

## Multifamily Issuer Training

Pooling Processes and Systems: Session I

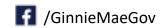
Presented by

Bank of New York Mellon

June 10, 2024









## Agenda

- 1. Introduction
- 2. Path of a Pool
- 3. Prerequisites for Pooling
- 4. Ginnie Mae Website Information
- 5. Resources and Questions



## Introduction



#### **Presenters**

Wade Gayle, Bank of New York Mellon



Touhid Ali, Bank of New York Mellon





## Path of a Pool



#### Overview

Pool Submission, Processing, Issuance & Delivery Diagram

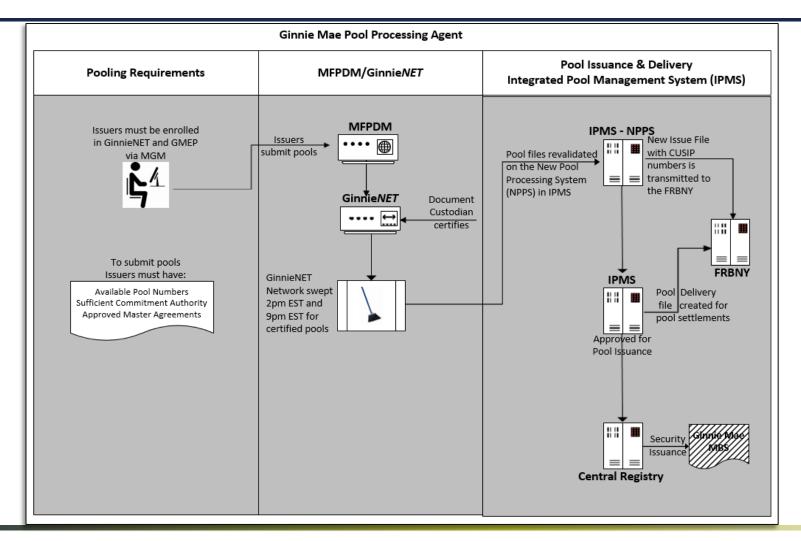
#### Multifamily Pool Delivery Module (MFPDM) Submissions

- Final Certification by Document Custodian
- Process to Delete Final Certified Pools

**Knowledge Check** 



### Pool Submission, Processing, Issuance & Delivery Diagram





#### **Final Certification**

Network is swept twice each business day for processing and issuance of pools final certified by the Document Custodian.

#### 2 PM ET Sweep

**Certified Pools** 

Pools certified prior to 2 PM ET

Will be considered **1 Day Processing** and may be delivered for settlement the next business day.

#### **Recalling Pools After Final Certification**

Contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435. Pool(s) can only be deleted between 2 PM and 4 PM ET by the PPA.

9 PM ET Sweep

Certified Pools

Pools certified after 2 PM ET

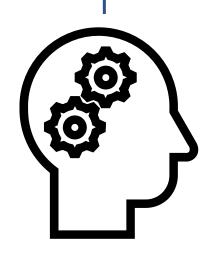
But before 9 PM ET

Will be considered **2 Day Processing** and may be delivered for settlement in two business days.

Issuers have until 12 PM to Recall a pool on MFPDM. After 12 PM ET but before 4 PM ET, Issuers must contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435 for assistance with deleting pool(s).



### **Knowledge Check**



## If I want to check the status of a pool, who can I call?

✓ Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435.

#### When can I recall a certified pool?

✓ Pools certified after 2 PM ET can be deleted up until 12 PM ET the next business day.

#### If I miss the window for recall, what can I do?

✓ Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435.



# Prerequisites for Pooling





#### **Overview**

Introduction to MyGinnieMae (MGM)

**Master Agreements** 

**Commitment Management** 

**Request Pool Numbers** 

**Knowledge Check** 





## Introduction to MyGinnieMae (MGM)

**MyGinnieMae (MGM)** is a single gateway to all Ginnie Mae's systems, applications, and resources, that boosts efficiency for our business partners. The portal provides enhanced security and a single-entry point to all approved applications for individual users, as well as a seamless user registration and access request process for both the user and the approving authority.

MyGinnieMae serves as a primary platform for extending Information Technology (IT) capabilities to the Ginnie Mae community. MyGinnieMae delivers security features which Ginnie Mae established.



Access MyGinnieMae at <a href="https://my.ginniemae.gov">https://my.ginniemae.gov</a> using any of these web browsers.



#### **Enroll on MGM & Request Soft Token**

- Enroll as user on MGM with functional roles that allow the upload of Master Agreements, request of Commitment Authority and Pool Numbers.
- Request sufficient Commitment Authority to guarantee MBS issuance.

✓ GinnieNET/MFPDM Access.

✓ Obtain pool numbers.



RSA SecurID Quick Reference Card

Government National Mortgage Association Systems Access Forms

Appendix III-29(E)-Ginnie Mae Systems Access/RSA SecurID Token Request, Page 28



#### **MGM Roles & Responsibilities**

**Organization Administrators** are privileged users who control system access, assign functional roles, and perform other user management activities. These individuals are responsible for ensuring that End Users at their respective organizations are provided the appropriate level of access for their business role with Ginnie Mae and for the maintenance of those user accounts. Formerly known as Security Officers and Enrollment Administrators.

User Type	Responsibility/Description
Operations Administrator (BNY Mellon)	Operations Administrators have general oversight of the Portal. They can only provide final acknowledgement of access requests and cannot make any changes to end user accounts. This function is provided by BNYM Operations on behalf of Ginnie Mae, with Ginnie Mae information Security serving as the Super Administrator over the entire system.
Organization Administrator	Organization Administrators have the privilege to invite end users to register for a Portal account, approve user registration, initiate access request via functional role assignment to user, and approve the access request within a single organization.
(Issuers and Document Custodians)	Note: Separation of duties within the registration and access request workflows does not allow the Organization Administrator to initiate a registration and approve that same registration nor request access via functional role assignment and approve that same access request. A minimum of three Org Admins are required, and it is recommended to have more than the minimum from an operational perspective.
End User	End Users are the various types of Ginnie Mae employees, business partners, and contractors who require access to the business applications and information within the Portal, including various self-service functions.



### **MGM Roles & Responsibilities**

**End Users** are provided access based on their business activities which are organized into meaningful access profiles called Functional Roles. Use of Functional Roles ensure users have an appropriate level of access in relation to their job functions/responsibilities, enforces the least privilege principle, and makes the account provisioning/de-provisioning actions easier for Organization Administrators. These roles are grouped and vary by type (Single Family, Multifamily, HECM, etc.).

User Type	Role Description
MF-Loan Delivery and Pooling Basic User	Upload/enter pool and loan information for delivery; verify availability of commitment authority; clear document deficiencies and pooling exceptions; access to prepare but not execute PIIT/TAI transactions.
MF-Loan Delivery and Pooling Authorized Signer	Only for HUD 11702 signatories. All rights of a Loan Delivery and Pooling Basic User, plus; authority to submit pools for issuance, request additional commitment authority and execute PIIT/TAI transactions
MF-Investor Reporting Basic User	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors.
MF-Investor Reporting Authorized Signer	Only for HUD 11702 signatories. All rights of an Investor Reporting Basic User, plus; authority to certify the monthly pool and loan accounting report; submit edits needed to clear exception feedback and monthly reporting errors.
MF-Processing Master Agreements Basic User	Enter, upload, and edit Master Agreement documents and data required by Ginnie Mae.
MF-Processing Master Agreements Authorized Signer	Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors

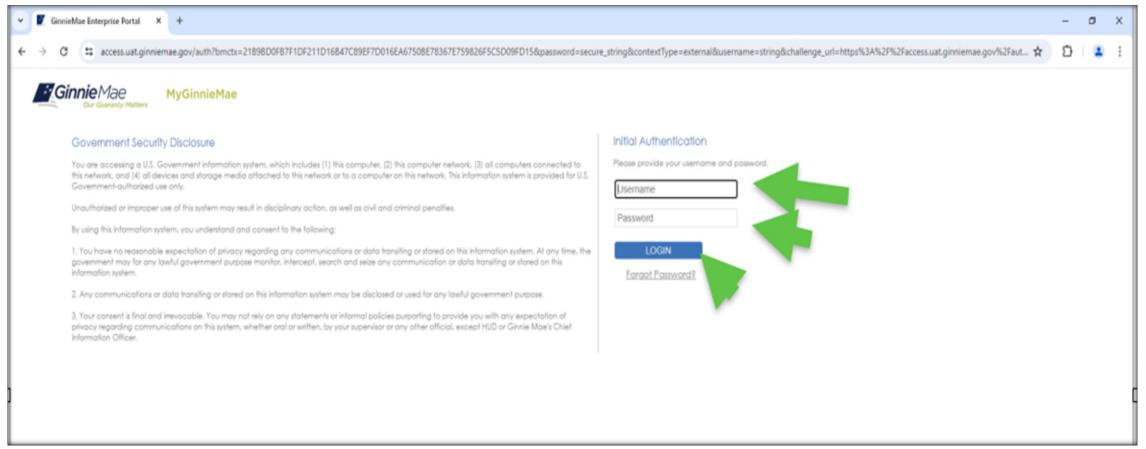


#### **MGM Portal Login Screen**





#### **MGM Government Security Disclosure**



Resource: "Logging into MyGinnieMae" Quick Reference Card





### MGM 'My Dashboard' Landing Page

Inside
MyGinnieMae, the
My Dashboard
screen displays. My
Dashboard is a
landing page that
has been tailored
for different user
types to provide
easier access to key
information and
applications.

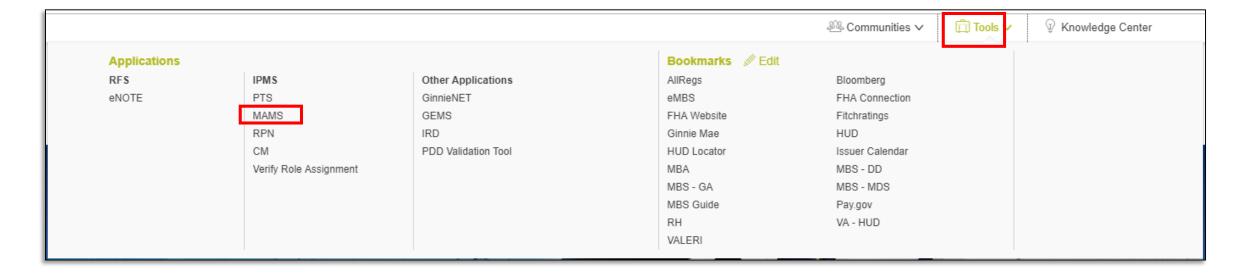






## Accessing Master Agreements Management System (MAMS)

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
- 2. Then look for MAMS under Applications IPMS

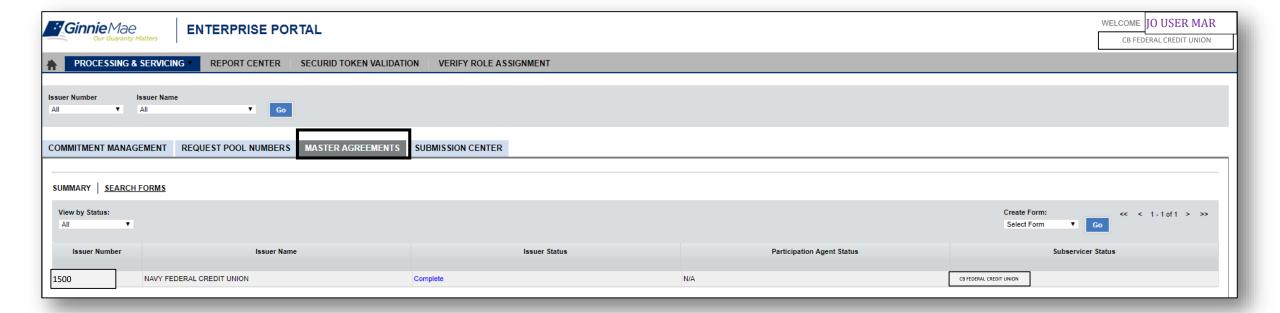






## Accessing Master Agreements Management System (MAMS)

#### 3. Select Master Agreements





#### Master Agreements Requirements

Ginnie Mae Issuers must complete an initial Master Agreement submission to be eligible to issue Ginnie Mae pools. Issuers are required to submit a complete set of Master Agreements which consists of the forms listed in the table below.

Detailed information about each required Master Agreement is provided in the MAMS Guide and the MAMS Quick Reference Card.

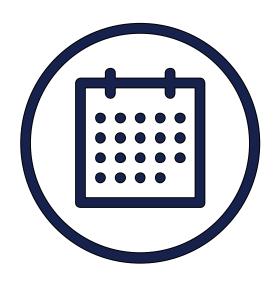
MAMS Guide

MAMS Quick Reference Card

Form Number	Form Name	Page #
Form HUD 11702	Resolution of Board of Directors and Certificate of Authorized Signatures	11
Form HUD 11707	Master Servicing Agreement	13
Form HUD 11709	Master Agreement for Servicer's P&I Custodial Account	14
Form HUD 11709-A	ACH Debit Authorization (Does not require renewal)	15
Form HUD 11715	Master Custodial Agreement	16
Form HUD 11720	Master Agreement for Servicer's Escrow Custodial Account	17



#### When & How to Update Master Agreements



On an annual basis, Issuers must maintain their eligibility by completing the MAMS renewal process. Renewals are due by December 31st.

The annual renewal period runs from October 1st through December 31st.

It's important to start the renewal process as early as possible to reduce the chance for delays at year-end.

If an Issuer does not complete their renewals within the renewal period, they will not be eligible to issue Ginnie Mae pools and will have to repeat the initial master agreement submission process.



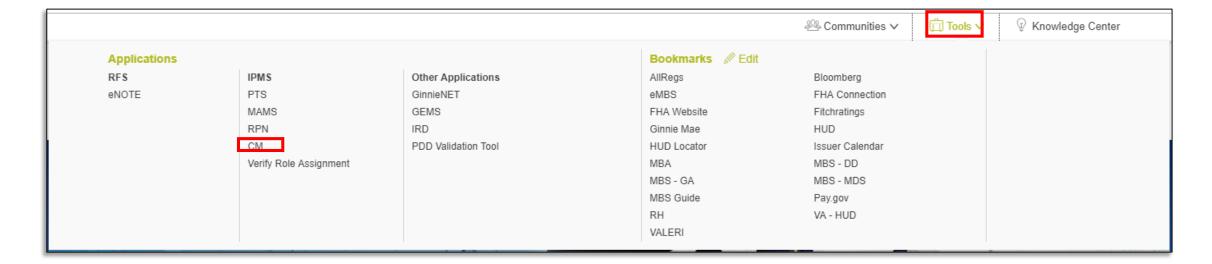
## Break





## Accessing Commitment Management (CM) Via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
- 2. Then look for **CM** under **Applications IPMS**

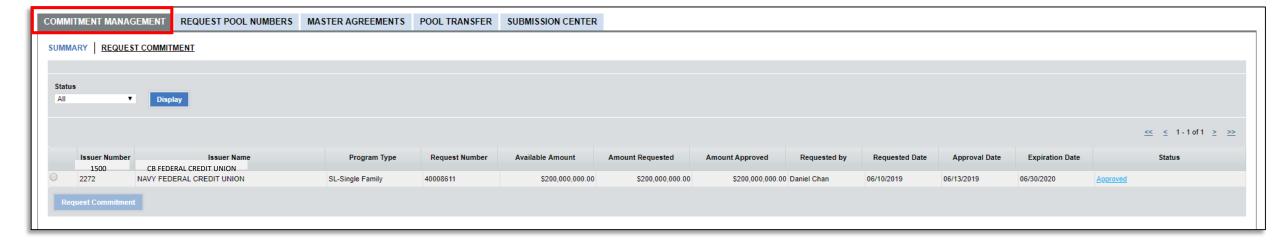






### **Accessing Commitment Management (CM) Via MGM**

#### 3. Select COMMITMENT MANAGEMENT





#### **Commitment Authority Requests**



An Issuer must comply with Ginnie Mae's eligibility requirements and have sufficient Commitment Authority available to successfully issue Ginnie Mae securities.

Commitment Authority allows an Issuer to issue up to an authorized dollar amount of securities and constitutes a commitment line balance.

#### The Commitment Management (CM) Application allows Issuers to:

- Submit requests for Commitment Authority
- Confirm the associated commitment fee
- Proactively monitor their Commitment Authority balance and request status
- **Submit payment instructions** for ACH debit of commitment fees
- Request reports







#### **Commitment Management Application**

#### Commitment Management Application Issuer Guide

Procedure	Page #
Submit requests for Commitment Authority	6-10
Confirm the associated Commitment Fee	12
<b>Proactively monitor</b> their Commitment Authority balance and request status	14, 27
Submit payment instructions for ACH debit of commitment fees	10
Request reports	18 - 21

The <u>Commitment Management Quick Reference Card</u> provides procedures and necessary information for:

- Commitment Management (CM) Summary Screen
- View Submitted Requests
- Run Reports



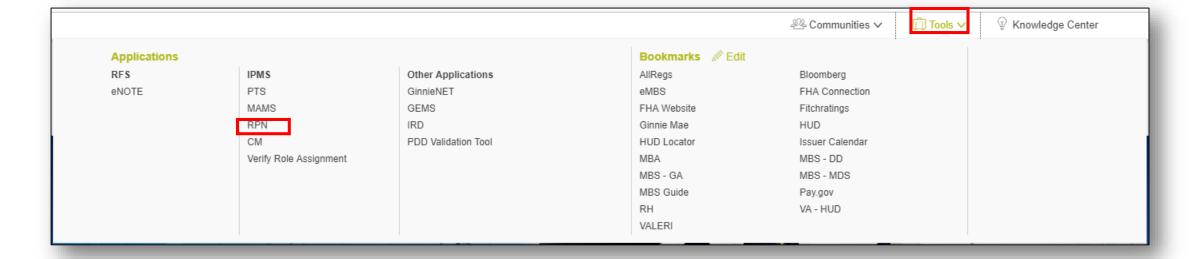






### Accessing Request Pool Numbers (RPN) Via MGM

- 1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen
- 2. Then look for **RPN** under **Applications**







## Accessing Request Pool Numbers (RPN) Via MGM

3. Select **REQUEST POOL NUMBERS** 







### Request Pool Numbers (RPN) Information

Request Pool Numbers (RPN) is an application that Ginnie Mae Issuers use to request pool numbers. In the RPN application, Issuers can perform the following:



Procedure	Page #
Enter requests for pool numbers	9-10
View available pool numbers	31
Submit override requests to Ginnie Mae AEs for additional pool numbers	14
View status reports	33
Request and download reports	26
Receive real-time approval of requests	32

Request Pool Numbers Application Issuer Guide





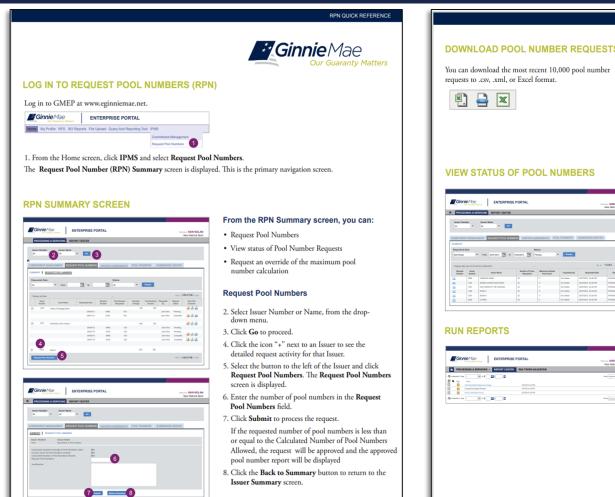
### Request Pool Numbers (RPN) Information

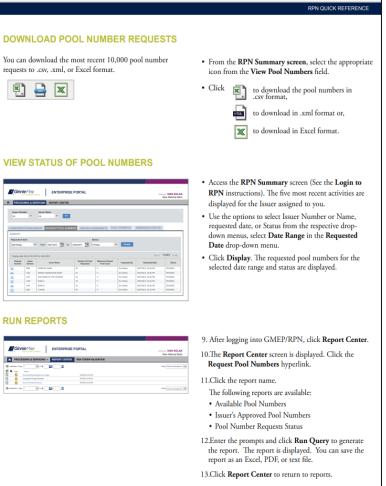
The provided procedures and necessary information for:

- RPN Summary Screen
- Request Pool Numbers
- Download Number Requests
- View Status of Pool Numbers
- Run Reports



### Request Pool Numbers (RPN) Information



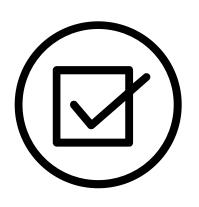






#### **Pre-Pool Submission Issuer Requirements**

## Pooling Prerequisites



#### Ensure there are assigned Pool Numbers

☐ Check your Available Pool Numbers on Request Pool Numbers.

Ensure there is adequate Commitment Authority

☐ Check Commitment Management

Ensure Master Agreement status is complete.

☐ Check Master Agreements Management System.





### Overview of Prerequisites Pooling

#### Create a new Form/Entry for:

- Master Agreements
- Commitment Management
- Request Pool Numbers

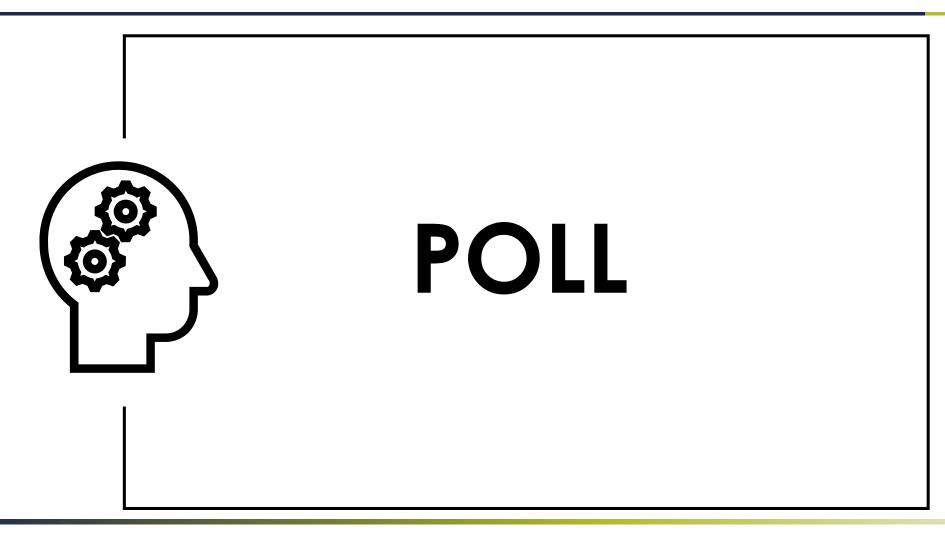


## Demonstration





## **Knowledge Check**

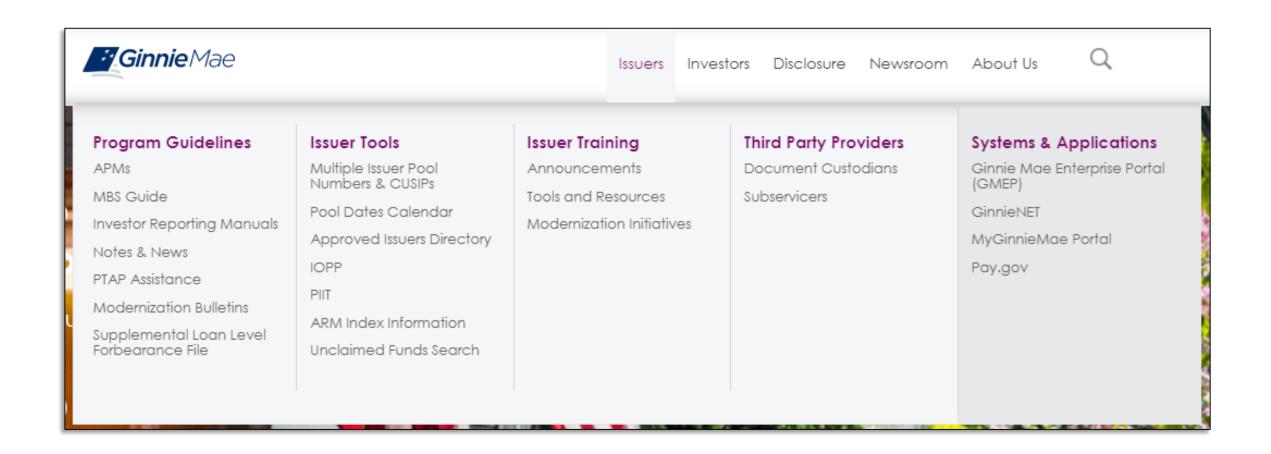




## Ginnie Mae Website Information



### **Landing Page**





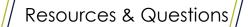
#### **Pool Dates Calendar**

#### Pool Dates Calendar The below calendar contains reporting deadlines and events specific to issuers. Hovering over an event will provide more detail. Clicking the arrows next to the month and year will show deadlines and events in the past and future, by month. June 2024 SUNDAY TUESDAY WEDNESDAY THURSDAY SATURDAY 26 27 28 29 30 31 Deadine for Monthly RFS Initial Pre-collection Pool/Loon & HIVES Notice Deadline for Multifamily Prepayment Penalty A tage for GNMA I & II 12 Deciding to Report 11714 Deadline for Corrections to Monthly Accounting Pirst day available to submit CAVS GNMA I Guaranty Fee 18 20 22 GNMALACH GNMAII Book Britry ACH Latest Electronic Transmission date and Latest Biectronic Transmission date to FFA 29 Decaline for Multiform Prepayment Penalty



## Resources and Questions





## **Supporting Resources**













