



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

JUL 11 2013

Dear Executive Director:

Subject: FFY 2013 Funding Provisions for the Housing Choice Voucher Program: Special Fees for Administering Portability (Port-in) Vouchers

The purpose of this letter is to communicate the Office of Housing Voucher Program's (OHVP) methodology to calculate the special fees to be provided to receiving public housing agencies (PHAs), where portability (port-in) vouchers comprise a significant portion of their vouchers under lease, in accordance with the Consolidated and Further Continuing Appropriations Act, 2013, PL 113-6.

PHAs will not be required to apply for these special fees. Eligibility and award amounts will be determined based upon data obtained by the Department from the PIC System. To be eligible for these special fees, PHA's must be administering port-in vouchers that equal 20% or more of the PHAs total number of authorized vouchers.

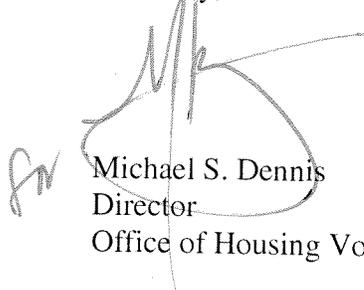
For each eligible port-in voucher, the PHA will be provided with 12 months of funding equal to 3% of the 2013 non-MTW average administrative fee per unit cost. This is a **one-time award** and will be calculated based on PHA portability and leasing data found in PIC on December 31, 2012.

PHA appeals of award determinations related to erroneous PIC reporting will not be considered; therefore, it is very important that the PHAs PIC data is timely, accurate and complete. **The deadline for PHAs to edit and ensure the accuracy of PIC data is July 31, 2013.**

If your PHA is determined eligible for special fees for portability, you will be notified of the award by no later than, Friday, **August 23, 2013.**

If you have any questions concerning this letter, please contact your Financial Analyst at the Financial Management Center, or you can contact the Housing Voucher Financial Management Division at PIH.Financial.Management.Division@hud.gov.

Sincerely,



Michael S. Dennis
Director
Office of Housing Voucher Programs