

Notice to PAEs: Please complete Section A and B, attach your invoice, Resident Feedback forms, and any other comments received from local government or interested parties, and forward to the Preservation Office Invoice Specialist.

SECTION A:

PAE:	
Property Name:	
FHA #:	

SECTION B:

The undersigned, being duly authorized on behalf of the PAE, upon personal knowledge after all necessary due diligence and with the understanding that the Department of Housing and Urban Development will rely upon this certification in its determination regarding certain fees claimed by the PAE, certifies that each of the following statements is true and correct unless otherwise noted in an attachment to this form:

<input type="checkbox"/>	The Form 3.3, Notice to Tenants, Local Government Officials, and Other Interested Parties of First Tenant Meeting, was provided to the appropriate parties, as required in the Operating Procedures Guide and any subsequent guidance, at least 20 days prior to the First Tenant Meeting.
<input type="checkbox"/>	The Minutes of the First Tenant Meeting are complete and accurate and are currently contained in the PAE's file for this property.
<input type="checkbox"/>	The sign-in sheets and names of all attendees of the First Tenant Meeting are currently contained in the PAE's file for this property.
<input type="checkbox"/>	The Form 3.4, Notice to Tenants, Local Government Officials, and Other Interested Parties of the Second Tenant Meeting, was provided to the appropriate parties, as required in the Operating Procedures Guide and any subsequent guidance, at least 20 days prior to the submission of the proposed Restructuring Plan and that the Second Tenant Meeting is held at least 10 days prior to approval of the Restructuring Plan.
<input type="checkbox"/>	The Minutes of the Second Tenant Meeting are complete and accurate and are currently contained in the PAE's file for this property.
<input type="checkbox"/>	The sign-in sheets and names of all attendees of the Second Tenant Meeting are currently contained in the PAE's file for this property.
<input type="checkbox"/>	All issues raised by tenants (verbally or in writing) have been researched and addressed in the PAE's submission of the Restructuring Plan, in accordance with the requirements in the Operating Procedures Guide, Appendix L, Section III.
<input type="checkbox"/>	A copy of the draft Full Restructuring Plan was onsite for all tenants' review with the appropriate redactions (see Appendix E for guidance), and a copy of what was provided is currently contained in the PAE's file for this property.
<input type="checkbox"/>	The Form 3.5, Notice to Tenants, Local Government Officials, and Other Interested Parties of the Completed Restructuring Plan, will be provided to all tenants and the appropriate parties in accordance with the Operating Procedures Guide and any subsequent guidance.
<input type="checkbox"/>	Any information received from local government and other interested parties are attached hereto.

Authorized PAE Signatory/Date	(please type name and date)
Signature	

SECTION C:

I have reviewed the issues raised by the tenants at the tenant meetings, the information provided from the local government and other interested parties, and Section B above.

<input type="checkbox"/>	APPROVED. The PAE has made all appropriate certifications, and I have no cause to question the PAE's performance, or I have researched any exceptions and concluded the PAE should be paid the performance incentive fee (justification attached). I am forwarding the package to the Invoice Specialist for processing.
<input type="checkbox"/>	DECLINED. The attached justification reflects my determination that the PAE should not be paid the performance incentive fee. I have advised the Invoice Specialist to adjust the invoice accordingly and am returning this form and my justification to the PAE.

Dept Restructuring Specialist/ Date	(please type name and date)
Signature	