



GENERAL COUNSEL

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0500

June 24, 2021

MEMORANDUM FOR: All OGC Attorneys

FROM: Sasha Samberg-Champion, Deputy General Counsel for
Enforcement and Fair Housing *Sasha Samberg-Champion*

Subject: Reimbursement for Bar Dues Paid in FY 2021

Every attorney within the Office of General Counsel must maintain one active state bar membership and annually file an “Attorney Bar Affidavit” to certify the membership. I am pleased to announce that if certain conditions are met, OGC will be able to partially or fully reimburse you for the dues you have paid for one state bar membership. The actual amount of the reimbursement will be contingent upon the availability of funds.

If you would like to request reimbursement, you MUST follow these instructions:

1. You may select **only one** state bar for which to receive reimbursement for dues paid in FY 2021. This state must be listed on your annual “Attorney’s Bar Affidavit.”
2. **The bar dues must have been paid between October 1, 2020-August 13, 2021.**
3. By COB **August 13, 2021**, scan and submit the following documentation to OGCBardues@hud.gov:
 - a. An itemized invoice or receipt from the state bar association showing the itemized annual bar dues amount and other fees (Note: Other fees must be listed to be distinguished from the bar dues amount but are not eligible for reimbursement); and
 - b. Proof of payment (your request will not be processed without (1) **an itemized invoice** and (2) **proof of payment**); and
 - c. Standard Form (SF)-1034, Public Voucher for Purchases and Services Other Than Personal. A fillable SF-1034 is linked on OGC’s internal office webpage, <http://hudatwork.hud.gov/po/arc/forms/sf1034.pdf>. When preparing your voucher, fill out only the following relevant sections:
 - **U.S. Department, Bureau, or Establishment and Location:** insert “U.S. HUD Office of General Counsel, 451 7th St., S.W., Room 10248, Washington, D.C. 20410.”
 - **Date Voucher Prepared:** this should be the date you are preparing the voucher.
 - **Payee’s name and address:** this should match your payroll information to ensure electronic payment.
 - **Payee’s Account Number:** this information can be obtained from your CONCUR profile. If you are not in CONCUR, contact Patrice Mitchell.

- **Date of delivery or service:** this should match your proof of payment to the state bar and must be within the October 1, 2020 - August 13, 2021 timeframe.
- **Quantity:** “1.”
- **Unit price:** this should match your proof of payment for your bar dues only. Do not include other fees.
- **Articles or services:** insert “mandatory state bar membership dues.”
- **Amount:** this should match your proof of payment for the portion that represents your bar dues.
- **Total: this MUST match your proof of payment for your bar dues.**

Complete and timely requests for reimbursement will be reviewed and approved by OGC’s Office of Operations, Budget and Contracts Division and submitted to the Bureau of Fiscal Services (BFS) for processing. Approved payments will be paid by electronic funds transfer. (If you are not currently in the Concur Travel System, your bar dues will be processed using a Supplier Entry Request Form and you should contact Patrice Mitchell for instructions.) Your strict adherence to the **August 13, 2021**, deadline is critical as it will allow both OGC to obligate available FY 2021 funds and BFS to disburse the funds.

If any of the following information is incorrect or missing, your request will be returned to you for correction which may delay processing:

- SF-1034 is not filled out **and signed,**
- Incomplete documentation,
- Missing payee account information, and
- **No supervisory approval.**

Please note that BFS will retrieve a pro-rata share of the reimbursement amount from your salary deposit account if you leave Federal employment before the end of the bar dues cycle.

If you have any questions about the reimbursement of bar dues, contact Patrice Mitchell at 202-402-5618. If you have any questions about the attorney bar affidavit, contact Sinthea Kelly at 202-402-4425.