

Office of Multifamily Production  
Operational Bulletin 2017-01

To: FHA Multifamily Lenders  
Re: Pay.gov Changes for Office of Multifamily Production Programs  
Date: September 28, 2017

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The Office of Multifamily Production Program Fees payments screen on Pay.gov will change next week to include a set of radio buttons to indicate whether a lender is involved in the transaction, plus two new fields. Fees will not change, nor will any processing be affected. The new fields are informational.

The following changes are expected to be implemented no later than October 1, 2017:

1. Users will be required to click a radio button for "Lender" or "Non-Lender" at the top of the screen under the heading "Transaction Type." Clicking "Non-Lender" will auto-populate the otherwise-required fields for "FHA Lender Name" and "FHA Lender Number" with FHA accounting entries
2. Users will be required to choose "Yes" or "No" from pull-down menus for two new fields which appear about halfway down the list of fields. "Yes" or "No" will indicate:
  - (a) if Tax-Exempt Bonds are part of the project's financial structure
  - (b) if new or existing Low Income Housing Tax Credits are in the property's legal structure

If the project has Tax Credits along with Tax-Exempt Bonds, both questions should be answered "Yes."

No MIP fees are affected by this change. MIP affordability categories will remain as they have been.

These changes will not affect how FHA Production offices process applications.

Field offices have been made aware of the coming changes. It is not required that Lenders, in their requests for "early FHA numbers," include information about the presence of Tax-Exempt Bonds or Tax Credits, since such information is not needed to generate an FHA number in our DAP system. If a Lender's request for an "early FHA number" includes such information, HUD staff may include it in their "new application" intake process, but this information can be added or changed later.

The two changed areas are shown in the screenshots below. The full new screen and the old screen appear further below.

The new Transaction Type radio buttons for “Lender” or “Non-Lender” and note are highlighted below.

The screenshot shows the 'MultiFamily Program Fees' form. At the top left is the U.S. Department of Housing and Urban Development logo. The title 'MultiFamily Program Fees' is centered. Below the title, the 'Transaction Type' is set to 'Lender' with an unselected radio button. The 'Non-Lender' radio button is also unselected. A note below the radio buttons reads: 'Select "Non-Lender" if the transaction has no lender involvement and to autopopulate certain fields below.' The form fields are: Transaction Date (09/26/2017), \* FHA Lender Name (empty), \* FHA Lender Number (empty), and \* FHA Project Number (empty).

Clicking the “Non-Lender” radio button auto-populates the “FHA Lender Name” and “FHA Lender Number” fields as shown below:

The screenshot shows the 'MultiFamily Program Fees' form. At the top left is the U.S. Department of Housing and Urban Development logo. The title 'MultiFamily Program Fees' is centered. Below the title, the 'Transaction Type' is set to 'Non-Lender' with a selected radio button. The 'Lender' radio button is unselected. A note below the radio buttons reads: 'Select "Non-Lender" if the transaction has no lender involvement and to autopopulate certain fields below.' The form fields are: Transaction Date (09/26/2017), FHA Lender Name (No lender - TPA), FHA Lender Number (99999), and \* FHA Project Number (empty).

The new fields for “Tax Exempt Bonds” and “Tax Credits” are highlighted below. These fields have “Yes”/”No” pull-down options.

* Program Type	<input type="text"/>
* Project Type	<input type="text"/>
* Tax Exempt Bonds?	<input type="text"/>
* Tax Credits?	<input type="text"/>
Section of the Act	<input type="text"/>
* Fee Type	<input type="text"/>

Here is the full new screen:

**Alert Message:**  
Pay.gov QA is on Release 7.1.1

## HUD Office of MultiFamily Production Program Fees

Before You Begin | 1 Complete Agency Form | 2 Enter Payment Info | 3 Review & Submit | 4 Confirmation

**Need Help?**  
[Expand](#)



### MultiFamily Program Fees

\* Transaction Type     Lender     Non-Lender  
Select "Non-Lender" if the transaction has no lender involvement and to autopopulate certain fields below.

Transaction Date	<input type="text" value="09/26/2017"/>
FHA Lender Name	<input type="text" value="No lender - TPA"/>
FHA Lender Number	<input type="text" value="99999"/>
* FHA Project Number	<input type="text"/>
* Project Name	<input type="text"/>
* Project City	<input type="text"/>
* Project State	<input type="text"/>
* Program Type	<input type="text" value=""/>
* Project Type	<input type="text" value=""/>
* Tax-Exempt Bonds?	<input type="text" value=""/>
* Tax Credits?	<input type="text" value=""/>
Section of the Act	<input type="text"/>
* Fee Type	<input type="text" value=""/>
* Fee Amount	<input type="text"/>
Fund	<input type="text"/>

By way of contrast, here is the upper portion of the old screen:

The screenshot shows the Pay.gov interface for the HUD Office of MultiFamily Production Program Fees. At the top right, there are links for "Sign In" and "Create an Account". Below the Pay.gov logo is a search bar with the text "Find Forms, Agencies..." and a "Search" button. A dark blue navigation bar contains the links "MAKE A PAYMENT", "FIND AN AGENCY", and "ONLINE HELP". The main heading is "HUD Office of MultiFamily Production Program Fees". Below this is a progress indicator with four steps: "Before You Begin", "1 Complete Agency Form", "2 Enter Payment Info", and "3 Review & Submit". A "4 Confirmation" step is also visible. To the right of the progress indicator is a "Need Help?" section with an "Expand" link. The main content area is titled "MF PROGRAM FEES" and contains a form with the following fields: Transaction Date (09/25/2017), FHA Lender Name, FHA Lender Number, FHA Project Number, Project Name, Project City, Project State, Program Type (dropdown), Project Type (dropdown), and Section of the Act.

Questions? Please contact John Bell, [john.c.bell@hud.gov](mailto:john.c.bell@hud.gov), 202-402-2740.