



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

PRINCIPAL DEPUTY ASSISTANT SECRETARY  
FOR PUBLIC AND INDIAN HOUSING

**MAY 26 2016**

Dear Executive Director:

**Subject: CY 2016 Administrative Fee (Admin Fee) Pro-ration – Housing Choice Voucher (HCV) Program**

On behalf of Secretary Castro, and the nearly 2.2 million low-income families assisted by the HCV Program, thank you for the work you do, and your continuous participation in HUD's Housing Choice Voucher Program. The Department is well aware of the effects of the reduced administrative fee proration across the board for housing agencies administering the HCV program. In accordance with the Consolidated and Further Continuing Appropriations Act, 2016 (P.L.114-113), HUD continues to identify additional funds that can be reprogrammed to increase the national proration.

We are pleased to inform you that HUD has identified additional funds to make available to support ongoing fees for the public housing agencies (PHAs) administering the HCV program. Consequently, future administrative fee advances will be at 84% proration. Additionally, the first quarter calendar year 2016 administrative fee reconciliation will reflect the increased proration.

If you have any question, please do not hesitate to contact the Housing Voucher Financial Management Division at [PIH.Financial.Management.Division@hud.gov](mailto:PIH.Financial.Management.Division@hud.gov), or contact your respective Financial Analyst at the Financial Management Center.

Sincerely,

A handwritten signature in black ink, appearing to read "Lourdes", written over a horizontal line.

Lourdes Castro Ramírez  
Principal Deputy Assistant Secretary