

Mark-to-Market **Form 2.12**
Transmittal Letter from OAHP HQ to the PAE with Invoicing
Instructions- All Regional Offices

Dear (PAE):

The invoicing process is implemented through the use of several forms. This letter describes the process and provides guidance for completing the forms:

- Form SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form
- Form 2.13, Asset Payment Authorization
- Form 2.14A, PAE Payment Invoice (Asset-Specific)
- Form 2.14B, PAE Payment Invoice (Non Asset-Specific)
- Form 2.15, OAHP Waiver Form
- Form 2.16, Request for Change in Asset Status
- Form 2.17, PAE PRA Hold Request

To expedite the process, hard copies of the required forms are attached. The PAE may also access the electronic version of the forms via the OAHP web site at <http://www.hud.gov/OAHP/readingrm>.

Prior to invoicing, please complete Form SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form and return it to the OAHP Headquarters to the attention of the Voucher Specialist so that payments may be directed to the appropriate financial institution. A new form must be completed when there is any change in the PAE's banking information.

1. Eligible Costs

The Portfolio Restructuring Agreement sets out the maximum restructuring expenses, base fees and incentive fees for which OAHP will reimburse the Participating Administrative Entity (PAE) without a waiver executed by OAHP.

2. Invoicing

Form 2.14A, PAE Payment Invoice (Asset-Specific) is the general invoicing document, used to request payment for restructuring activities and base and incentive fees that pertain to individual assets. The PAE Payment Invoice (Asset-Specific) also includes Schedule A, which is used to track current and prior payments to the PAE.

Complete a separate invoice for each asset for which the PAE is requesting payment and be sure to attach supporting documentation for all items invoiced. Invoices for base fees and incentive payments require a bill on PAE letterhead that references the project and indicates the work performed. Invoices requesting reimbursement for third party costs must include bills from the third party provider that references the project and describes the work performed. PAEs must maintain copies of all invoices and supporting documentation in their contract file. Invoices for reimbursement of travel may be sent at the conclusion of the trip.

For each asset send the Form 2.14A, PAE Payment Invoice (Asset-Specific), with original signatures to the OAHP Preservation Office for processing; no cover letter is required. The PAE should submit no more than one invoice per asset per month.

3. Special Cases

A. Non Asset-Specific Items Requiring Reimbursement

Some restructuring expenses may apply to more than one asset. Form 2.14B, PAE Payment Invoice (Non Asset-Specific) allows the PAE to request reimbursement for restructuring activities that pertain to more than one asset or the PAE as a whole, such as travel related to technical assistance briefings and settlement of litigation that involves more than one asset in the portfolio.

Note that the PAE should receive approval for these items prior to invoicing. While there is no standard form for this pre-approval, the PAE should submit a written request, with a detailed explanation of the claim, to the OAHP Preservation Office. OAHP's approval should be included when invoicing for reimbursement of these costs.

B. Reimbursement for Travel

OAHP will reimburse the PAE for two forms of travel. To request reimbursement for travel related to a particular asset during the restructuring process, use Form 2.14A. To request reimbursement for travel related to technical assistance briefings and other restructuring expenses that do not pertain to a particular asset, use Form 2.14B. In addition to completing these forms attach a completed Government Travel Voucher and use government per diem rates. (See <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> for per diem rates)

C. Waivers

For any claims in excess of the maximum amount listed on the Asset Payment Authorization, the PAE may submit a Form 2.15, OAHP Waiver Form, to the Preservation Office, directed to the attention of the Debt Restructuring Specialist. Include approved waivers with the corresponding invoice. Waiver requests that exceed PRA allowed costs by \$15,000 or more, must be approved by Headquarters.

D. Changes in Asset Designation

To implement a change in asset designation (i.e., the asset changes from a Full Debt Restructuring to a Rent Restructuring, etc.) or to delete an asset from the Mark-to-Market Program, complete the following tasks:

- Complete a Change in Asset Status, Form 2.16 (attach to all future invoices);
- Obtain a new owner contract election form, and
- Send the documents to the Preservation Office.

E. Properties Reentering M2M

For projects reentering the M2M Program from a prior AOTC status where the third party reports are less than 18 months old, the PAE must complete the following tasks:

- Complete a Change in Asset Status, Form 2.16;
- Obtain a new owner contract election form, and
- Send the documents to the Preservation Office.

F. Properties on Hold.

PAEs may request a property be placed “on hold” due to impediments to the restructuring that are completely outside the PAE’s control (and generally could not have been anticipated) that prevented the PAE from completing any work on the restructuring for a period of over 30 days. The hold action will freeze the property for all PRA required dates, including incentive dates. To request that a project be placed on hold, the PAE must complete the following tasks:

- Complete a Form 2.17, PAE PRA Hold Request
- Send the document and any supporting documentation to the Preservation Office.

4. Additional Information

Your contract number is _____. This number should be included on all invoicing documents. If you have any questions regarding this letter, please call **Genevieve Tucker, (202) 708-0001**. If you have questions regarding the status of an invoice or a restructuring activity call the appropriate **Preservation Office**.

Please note that these procedures may be amended periodically.

5. Address

Please submit invoices to the appropriate Regional Office:

OAHP DC Preservation Office
The Portals Building
1280 Maryland Avenue, SW, Suite 4400
Washington, DC 20024

OAHP Chicago Regional Office
Metcalf Federal Building
77 West Jackson Blvd, Room 2301
Chicago, IL 60604

Sincerely,

Charles H. Williams, Deputy Assistant Secretary
Office of Affordable Housing Preservation

Attachments:

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