

Housing Choice Voucher Program CY 2025 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 2025; and

Step 2: Then, multiply the rate selected in step 1 above by the estimated national proration factor 91% for January through April 2025.

Unless there are arrangements between the PHAs, HUD's recommendation is that port-in PHAs bill the initial PHAs at 91% proration for January through April 2025. HUD will continue to update the proration factors upon the completion of quarterly reconciliations and update them within this document.

- **Estimated January 2025, at 91%**
- **Estimated February 2025, at 91%**
- **Estimated March 2025, at 91%**
- **Estimated April 2025, 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 the Mainstream Vouchers.

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