

Housing Choice Voucher Program CY 2018 Portability Administrative Fee Rates

Effective January 1, 2018, effective until further notification from HUD, receiving PHAs must calculate the fee to apply to portable vouchers using the steps that follow:

Step 1: Use the lower of either 80% of the initial or 100% of the receiving PHAs column B rate for CY 2018; and

Step 2: Then, multiply the rate selected in step 1, above, by the estimated national proration factor.

The estimated national proration factor, from January through June 2018, is 76%.

The proration factor will change at least twice throughout the year, so please set this page in your “Favorites” for easy access, as this page will be updated accordingly. Additionally, HUD will send an alert via email to all PHAs every time the factor changes for your convenience. Note that changes may occur due to leasing trend changes, or incremental funding from carryover or recaptures reprogrammed to the administrative fee account.

The following table has an example of the calculation, based on a Column B rate of \$60.59 for the receiving PHA and \$42.05 for the initial PHA and assumes a proration at 76%; however, this proration is just an example, as the administrative fee proration is not yet known. HUD’s recommendation is to apply the proration for billing purposes prospectively, considering the date your housing agency receives the change in proration announcement.

PHA A (initial PHA)	Column B Rate x Proration x 0.8
	\$ 60.59 x 0.76 x 0.80 = \$36.84
PHA B (receiving PHA)	Column B Rate x Proration x 1
	\$ 42.05 x 0.76 x 1 = \$31.96
Portability Fee Billing Rate = \$31.96	

Please note, these portability fee procedures also apply to the Mainstream 5 Year program.

If you need further assistance with this narrative, please contact the Financial Management Division at PIH.Financial.Management.Division@hud.gov, or by phone at 202-708-2934.