

## **Housing Choice Voucher Program CY 2022 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 2022; and

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

The January to June 2022 administrative fee proration is 89.2%.

During the continuing resolutions, PIH received administrative fee funding allotments sporadically, and based on 2021 funding levels. PIH advanced 100% of these funds based on the latest leasing levels reported in VMS and from the last reconciliation available at that point in time. Unless there are arrangements between the PHAs, **HUD's recommendation is that port-in (receiving) PHAs bill the port-out (initial) PHAs at the following proration factors:**

- **January 2022, at 89.2%**
- **February 2022, at 89.2%**
- **March 2022, at 89.2%**
- **April 2022, at 89.2%**
- **May 2022, at 89.2%**
- **June 2022, at 89.2%**
- **Estimated July 2022, at 89%**
- **Estimated August 2022, at 89%**
- **Estimated September 2022, at 89%**
- **Estimated October 2022, at 89%**
- **Estimated November 2022, at 89%**
- **Estimated December 2022, at 89%**

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. HUD's recommendation is that port-in PHAs bill the initial PHAs at 89.2% proration for January through June 2022, 89.2% and at 89% for July through December.

The following table has an example of the 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 89%; however, this proration is just an example. HUD’s recommendation is to apply the proration for billing purposes prospectively, considering the date your housing agency receives the change in proration announcement.

<b>PHA A (initial PHA)</b>	<b>Column B Rate x 0.80</b>
	<b>\$ 60.59 x 0.80 = \$48.47</b>
<b>PHA B (receiving PHA)</b>	
	<b>Column B Rate x 1</b>
	<b>\$ 42.05 x 1 = \$42.05</b>
<b><i>The lower rate in this example is the receiving PHAs \$42.05</i></b>	
<b><i>Lower Rate x the current national proration</i></b>	<b><i>\$42.05 x 0.89 = \$37.42</i></b>
<b><i>Portability Fee Billing Rate = \$37.42</i></b>	

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

If you need further assistance with this narrative, please contact the Financial Management Division at [PIHFinancialManagementDivision@hud.gov](mailto:PIHFinancialManagementDivision@hud.gov), or by phone at 202-708-2934.