

Housing Choice Voucher Program CY 2024 Portability Administrative Fee Rates

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 2024; and

Step 2: Then, multiply the rate selected in step 1 above by the estimated national proration factor 90% for January through May 2024 and estimated 91% for June through November.

The final CYE (calendar year end) 2023 administrative fee proration was 97.167%.

Unless there are arrangements between the PHAs, HUD's recommendation is that port-in PHAs bill the initial PHAs at 90% proration for January through May 2024 and 91% for June through October 2024. HUD will continue to update the proration factors upon the completion of quarterly reconciliations and update them within this document.

- **Estimated January 2024, at 90%**
- **Estimated February 2024, at 90%**
- **Estimated March 2024, at 90%**
- **Estimated April 2024, at 90%**
- **Estimated May 2024, at 90%**
- **Estimated June 2024, at 91%**
- **Estimated July 2024, at 91%**
- **Estimated August 2024, at 91%**
- **Estimated September 2024, at 91%**
- **Estimated October 2024, at 91%**

In addition to this document, HUD will continue to alert PHAs individually through the quarterly reconciliation letters. The proration factor may change 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 Portability Administrative Fee calculation, based on a Column B rate of \$60.59 for the initial PHA and \$42.05 for the receiving PHA and assumes a proration at 91%. 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 0.80
	\$ 60.59 x 0.80 = \$48.47
PHA B (receiving PHA)	
	Column B Rate x 1
	\$ 42.05 x 1 = \$42.05
<i>The lower rate in this example is the receiving PHAs \$42.05</i>	
<i>Lower Rate x the current national proration</i>	<i>\$42.05 x 0.91 = \$38.27</i>
<i>Portability Fee Billing Rate = \$38.27</i>	

Please note, these portability fee procedures also apply to Mainstream Vouchers.

If you need further assistance with this narrative, please contact the Financial Management Division at PIHFinancialManagementDivision@hud.gov.