

5-14-12

**TO: MANUFACTURED HOUSING CONSENSUS COMMITTEE
MEMBERS:**

Effectively immediately, no further AO support will be provided to the MHCC. On April 24, 2012, NFPA received the enclosed Insufficient Funds form letter from HUD. The content of that letter is self explanatory.

According to our records the remaining balance on Option IV of the C-OPC-22995 contract is well over \$68,000, with an additional \$70,656.24 available to cover the extended Feb-April 2012 performance period. However, according to the Insufficient Funds Notice we received on April 24, 2012, HUDs records indicate that there are no funds available to cover any open or future invoices charged to this contract.

Since it has been formally documented that NFPA will not be reimbursed for work already completed on this project (see open items list below), and that payments for the May-July extension cannot be guaranteed, we are left with no choice but to do everything we can to mitigate any further financial risk to the organization. With that goal in mind NFPA took the following action outlined in bold below on April 30, 2012 to try and resolve the issue. The payments were not made as requested.

Please be advised, that based on the advice of our Internal Auditor, as of 2:00 PM on Friday, May 11, 2012, the National Fire Protection Association (NFPA) will be suspending all activity on the Manufactured Housing Consensus Committee (MHCC) contract #C-OPC-22995 until all outstanding, and future, payment issues are resolved for this project, and NFPA is paid in full for work completed. MHCC activity includes AO support for subcommittee meetings, task group meetings and any other work items in connection with the MHCC. This also extends to our co-workers at Newport Partners and Pat Toner.

If the payment issues are resolved before the May 11, 2012 deadline, the suspension will not take place and work will continue uninterrupted. This statement refers to HUD having resolved and paid all of the following outstanding invoices:

Open Items List:

- June 2009 invoice 17193.1A, \$24,867.46, for work completed Feb. 1, 2009 to May 12, 2009
- March 2, 2012 invoice 17208.11, \$7,436, for work completed in January 2012
- March 30, 2012 invoice 17208.12, \$4,827, for work completed in February 2012

To summarize:

This week we are informing the MHCC of the suspension of activities. We will resume support once HUD pays all outstanding invoices, and agrees to make good on future invoices submitted for work completed between March 2012 and July 2012. Since the back invoices were not paid in full by May 11, 2012 there will be no further correspondence or support for the MHCC from NFPA until HUD has resolved the issue on their end. We will convey that information to the MHCC at that time.

robert
Robert Solomon, PE
NFPA

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OFFICE OF THE CHIEF FINANCIAL OFFICER

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
CFO Accounting Center
801 Cherry St., Unit #45, Ste. 2500
Fort Worth, TX 76102
cfocommercialpayments@hud.gov

April 24, 2012

ATTN: Barbara Maskell, Sr. Grants and Contracts Administrator
National Fire Protection Association
PO Box 9101
Quincy, MA 02269-9101

SUBJECT: Insufficient Funds to Process Invoice #17208.11 for \$7,436.03

Dear Ms. Maskell,

The CFO Accounting Center is declining your invoice(s) for the reason(s) indicated below:

- ☐ The Contract or Purchase Order number is not in our system. Contact your GTR for information regarding your contract.
- ☐ The amount of your invoice exceeds the balance of the contract/purchase order. Contact your GTR for information regarding your contract.
- ☐ The invoice is missing the Contract or Purchase Order number. If you do not know the number, contact your GTR or the individual that ordered the services from you. Annotate the number on your invoice and email it as an attachment to **cfocommercialpayments@hud.gov** for processing.
- ☐ The invoice is missing the following information and is therefore invalid:
 - ☐ Contractor or Vendor Name
 - ☐ Invoice Number
 - ☐ Invoice Date
 - ☐ Mailing Address
 - ☐ Description of Service(s) Provided
 - ☐ Contact Information (phone number, email address)

Please update and resubmit your invoice to **cfocommercialpayments@hud.gov** for processing.

- ☒ There are currently no funds available to process the subject invoice. GTR Leslie Nichols will inform you when to re-submit this invoice, using a **CURRENT** invoice date.

Thank you,

Nita Brewer

Nita Brewer, Financial Support Specialist
U.S. Dept. of HUD
CFO Accounting Division
Commercial and Program Payments Branch – 6AFCP