

Emergency Housing Vouchers (EHV) FAQ

PIH Notice 2023-14 FAQ

If a Public Housing Agency (PHA) becomes aware of potential or actual EHV-Consolidated Annual Contributions Contract (hereafter EHV-CACC), over-leasing, what should they do?

Per Section 5.b. of [Notice 2023-14](#), upon awareness of potential or actual EHV-CACC over-leasing (where the PHA's unit months leased (UMLs) exceed or can be expected to exceed the PHA's unit months available (UMAs) for the calendar year), the PHA must immediately stop issuing EHV's, including when directed to do so by the Department of Housing and Urban Development (HUD). HUD will allow for adjustments to the PHA's renewal allocation to temporarily cover the costs of over-leased units if necessary to prevent the termination of EHV families due to insufficient funds until the over-leasing is corrected through attrition. PHAs must submit requests to EHVShortfalls@hud.gov and outline the steps it has taken to mitigate the extent and duration of over-leasing. HUD will review each request to determine that the PHA's over-issuing of vouchers was predicated on reasonable estimates of leasing success rates.

What is considered an EHV re-issued turnover voucher?

Per Section 3.a. of [Notice 2023-14](#), when an EHV family's participation in the EHV program ends, (i.e., the family is no longer under a HAP contract), any subsequent issuance of that voucher to another family is a reissuance and that EHV is considered a turnover voucher.

Can PHAs issue vouchers that have never been leased after September 30, 2023?

Yes. Per Section 3.b. of [Notice 2023-14](#), if a PHA has not reached its cumulative leased vouchers, the PHA may continue to issue vouchers to eligible households after September 30, 2023, until the cumulative leased vouchers equal the number of EHV's currently under the PHA's EHV-CACC, or until directed by HUD to stop issuing EHV's. (Note: cumulative leased vouchers are equal to all households leased since the start of the EHV program—this includes households that have left the program.)

After September 30, 2023, if an EHV family requests to move with continued assistance, can the PHA issue them a voucher to move to allow the time to locate a new unit?

Yes. Per Section 4 of [Notice 2023-14](#), EHV participants may still move (including under portability) after September 30, 2023. The termination of vouchers upon turnover provision does not impact an individual or family’s ability to move within the PHA’s jurisdiction or their ability to move under the portability procedures to another PHA’s jurisdiction. EHV families that have not exited the program are not impacted and would be allowed to transfer their EHV vouchers accordingly.

When should PHAs stop issuing EHV vouchers that have never been leased?

If the PHA has not reached its cumulative leased vouchers, the PHA should continue at this time to issue EHV’s that have never been leased but should consider their most recent EHV success rate when determining their voucher issuance authority.

Will HUD be providing PHAs with resources to assist in determining how many vouchers they may lease post-September 30, 2023?

Yes. To assist PHAs in tracking the status of their cumulative EHV leases in comparison to their EHV-CACC and their success rate, HUD has provided the EHV data dashboard at www.hud.gov/ehv. Page 2 and 3 of the EHV Dashboard depicts the PHA’s Remaining EHV Leasing Authority after September 30, 2023 and the PHA’s success rate. PHAs are strongly encouraged to review this dashboard regularly and before making decisions to issue EHV vouchers after September 30, 2023.

Can PHAs spend EHV Service Fee funds after September 30, 2023?

Yes. EHV service fees remain available through 2035. PHAs are reminded to collaborate and coordinate with their referring partners to discuss how service fees may be effectively utilized to assist eligible families in securing housing.

The eligible uses of Service Fees are limited to the activities described in Notice 2021-15, as updated by Notice 2023-23.

If a PHA receives a request from a family to port their EHV after September 30, 2023, and the receiving PHA has leased 100% of its vouchers, how should the PHAs proceed?

Per Section 4 of [Notice 2023-14](#), the receiving PHA should bill the initial PHA. The EHV family would remain an EHV participant under the initial PHA's EHV-CACC.

If a PHA is at its cumulative EHV lease-up of 100 vouchers and receives a request from a tenant to port their EHV to another jurisdiction after September 30, 2023, how should the initial PHA proceed?

Per Section 9.o. of [Notice 2021-15](#), EHV families are allowed to immediately move under portability. If the receiving PHA is not at its cumulative EHV lease-up count, the family may be absorbed into the receiving PHA's EHV program, if applicable. The initial PHA would not be permitted to re-issue the EHV and its EHV-CACC will eventually decrease to 99 EHV's. It is the responsibility of the PHA to keep track of its declining EHV authority. In the interim, the initial PHA may use the EHV Data Dashboard to track their cumulative EHV leases.

When is a PUC Adjustment needed?

If your EHV program is spending more in EHV HAP funds than it is currently receiving, which will likely result in a shortfall of EHV HAP at the end of the Calendar Year (CY), a PUC adjustment would be needed.

How does my agency request a PUC Adjustment?

Please send a written request to ehvshortfalls@hud.gov. This request should include a brief written statement explaining why your agency is requesting a PUC adjustment. For example, if your EHV program is spending more in EHV HAP funds than it is currently receiving, you will want to state how your records indicate that this will likely result in a shortfall of EHV HAP at the end of the Calendar Year (CY).

HUD will review and assign an analyst who will contact the PHA in writing and follow up by telephone. In the interim, please collect the following documentation to prepare for a call:

- Copies of your Monthly EHV Trial Balances that show your EHV Cash Balances, EHV Restricted Net Position, EHV Unrestricted Net Position, EHV Service Fees, and EHV HAP Expenses for December 2022 through the most recent, closed month. HUD needs to confirm the availability of funds to accurately project the amount of funds needed by the end of the CY.
- Monthly EHV HAP Registers for January 2023 through the latest month reported in the VMS.
- EHV issuances and lease-ups through the end of CY 2023. This would include such variables as success rate and lease-up time.
- Attrition of EHV participants through the end of CY 2023.

What does it mean to be over-leased?

A PHA is over-leased if your EHV program has leased more EHV households (i.e., EHV unit months leased (UML)) than its EHV authorized amount (i.e., EHV unit months available (UMA)) OR HUD received your notification (see #13 below) that your PHA has exceeded or is expected to exceed its authorized number of EHV households this year.

How do we request an over-leasing adjustment?

Per Notice PIH 2023-14 (HA), when a PHA is aware that it may exceed the annual EHV CACC UMA, PHAs must immediately stop issuing additional EHV. PHAs do not, however, need to rescind any issued EHV. Please send a written request to ehvshortfalls@hud.gov. This request should include a brief written statement explaining why your agency is requesting shortfall assistance. HUD will review and assign an analyst from the HCV shortfall team who will contact the PHA in writing and follow up by telephone.

In the interim, please take the following actions to collect the following documentation and to prepare for a call:

- Please review the active issuances and current leases reported by your PHA on the EHV Data Dashboard as soon as possible. This dashboard is available at www.hud.gov/ehv. If the data reflected on the dashboard is incorrect, please contact EHVresearch@hud.gov.
- Immediately cease issuances of any new EHV.
- Notify partner agencies that you cannot accept any additional referrals.
- Copies of your Monthly EHV Trial Balances that show your EHV Cash Balances, EHV Restricted Net Position, EHV Unrestricted Net Position, EHV Service Fees, and EHV HAP Expenses for December 2022 through the most recent, closed month. We need to confirm the availability of funds to accurately project the amount of funds needed by the end of the CY.
- Monthly EHV HAP Registers for January 2023 through the latest month reported in the VMS.
- EHV issuances and lease-ups through the end of CY 2023.
- Attrition of EHV participants through the end of CY 2023.

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Can EHV services fees be used for subsequent moves?

Yes. The eligible expenses for services fees as described in Notice 2021-15 and updated by PIH 2023-23 can be used for both initial leasing and subsequent moves, with the exception of moving expenses. Per Section 6(d)(iv)(A) of PIH 2021-15, services fees cannot be used for moving expenses related to subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the

opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family must move due to, for example, domestic violence, dating violence, sexual assault, or stalking. PHAs should be mindful that expending all services fees does not relieve them of the requirement to provide housing search assistance for all initial moves.

Can EHV services fees be used to pay rental arrears for current EHV participants to help them stay housed?

No. Per PIH 2023-23, Section 4(ii)(E), services fees can be used to cover rental arrear assistance for some or all of the applicant's rental arrears to a private landlord only if the rental arrears prevent a family from leasing an EHV unit. Rental arrears for current EHV participants would not constitute a barrier to initial lease-up and, therefore, cannot be paid using services fees.

If a PHA chooses to use services fees to pay rental arrears that are preventing a family from leasing a unit, how does the PHA verify that the arrears have been paid?

Per the Attachment of PIH Notice 2023-23, PHAs must obtain a payment receipt from the landlord/leasing company. Documentation of the arrears payments to landlords must be recorded and filed in the PHA's EHV records.