

Archived: Tuesday, October 12, 2021 12:24:04 PM

From: [Financial Management Center](#)

Sent: Fri, 15 Jan 2021 15:59:08

Subject: HCV Voluntary Transfers

Importance: Normal

Sensitivity: None

Dear Field Office Directors:

Subject: Requests for HCV Voluntary Transfers

Thanks for your continual collaboration with the Office of Housing Voucher Programs in the processing of Voluntary Transfers, which have ensured uninterrupted assistance to participating families.

In the spirit of continuing to improve consistency and timeliness with this process, the FMD is respectfully requesting that after a Voluntary Transfer request has been uploaded to the Transfer SharePoint site, an email be sent to the Financial Management Division (FMD) mailbox, PIH.Financial.Management.Division@hud.gov and that the following staff is copied on that email, informing us that a specific Voluntary Transfer request has been uploaded to the site and is ready for our review:

1. Michael.T.Phillips@hud.gov
2. Rachel.E.Kennedy@hud.gov
3. Miguel.A.FontanezSanchez@hud.gov

Unfortunately, the workflow process is not working at this time and we are not receiving notifications from the Transfer SharePoint site that Voluntary Transfer requests have been submitted and are available for review.

Additionally, please be aware of the required processing timeline in the HCV Transfer and Consolidations Notice, [PIH Notice 2018-12](#). This language requires that PHAs involved with the transfer submit all required documentation to the field at least 90 days prior to the requested effective date of transfer. The field office has 30 days to review this request and upload the transfer request package to the SharePoint site for the FMD to review. This means the FMD must have the Voluntary Transfer request at least 60 days prior to the proposed effective date of transfer. The FMD then has 30 days to complete our review, allowing the Financial Management Center (FMC) the necessary time to move obligated funds and scheduled disbursements to the receiving PHA, and amend the ACCs ensuring a smooth transition.

Finally, please note that while there may be exceptions, the FMD cannot timely and accurately process Voluntary Transfer requests in less than 60 days.

Should you have any questions regarding this message, please do not hesitate to contact the FMD at PIH.Financial.Management.Division@hud.gov.

Thank you,

Miguel A. Fontanez

Director

Housing Voucher Financial

