



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

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:

Directors of HUD Regional and Field
Offices of Public Housing;
Agencies that Administer the
Housing Choice Voucher Program

Notice PIH 2024-10 (HA)

Issued: April 16, 2024

Expires: This notice remains in effect until
amended, superseded, or rescinded.

Cross References: *Section 8 Housing
Choice Vouchers: Revised Implementation
of the HUD Veterans Affairs Supportive
Housing Program* published in the *Federal
Register* on September 27, 2021.
*Implementation of the Federal Fiscal Year
(FFY) 2023 Funding Provisions for
the Housing Choice Voucher Program:*
PIH Notice 2023-07

Subject: Additional Administrative Fees for HUD-VASH

1. Purpose. This notice announces the availability of \$20 million in funding to be made available for Public Housing Agencies (PHAs) currently administering the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program to assist in the leasing of HUD-VASH vouchers. Further, this notice provides guidance on the process for funding requests and outlines eligible uses for these HUD-VASH administrative fees.

2. Background. HUD-VASH vouchers are authorized under section 8(o)(19) of the United States Housing Act of 1937, as modified by the requirements in the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022) (the 2023 Act) and the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024) (the 2024 Act).

The HUD-VASH program is a special purpose voucher program which combines HUD Housing Choice Voucher (HCV) rental assistance for veterans experiencing homelessness with case management and clinical services provided by the Department of Veterans Affairs (VA).

Generally, the HUD-VASH program is administered in accordance with 24 CFR Section 982 and 983 (in cases where HUD-VASH vouchers are project-based). Waivers and alternative requirements for HUD-VASH are detailed in the Revised Operating Requirements published in the *Federal Register* on September 27, 2021 (86 FR 53207). This and other documents pertinent to the program can be found on the HUD-VASH website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/vash

Administrative fees for HUD-VASH are awarded through the regular administrative fee formula based on leasing, as detailed in the annual HCV Funding Implementation Notice. HUD-VASH PHAs may be eligible for HUD-VASH special fees made available under the HCV Funding Implementation Notice.

In addition to the regular administrative and special fees, the 2023 Act and 2024 Act each specified that up to \$10 million in new HUD-VASH funding may be used for administrative fees as established by and allocated pursuant to a method determined by the Secretary for administrative and other expenses. Using this authority under the 2023 and 2024 Acts, HUD is making \$20 million available for administrative fees to assist PHAs administering HUD-VASH to help eligible families obtain and maintain housing.

Through this notice, HUD is setting forth the application and eligibility requirements for PHAs that wish to receive additional administrative fees for their HUD-VASH program in accordance with the 2023 Act. The administrative fee funding described in this notice will be calculated and allocated exclusively for HUD-VASH vouchers. Administrative funding allocated through this notice must be used for eligible expenses (see Section 4 of this notice) in support of leasing HUD-VASH vouchers.

HUD encourages PHAs to work with their partner Veteran Affairs Medical Center (VAMC) to discuss applying for these administrative fees to assist eligible HUD-VASH families in securing and sustaining affordable housing.

3. HUD-VASH Administrative Funding Application. Using the authority under the 2023 Act, HUD will make funding available to PHAs administering the HUD-VASH program. Award amounts for each PHA will be based on two factors 1) the total number of HUD-VASH vouchers currently administered by the PHA and 2) the total number of HUD-VASH PHAs requesting administrative fees under this notice.

To apply for these funds, the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA will submit the electronic form, located on the HUD-VASH webpage (https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/vash) which will contain the following declaration:

I certify that my PHA needs funding to assist in successfully leasing HUD-VASH vouchers. I acknowledge that the additional administrative fees made available through this notice must be used to administer HUD-VASH vouchers.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

All applications must be received no later than 11:59:59 p.m. on **May 31, 2024**, in the time zone of the PHA.

4. Eligible Uses of HUD-VASH Additional Administrative Fees. This administrative funding must be used exclusively to support the HUD-VASH program for two purposes: (1) costs incurred by a PHA in carrying out administrative responsibilities under the program and (2) other eligible expenses in administering the program which are described in Section 3 of [Notice](#)

[PIH 2022-18: Use of Housing Choice Voucher \(HCV\) and Mainstream Voucher Administrative Fees for Other Expenses to Assist Families to Lease Units.](#)

PHAs are specifically encouraged to use funds available under this notice to take on additional HUD-VASH administrative activities such as HUD-VASH landlord recruitment, housing search assistance activities, and landlord/tenant mediation activities, or other additional HUD-VASH expenses such as owner incentives and retention payments and security deposits. PHAs must follow requirements under Notice PIH 2022-18.

5. Ineligible Uses of HUD-VASH Additional Administrative Fees. This additional administrative funding cannot be used for the repayment of debts, or any amounts owed to HUD or program participants including, but not limited to, Office of Inspector General (OIG), Quality Assurance Division (QAD) or other monitoring review findings. Additionally, administrative fee funds provided through this notice considered for salaries, bonuses and/or employee incentives must comply with the executive compensation requirements under Section 220 of Public Law No. 117-328, Consolidated Appropriations Act, 2023 and must comply with reasonable compensation requirements found at 2 CFR Part 200.430(b).

6. Reporting Other Expenses in the Voucher Management System (VMS) and Financial Assessment Subsystem for Public Housing (FASS-PH)/Financial Data Schedule (FDS).

- a. **VMS reporting.** The authorized expenses listed in this notice that are incurred by the PHA each month and paid with ongoing administrative fees are reported as part of the total expenses in the VMS “Administrative Expense” field. There is no separate field currently for reporting these other expenses.
- b. **FDS reporting.** In general, the authorized expenses listed in this notice are reported on FDS Line 92400 Tenant services – other. However, with respect to the fees used for deposits, a PHA may account for these deposits in different ways: as an expense to a balance sheet only transaction, or with the cash outlay for the deposits treated as an accounts receivable and allowance for doubtful accounts being established. The accounting treatment is typically based on the PHA’s and its auditor’s interpretation of Generally Accepted Accounting Principles (GAAP) for these deposit transactions and individual state law, with only limited deposits ever coming back to the PHA. Therefore, HUD will not require any specific FDS reporting for ongoing administrative fees used for deposits as long as the accounting and reporting conforms to GAAP.

7. Paperwork Reduction Act. The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. §§ 3501-3520) and have been assigned the following OMB control numbers – 2577-0169.

8. Further Information. Questions concerning this notice should be submitted by email to the following Office of Housing Voucher Programs mailbox: VASH@hud.gov.

Richard J. Monocchio

Richard J. Monocchio
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Office of Public and Indian Housing