

## **Exhibit M-3**

### **Payment Management**

NeighborWorks Alaska (NWA) is responsible for maintaining its own cash or payment management policies and procedures. This policy must include:

- A description of the notification to families for late and nonpayment of rent.
- Where families may tender payments and forms of payment accepted by NWA.
- Notification method and fees for payments returned for insufficient funds.
- A retention schedule for cash or payment management records.

#### **Numbered Memo**

21-30 Chapter 13 Charges, Payments, and Collection