable Rents

Processing Status(if applicable): Completed - Contract/Stage Renewed

Date Owner Signed Submission: 12/11/2006

Date Owner Submission Package Initially Received: 12/14/2006

Date Complete Package Received from Owner: 12/14/2006

Is the Owner Debarred or Suspended? Unconfirmed

Does the Owner Have Material Violations? Unconfirmed

Contract Processing

→ Function/Contract Selection

When a group of contracts (with stages) are combined, all **active** contracts and/or stages are displayed on the Function/Contract Selection page. Only the active contracts and/or stages will be available for selection or combining for the renewal.

Contract Processing List | Function / Contract Selection | Function Detail

Please confirm fields pre-set by the system and save.

Function/Contract Selection [Save] [Reset] [Delete]

No Contracts or Stages are Expiring in the Current Fiscal Year

Contract(s) and/or Stage(s):

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	MD06T831003	4	05/20/2012	N
<input type="checkbox"/>	MD06T831004	3	05/20/2007	N
<input type="checkbox"/>	MD06T831021	3	05/20/2007	N
<input type="checkbox"/>	MD06T831022	3	05/20/2007	N

Surviving Contract: MD06T831003

HUD Policy: User Guide

Fiscal Year: 2008

Contract Function: MAHRA Amend Rent Increases

Contract Action Selection: 4: Request Renewal for Projects Exempt from OAHF

Processing Status(if applicable): Option Selected - In Process

Date Owner Signed Submission: []

Date Owner Submission Package Initially Received: []

Date Complete Package Received from Owner: []

Is the Owner Debarred or Suspended? Yes No Unconfirmed

Contract Processing

→ Function/Contract Selection

→ Comparability Study

On the **Comparability Study Selection** page, the user can now adjust the comparability study for the next fiscal year starting 150 days prior to October 1st. The user can use a FY ahead of time, using the current OCAF rates. The user can adjust a comparability study for the same fiscal year as the current date if there is already a comparability study for this fiscal year.

Contract Processing List | Function / Contract Selection | Function Detail

Comparability Study Detail [Save] [Reset] [Back] [Adjust Comp Rents by OCAF]

Surviving Contract: CO990030001 | Stage: N/A

Function Type: Renewal | Action: FY 2010 - 2: Request Renewal Without Restructuring at or Below Comparable Rents

Effective Date: 11/20/2011 | ARAMS Status:

Fiscal Year: 2010

Date HUD Form: []

Comparability Study: []

Comparability Study: []

Comparability Study: []

Date Accepted / Approved by HUD: []

Comparable Rents: [Add Comparable Rent]

Unit/Bedroom Type	Comparable Rent (Monthly)	Unit Description
1	1002	

Windows Internet Explorer

Adding a new comparability study will cause any previous association of a comparability study with this renewal to be deleted. Do you wish to continue?

[OK] [Cancel]

Contract Processing

→ Function/Contract Selection

→ Function Detail - Rent Adjustment (letter)

When a user generates a letter for a **Rent Adjustment and Rent Correction** Contract Function, the number in the *Unit Type* and the # of Units display the correct number associated with the field label. These amounts match the numbers displayed on the Rent Adjusted Rents table on the **Function Detail** page.

Contract Processing List		Function / Contract Selection		Function Detail 		
Rent Adjustments						
Contract:	OH10T891005		Stage:	N/A		
Effective Date:	03/18/1992		Total Number of Contracted Units:	50		
Expiration Date:	03/17/2012		ARAMS Status:	Executed		
Rent Increase Type: Budget Based						
Overall Rent Increase %: (if the Increase/Decrease is 6.5%, enter 0.065):		N/A		Overall Utility Increase %: (if the Increase/Decrease is 6.5%, enter 0.065): N/A		
Rent Adjustment Rents						
Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount
0	0417SQFT	13	558	624	0	0
			Rent Increase %	0.1182	Utility Increase %	0.0000
1	0540SQFT	37	742	830	0	0
			Rent Increase %	0.1185	Utility Increase %	0.0000
Cover Letter Input						
HUD Approved Date:	11/19/2003		Rent Adjustment Effective Date:	01/01/2004		
Execution Date:	11/21/2003					
Comments:						

NOTIFICATION OF SECTION 8 GROSS RENTS
IDENTIFICATION OF UNITS ("CONTRACT UNITS") BY SIZE
AND APPLICABLE CONTRACT RENTS

Section 8 Number: OH10T891005

Rent Effective Date: 01/01/2004

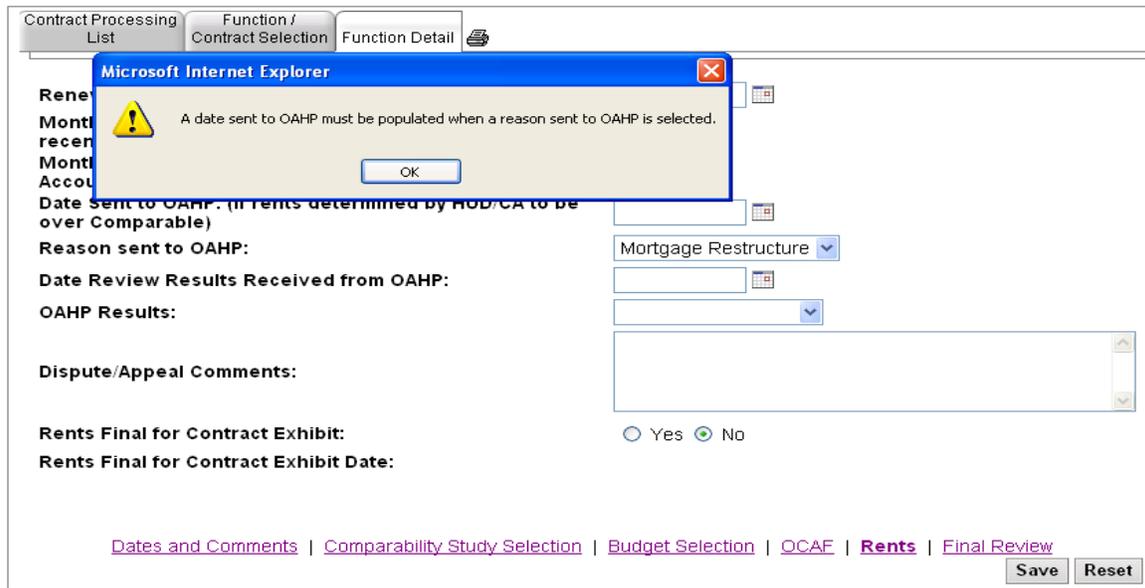
Number of Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
13	0	624	0	624
37	1	830	0	830

Contract Processing

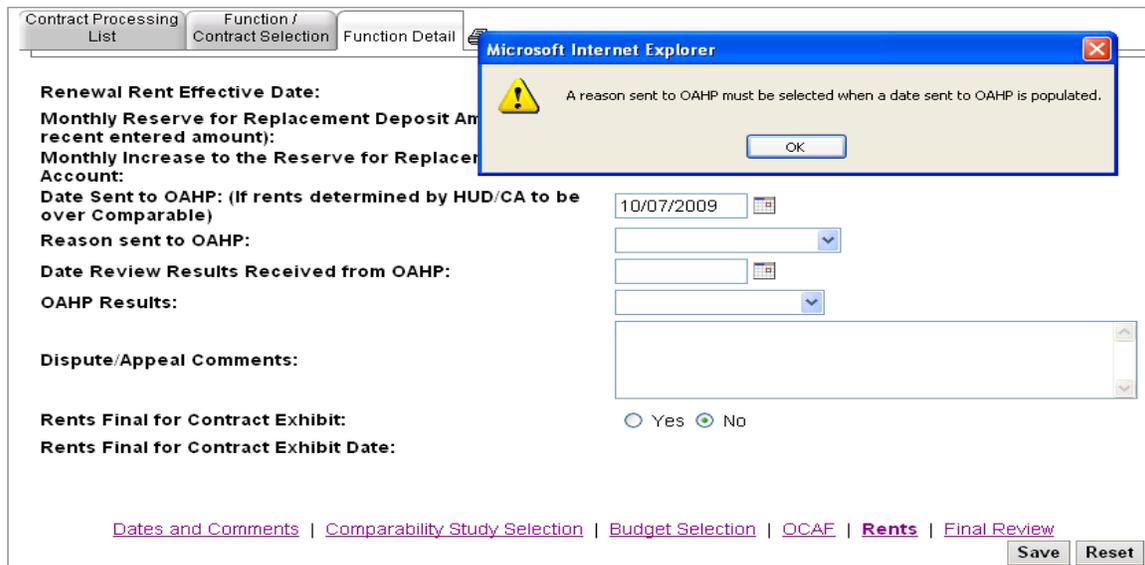
→ Function Detail

→ Rents

Under the Function Detail tab on the Rents page the user selects the Reason the record was sent to OAHP and indicates the date sent. A date sent to OAHP must be entered when a reason sent to OAHP is selected. A reason sent to OAHP must be selected if the date sent to OAHP is entered. A warning message is displayed if either of these situations occurs. This applies to Renewal Option 2.



The screenshot shows the 'Function Detail' tab for 'Rents'. A warning dialog box is displayed over the form, stating: 'A date sent to OAHP must be populated when a reason sent to OAHP is selected.' The form fields include: 'Date Sent to OAHP: (If rents determined by HUD/CA to be over Comparable)', 'Reason sent to OAHP:' (with a dropdown menu showing 'Mortgage Restructure'), 'Date Review Results Received from OAHP:', 'OAHP Results:', 'Dispute/Appeal Comments:', 'Rents Final for Contract Exhibit:' (with radio buttons for 'Yes' and 'No'), and 'Rents Final for Contract Exhibit Date:'. At the bottom, there are navigation links: 'Dates and Comments', 'Comparability Study Selection', 'Budget Selection', 'OCAF', 'Rents', and 'Final Review', along with 'Save' and 'Reset' buttons.



The screenshot shows the 'Function Detail' tab for 'Rents'. A warning dialog box is displayed over the form, stating: 'A reason sent to OAHP must be selected when a date sent to OAHP is populated.' The form fields include: 'Renewal Rent Effective Date:', 'Monthly Reserve for Replacement Deposit Amount (recent entered amount):', 'Monthly Increase to the Reserve for Replacement Account:', 'Date Sent to OAHP: (If rents determined by HUD/CA to be over Comparable)' (with a date field showing '10/07/2009'), 'Reason sent to OAHP:', 'Date Review Results Received from OAHP:', 'OAHP Results:', 'Dispute/Appeal Comments:', 'Rents Final for Contract Exhibit:' (with radio buttons for 'Yes' and 'No'), and 'Rents Final for Contract Exhibit Date:'. At the bottom, there are navigation links: 'Dates and Comments', 'Comparability Study Selection', 'Budget Selection', 'OCAF', 'Rents', and 'Final Review', along with 'Save' and 'Reset' buttons.

Contract Processing

→ Function Detail

→ Budget Selection

When the user modifies and saves the **Renewal Budget Detail** page via a renewal process, the *Budget Reviewed (by HUD) Date* is not required and a blank *Budget-Based Utility Allowance % Increase* is defaulted to zero if a value is not entered. The **Renewal Budget Detail**, from the **Contract Processing Function** detail page now has the same validation as the **Renewal Budget Detail** page from the budget sidebar function.

Contract Processing	
Function / Contract Selection Function Detail	
Renewal Budget Detail Save Reset Back	
Budget Prepared Date:	11/05/2009
Fiscal Year:	2010
Budget Submitted (to HUD) Date:	11/12/2009
Budget Reviewed (by HUD) Date:	
Budget Accepted/Approved (by HUD) Date:	12/01/2009
Budget-Based Rents % Increase/Decrease	0.0650
Budget-Based Utility Allowance % Increase	0.0000

Policy/Regulations