

PART 2033 - RECORDS

SUBPART G - MULTI-FAMILY HOUSING INFORMATION, STATUS, TRACKING AND RETRIEVAL SYSTEM (MISTR).

§2033.301 Multiple Family Housing State Office Records and Reporting Systems.

Objective. This subpart provides procedures for establishing Rural Development records for rural rental housing (RRH) and labor housing (LH) projects on Form RD 1930-9, "Multiple Housing Activity Card," and the Multi-Family Housing Information, Status, Tracking and Retrieval System (MISTR). Form RD 1930-9 is maintained by the State Office, while MISTR is maintained by both the State and District Offices.

§§2033.302 - 2033.310 [Reserved]

§2033.311 Form RD 1930-9, "Multiple Housing Activity Card." This record keeping system will be maintained as follows:

(a) Prepare Form RD 1930-9 for each RRH or LH applicant when the State Office receives the preapplication. Update the card when new information is received.

(1) The information to be recorded on Form RD 1930-9 will be obtained from the loan/grant documents e.g., preapplications, applications, processing checklists, engineering reports, legal documents, running records, obligating documents, project/facility summaries, etc. The State Director must establish procedures to ensure that all information on this card is accurate and current.

(2) All information on the card that is subject to change should be entered in pencil.

(b) Form RD 1930-9 will be filed in a card box divided into active and inactive parts. These parts will be arranged in the following sections:

All Programs:

- Section 1 - Rural Rental Housing
- Section 2 - Rural Rental Housing with HUD Sect. 8 Units

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(Revision 1)

(5-27-87) PN 52

RD Instruction 2033-G
§2033.311 (b)

- Section 3 - Rural Rental Housing with Rental Assistance
- Section 4 - Rural Rental Cooperative Housing
- Section 5 - Rural Rental Congregate Housing
- Section 6 - Labor Housing Loans
- Section 7 - Labor Housing Loans with Grants
- Section 8 - Labor Housing Loans with Rental Assistance
- Section 9 - Labor Housing Loan and Grant with Rental Assistance
- Section 10 - (Reserved)
- Section 11 - (Reserved)
- Section 12 - (Reserved)

(c) Filing Sequence. Cards will be filed alphabetically (last name first) by applicant/borrower name within each section.

§2033.312 MISTR.

(a) Purpose. MISTR's function is to provide current, accurate and complete RRH and LH program information. MISTR will track this information from the initial filing of a preapplication to the end of the loan.

(b) Uses. MISTR will be used to:

- (1) Cross check applicants, borrowers or members of their organizations with more than one preapplication, application or project;
- (2) Track the status of preapplications, applications, loans and projects;
- (3) Track certain LH information; and
- (4) Generate reports, lists, and statistical data for Rural Development, Congress, and other interested parties.

(c) Using MISTR.

(1) State Director Responsibilities. State Directors will:

- (A) Designate a State Office staff member to coordinate and manage MISTR;
- (B) Establish a process to keep MISTR current, complete and accurate;

(C) Keep MISTR current, complete and accurate. At a minimum, this includes:

(i) initially entering all RRH and LH applicant/borrowers when a SF 424.2, "Application for Federal Assistance (For Construction)," is received; (Revised 4-11-90, SPECIAL PN)

(ii) updating MISTR status at least monthly.

(2) Access to MISTR. Each State Office and District Office can access MISTR through the communication capabilities of the multi-function workstations (MFWS).

(3) MISTR Data Collection. Prior to MISTR entry, data must be collected on Form RD 2033-42, "Multi-Family Housing Information, Status, Tracking and Retrieval System." Retain this form or a printout of the MISTR screens to provide a backup to MISTR and to "pencil in" updates or corrections. Information sources for this form include:

- (A) Form RD 1930-9
- (B) Form RD 1905-6, "Management System Card - Multi-family Housing"
- (C) Other existing RRH or LH documents from the case file; and
- (D) Other sources specified on Form RD 2033-42.

(4) MISTR Data Entry. Enter data according to the "MISTR III - User Guide" which is issued to every Rural Development State and District Office. Because MISTR is compatible with the automated multiple housing accounting system (AMAS), some of the data that will appear on MISTR screen originates from AMAS.

(d) MISTR "System Maintenance". The "system maintenance" of MISTR will be performed by the Management Systems Division in the National Office.

§2033.313 Status Codes.

Exhibit A to this Subpart lists the Loan and Grant Status Codes to be used in MISTR.

§§2033.314 - 2033.350 [Reserved]

Attachment: Exhibit A.

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MULTI-FAMILY INFORMATION, STATUS, TRACKING AND RETRIEVAL SYSTEM
LOAN AND GRANT STATUS CODES

The following codes should be used by a reporting office when reporting loan and grant status codes in MISTR.

PREAPPLICATION

(Note: First digit is always 1)

- 101 Received - Preapplication or SF 424.2, "Application for Federal Assistance (For Construction)," has been received in the District Office and is being processed as appropriate.
(Revised 4-11-90, SPECIAL PN)
- 108 Received on Appeal - Rejected preapplication has been appealed and is being processed as appropriate.
- 112 Notification - Applicant has been notified to develop an application and AD-622, "Notice of Preapplication Review Action," has been issued.*
- 130 Suspense - Processing suspended by the Rural Development due to lack of funds/funding authority or priority limitations.
- 131 Suspense - Processing suspended by Rural Development due to apparent lack of interest by the applicant.
- 140 Rejected - Not eligible, population limit exceeded or sponsoring organization ineligible.*
- 142 Rejected - Not economically feasible.*
- 143 Rejected - Jurisdiction referred to another agency or it appears that credit is available elsewhere.*
- 144 Rejected - Other reasons not specified.*
- 151 Withdrawn - By applicant.
- 153 Withdrawn - By Rural Development.

*The date associated with this code is the date the Form AD-622, or notification to applicant is issued.

APPLICATION

(Note: First digit is always 2)

- 201 Received - Application has been received by the District Office and is being processed.
- 202 Received - Application has been received by the District/State Office and is being processed. National Office review is required.
- 203 In Process - Application processing begun, waiting for additional information.
- 204 In Process - Application processing begun, waiting for legal work.
- 208 Received on Appeal - Rejected application has been appealed and is being processed as appropriate.
- 209 In Process - Feasibility determination being made.
- 214 Submitted - Application has been recommended for approval by the State and is in the National Office for review.
- 215 Letter of Conditions Issued - Letter of Conditions issued for delivery to the applicant.
- 223 Approved - Form RD 1944-51, "Multiple Family Housing Obligation - Fund Analysis," signed.
- 230 Suspense - Process suspended due to lack of funds to obligate.
- 231 Suspense - Processing suspended, application is incomplete.
- 241 Rejected - Applicant's proposal is not feasible.
- 244 Rejected - Other reasons not specified.
- 251 Withdrawn - Application withdrawn by the applicant.
- 253 Withdrawn - Application withdrawn by Rural Development due to apparent lack of interest by the applicant.

UNDER DEVELOPMENT

(Note: First digit is always 3)

- 301 Obligated - Funds obligated. Further development and/or construction phase is in process.
- 302 Obligated - Insured loan or grant funds obligated and construction has not been started.
- 303 Obligated - Insured loan or grant funds obligated. Preconstruction conference held and construction contracts approved. Notice to proceed issued.
- 323 Obligated - Insured loan or grant funds obligated. Interim financing (not Rural Development) being used. Construction phase is in process.
- 351 Obligated/Withdrawn - Funds have been obligated but loan or grant request has been cancelled or withdrawn by applicant. No further activity expected.
- 353 Obligated/Withdrawn - Funds have been obligated but have been cancelled or withdrawn by Rural Development. No further activity expected.
- 360 Closed - Insured loan or grant closed. Multiple advances or combination multiple advances and interim financing being used. Planned development is not completed.
- 362 Closed - Insured loan or grant closed. Interim lender paid off. Planned development is not completed.
- 363 Closed - Insured loan or grant closed. Multiple advances are fully dispersed. Planned development is not completed.
- 364 Closed - Insured loan or grant closed. Interim lender paid off. Planned development is completed.
- 365 Closed - Insured loan or grant closed. Multiple advances are fully dispersed. Planned development is completed.

IN OPERATION

(Note: First digit is always 4)

- 401 In Operation - Planned development is completed and project/facility is in operation with no servicing problems.
- 403 In Operation - Project/facility is in operation, but the planned development is not completed.

- 404 In Operation - Planned development is completed and the project/facility is in operation, but monetary servicing problems exist.
- 405 In Operation - Planned development is completed and the project/facility is in operation, but non-monetary servicing problems exist.
- 408 Transfer and Assumption in Process - Application for transfer and assumption of loan has been received and the new borrower's eligibility has been determined.
- 409 Reamortization in Process - Formal request for reamortization has been received from borrower.**
- 490 Paid in Full - Loan has been repaid under regular or revised amortization, not subject to prepayment restrictions.**
- 491 Paid in Full - Loan has been repaid under regular or revised amortization subject to prepayment restrictions.**

ADDITIONAL SERVICING (Note: First digit is always 5)

- 501 Problem - Loan is declared a problem loan by the servicing office. Borrower has been informed to correct minor non-monetary defaults, such as inadequate maintenance, reports, reserves or management practices. No monetary default is present.
- 511 Delinquent - Borrower is 15 days past due on a payment of the loan in the amount of more than \$10 and is unlikely to bring the account current within 30 days.
- 524 Delinquent Over 60 Days - Monetary default. Borrower is 60 days or more delinquent in payment of principal and interest.
- 530 Default - Non-monetary default. Borrower has not corrected major non-monetary defaults, but no acceleration notice has yet been issued. No monetary default is present.

**Since this is the final action on this project or loan, leave this project or loan on MISTR with this status code. When the project or loan re-enters the program (receives a new borrower case number, project number or loan number), establish a new borrower project or loan record as needed using the status codes for "In Operation".

- 540 In Liquidation - An acceleration notice has been issued and liquidation is in process by Rural Development.
- 551 Liquidated - Complete, accomplished by voluntary sale by borrower. Loss to Government.**
- 552 Liquidated - Complete, accomplished by voluntary sale by borrower. No loss to Government.**
- 555 Liquidated - Complete, accomplished by voluntary conveyance to Rural Development and property in inventory. Loss to Government.**
- 556 Liquidated - Complete, accomplished by voluntary conveyance to Rural Development and property in inventory. No loss to Government.**
- 557 Liquidated - Complete, accomplished by foreclosure and property in inventory. Loss to Government.**
- 558 Liquidated - Complete, accomplished by foreclosure and property in inventory. No loss to Government.**
- 580 Transferred and Assumed - Project/facility has been transferred to new borrower who has assumed the loan on the same terms, subject to prepayment restrictions.**
- 581 Transferred and Assumed - Project/facility has been transferred to a new borrower who has assumed the loan on the same terms, but not subject to prepayment restrictions.**
- 582 Transferred and Assumed - Project/facility has been transferred to a new borrower who has assumed the loan on new terms, subject to prepayment restrictions.**

**Since this is the final action on this project or loan, leave this project or loan on MISTR with this status code. When the project or loan re-enters the program (receives a new borrower case number, project number or loan number), establish a new borrower project or loan record as needed using the status codes for "In Operation".