

**Calculation of Calendar Year 2019 Renewal Funding
Housing Choice Voucher Program**

1 HA Number:

USA001

2 HA Name:

Anytown Housing Authority

CY 2019 Renewal Funding

3 CY 2019 HCV Renewal Funding after Offset and Amounts Owed HUD

\$6,996,436

CY 2019 Non-Renewal Funding

4 CY 2019 Non-Renewal Funding (TPVs, VASH, etc.) to Date

\$27,136

5 CY 2019 Estimated RAD 1 Funding For First Full Year After Conversion

\$0

6 CY 2018 Proration Increase

\$0

7 Total CY 2019 HCV Renewal and Non-Renewal Funding

\$7,023,572

ELIGIBILITY

8 Total Unit Months Leased per VMS - CY 2018

12,659

9 Total Unit Months Available - CY 2018

14,238

10 Capping Percentage

100%

11 Total CY 2018 HAP Expenses per VMS

\$7,078,935

12 Total CY 2018 Capped HAP Expenses (Line 11 x Line 10)

\$7,078,935

13 Renewal Funding Inflation Factor

1.02172

14 Inflated Eligibility Sub-Total (Line 12 x Line 13)

\$7,232,689

15 First Time Renewals - Appendix II

\$597

16 Transfers In or Out

\$0

17 Total DHAP Eligibility

\$0

18 Total Renewal Eligibility (Line 14 + Line 15 + Line 16 + Line 17)

\$7,233,286

19 Proration Factor

0.99500

20 Prorated Eligibility (Line 18 x Line 19)

\$7,197,120

OFFSET**Calculation on Appendix I**

21 Offset Amount (Calculations on Appendix I)

\$200,684

22 Total CY 2019 Renewal Funding after Offset (Line 20 - Line 21)

\$6,996,436

FUNDING

23 **Total CY 2019 Renewal Funding after Offset**

\$6,996,436

24 Renewal Funding Obligations, January through May 2019

\$2,920,264

25 Remaining to Obligate for CY 2019 prior to reduction for funds due HUD (Line 23 - Line 24)

\$4,076,172

26 Reduction for Funds due HUD

\$0

27 Remaining to Obligate for CY 2019 after reduction for funds due HUD (Line 25 - Line 26)

\$4,076,172

28 January through May 2019 Total Prorated Eligibility after offsets

\$2,915,182

29 Additional Obligations Due Through May, 2019 (Line 28 - Line 24, if Line 28 is higher; else 0)

\$0

30 Excess Obligations Through May, 2019 (Line 24 - Line 28, if Line 24 is higher; else 0)

\$5,082

31 CY 2019 Inflated Per Unit Cost

\$560.05

This value is calculated as total inflated VMS Expenses, minus HAP Costs After the First of the Month, divided by total Unit Months Leased.

32 Comments

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CY 2019 Offset Reallocation

Appendix I

HA Number:

USA001

HA Name:

Anytown Housing Authority

CY 2018 End of Year Reserves

\$1,046,340

PROTECTED CATEGORIES

A. Difference between the PHA's Eligibility and Prorated Eligibility	\$36,166
B. CY 2019 Amounts needed to fully lease VASH units	\$55,985
C. Difference between higher of December 2018 UMLs x 12 or CY 2018 UMLs up to baseline on units under CACC	\$94,648
D. December UMLs (Capped)	\$157,143
E. CY 2018 New incremental BA - 1/2 of Eligibility	\$27,136
F. CY 2018 Set-Aside Protection - 1/2 of Eligibility	\$0
G. Portion of CY 2019 Renewal Eligibility (Based on units under CACC): 4% - 500 and above units 6% - 250 to 499 units 20% - Less than 250 units	\$289,331
H. PHAs with CY 2018 Inflation factors that were higher than the CY 2018 national weighted average inflator. Difference between CY 2018 Inflated Funding and CY 2019 Renewal funding.	\$0
I. Total Funds Available for Offset	\$385,931
J. Offset Amount (<i>Total Funds Available for Offset x 52%</i>)	\$200,684
K. Prorated Eligibility After Offset	\$6,996,436

Notes: PHA's that received 2018 Shortfall Set-Aside funds are exempt from this offset.
 Disaster impacted PHAs that applied and were awarded disaster HAP Set-aside funding are also exempt from this offset.



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

OFFICE OF PUBLIC AND INDIAN HOUSING

JUN 05 2019

Dear Executive Director,

The purpose of this letter is to provide additional information and set forth the application criteria for Special Fees for the Housing Choice Voucher (HCV) program announced in the 2019 Implementation Notice, PIH Notice 2019-08, Section 7, "Funding for Administrative Costs", subcategory B, "Special Fees". This letter and the subsequent application information applies to requests for additional administrative fees (AF) for HUD-Veteran's Affairs Supportive Housing (VASH) and Family Unification Program (FUP), disasters and other special fees under the Secretary's discretion.

To qualify for additional funding under these categories, PHAs must experience increased administrative expenses as a result of the administration of HUD-VASH, FUP and/or disaster-related vouchers. Requests for other unanticipated AF funding increases will be considered on a case-by-case basis at the Secretary's discretion.. Please carefully review the applicable application criteria included with this letter in preparing your application for these funds.

Please note, HUD will limit the total award amount for all categories combined to a percentage of the PHA's estimated CY 2019 administrative fee funding. The maximum percentage of the award will be based on the PHA's size, as outlined below:

- Small: 1 – 250 units, 12%
- Medium: 251 – 500 units, 6%
- Large: 501+ units, 4%

HUD will not fund an ineligible activity and will reduce an award to exclude such costs. Additionally, HUD reserves the right to adjust awards to ensure fair and reasonable distribution of funds.

Reporting and recording of awarded Special Fees are included as part of the PHAs HCV administrative financial records under CFDA 14.871.

All applications must be received no later than **5:00 p.m. (EDT) on Friday, September 27, 2019**. All applications must be sent to 2019SpecialFees@hud.gov. The subject line of the email should include the PHA Number, Specific Special Fee category of applications, example, "AB123 FUP EAF Application". HUD reserves the right to contact PHAs for clarification of items provided with the application. Clarifications or corrections must be received by HUD within the time frame specified in the notification.

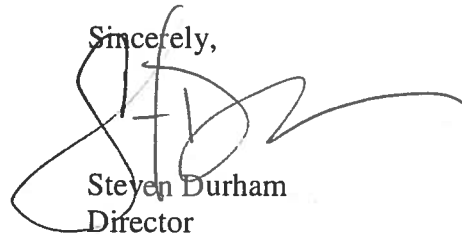
All applications must include the following information in order to be considered for funding:

- The application page that identifies the categories for application that is certified by signature, Attachment 1 to this document;

- A letter signed by the appropriate PHA official, clearly indicating the amount being requested, the calculation used to determine the amount of the request, and the estimated Unrestricted Net Assets (Administrative fee reserve) balance as of the day of the request;
- A statement describing an activity that is being proposed, underway or has been completed;
- A description of the local need that the activity will serve;
- Data on the number of families that the activity will help;
- How the activity will lead to an increase in leasing success rates and/or reduce processing time; and
- Budget justification to support request. The budget justification must support the need for additional administrative expenses. The expenses must be above what can be supported by your PHA's earned or anticipated ongoing administrative fees for the year. In order to streamline the process, a sample request form is provided immediately following this explanation of the application criteria.

Inquiries regarding any of the Special Fee categories should be directed to 2019SpecialFees@hud.gov. Thank you for your continued participation in the Housing Choice Voucher Program.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Durham', with a long horizontal flourish extending to the right.

Steven Durham
Director

Office of Housing Voucher Programs

Guidance for Special Fee Applications by Category

1. HUD-VASH Special Fees

Purpose of the HUD-VASH Program:

The HUD-VASH Program combines the Department of Housing and Urban Development (HUD) Housing Choice Voucher (HCV) rental assistance to eligible homeless veterans and their families with case management and clinical services provided by the Department of Veterans Affairs (VA) at its medical centers and in the community. HUD-VASH assists homeless veterans and their families afford decent, safe, and sanitary housing through the distribution of housing vouchers. Beneficiaries are selected based on certain requirements including health care eligibility, homelessness status, and income.

A. Award Information. HUD will reserve up to \$5,000,000 for **HUD-VASH Special Fees (HUD-VASH)**.

B. Eligible Activities/Expenses. Under this Notice, PHAs may apply for HUD-VASH Special Fees to support necessary additional or extraordinary related administrative expenses incurred to increase lease-up success rates or decrease the time it takes for a Veteran to locate and move-in to a unit. In order to apply for these funds' applicants must justify or document actions specifically for administering the HUD-VASH program. Under this Notice, eligible activities/expenses could include, **but are not limited to,**

- Hiring temporary staff to process Request for Tenancy Approvals (RFTA) forms,
- Hiring temporary staff to conduct HQS inspections, or pre-inspect units that HUD-VASH clients are likely to rent;
- Hiring temporary staff to providing HUD-VASH clients with housing search assistance;
- Hiring temporary staff to serve as a Portability Coordinator for HUD-VASH clients;
- Hosting a "VASH Day", a one-stop for intake, issuing provisional vouchers, etc.;
- Hosting Landlord Recruitment Fairs and other activities to engage landlords to participate in the HUD-VASH program;
- Holding extra briefings for HUD-VASH clients;
- Other services to ensure that HUD-VASH clients can move into their new homes with a voucher in the shortest time-period possible.

2. Family Unification Program Special Fees

Purpose of the Family Unification Program:

The Family Unification Program (FUP) is a program under which Housing Choice Vouchers (HCVs) are provided to two different populations:

1. Families for whom the lack of adequate housing is a primary factor in:
 - a. The imminent placement of the family's child or children in out-of-home care, or
 - b. The delay in the discharge of the child or children to the family from out of home care.

2. For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older. PHAs administer FUP in partnership with Public Child Welfare Agencies (PCWAs) who are responsible for referring FUP families and youths to the PHA for determination of eligibility for rental assistance.

A. Award Information. HUD will reserve up to \$5,000,000 for **FUP Special Fees**. Additional funds may become available for FUP Special Fees at the discretion of the Secretary.

B. Eligible Activities/Expenses. Under this Notice, PHAs may apply for FUP Special Fees to support necessary additional or extraordinary related administrative expenses incurred to achieve either of the following activities:

- Full (100 percent) FUP voucher utilization.
- Increase access to the program for FUP-eligible youth.

In order to apply for these funds, applicants must justify or document actions specifically for administering the FUP. Under this Notice, eligible activities/expenses could include, **but are not limited to**,

- Establishing a new/revised Memorandum of Understanding (MOU) with the Public Child Welfare Agencies (PCWA) and other partners.
- Working with community partners to establish and implement a system to identify FUP-eligible youth not currently within the PCWA's caseload in cooperation with the **Continuum of Care (CoC)**, including integrating the prioritization and referral process for FUP-eligible youth into the local CoC's coordinated entry process.
- Hiring temporary staff to process Request for Tenancy Approvals (RFTA) forms,
- Hiring temporary staff to conduct HQS inspections, or pre-inspect units that FUP clients are likely to rent;
- Hiring temporary staff to provide FUP clients with housing search assistance;
- Hosting a "FUP Day", a one-stop for intake, issuing provisional vouchers, etc.;
- Hosting Landlord Recruitment Fairs and other activities to engage landlords to participate in FUP;
- Holding extra briefings for FUP clients;
- Other services to ensure that FUP clients can move into their new homes with a voucher in the shortest time-period possible.
- Training PCWA, CoC, and other community partners on FUP and the HCV program.

3. Disaster Related Voucher Special Fees

In the event that there is a future allocation of disaster vouchers during CY 2019, PIH will provide eligibility and application guidance for disaster related vouchers' special fees at that time.

4. Application for other Special Fees under The Secretary's Discretion

Purpose of the Secretary's Discretion Set-aside:

The purpose of this set-aside is to provide EAF to cover administrative expenses incurred as the result of a situation outside of the specific categories described in the CY 2019 Implementation Notice. HUD will consider requests **for other unanticipated increases in Administrative Fees on a case-by-case basis**. Please note that requests for additional fees because of a lower national fee proration will not be accepted.

A. Award Information. HUD will reserve up to **\$5,000,000** for **other unanticipated increases in Administrative Fees on a case-by-case basis**.

B. Eligible Activities/Expenses. Activities and expenses considered eligible under Administrative Fees that are not covered under another special fee category are eligible for funding under the Secretary's Discretion.

Due to the limited nature of funds available, payments made directly to assisted families or individuals, such as transportation reimbursement, security deposit assistance, etc., are not considered eligible expenses.

Sample Request Form

		Actual Expenses			
		May-18	Jun-18	Jul-18	Total
Revenue					
	HUD Extra Ordinary Administrative Fees	\$37,708	\$37,708	\$37,709	\$113,125
	Other:				\$0
	Total Income:	\$37,708	\$37,708	\$37,709	\$113,125
Expenditures					
Salaries					
	Project Oversight & Coordination	\$2,583	\$2,583	\$2,583	\$7,749
	Project Manager				\$0
	Administrative Assistant	\$333	\$333	\$333	\$999
	VASH Landlord/Education Liaison	\$3,000	\$5,000	\$2,000	\$10,000
	VASH Real Estate Specialist	\$0	\$2,518	\$5,168	\$7,686
	Project Director				\$0
	Family Advisor/Mobility Counselor	\$2,389	\$2,389	\$2,389	\$7,167
	Workshop Waitlist Education Coordinator				\$0
	Other:	\$626	\$626	\$626	\$1,878
	Other:				\$0
	Total Salary Expenditures:	\$8,931	\$13,449	\$13,099	\$35,479
Overhead & Supplies					
	Printing/Copying				\$0
	Accounting			\$256	\$256
	Supplies			\$444	\$444
	Credit Checks				\$0
	Postage			\$67	\$67
	Telephone			\$202	\$202
	Rent/Utilities/Furniture			\$1,287	\$1,287
	Equipment/Maintenance			\$187	\$187
	Insurance			\$113	\$113
	IT Services			\$4,874	\$4,874
	Other:				\$0
	Total Operating Expenditures:	\$0	\$0	\$7,430	\$7,430
PHA Support					
	HA002 Blue HA				\$0
	HA043 Purple HA				\$0
	Total PHA Support Expenditures:	\$0	\$0	\$0	\$0
	Total Expenditures:	\$8,931	\$13,449	\$20,529	\$42,909
	Net Income Surplus/Deficit:	\$28,777	\$24,259	\$17,180	\$70,216

CY 2019 Housing Choice Voucher Program

ATTACHMENT A – Special Fees

Application for \$30 Million Set-Aside for some Categories of Special Fees 1 – HUD-VASH; 2 – FUP; 3 - Disaster; and/or 4 – Secretary’s Discretion

Name of PHA: _____

PHA Number: _____

Executive Director: _____

CHECK ALL BOXES THAT APPLY

_____ **HUD-VASH**

_____ **FUP**

_____ **Disaster-Related**

_____ **Special Fees Under The Secretary’s Discretion**

Documentation requirements and Deadlines for each of the above categories are contained within the document this page is attached.

This certification must be signed by the appropriate PHA official and returned.

Certification: I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. I also certify that should funding be awarded under any of the selected special fee categories per this page, that I will keep clear and organized records on how all awarded the funds were spent should The Department request to review the outcomes of this fee funding. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3279, 3802).

Signature of Executive Director and Date

Contact Name and Phone Number

From: Financial Management Center
Sent: Tuesday, April 18, 2017 3:08 PM
Subject: Reporting RAD Data in VMS

Dear Executive Director:

SUBJECT: RAD Reporting in VMS

This notification is to provide clarification on Rental Assistance Component (RAD) reporting requirements in the VMS and to also ensure PHAs are receiving the appropriate amount of administrative fees for RAD units. Failure to correctly report RAD or PBV (leased and PBVs under HAP and not leased) may result in PHAs not receiving fees for all units for which they are entitled.

Prior to April, 2016, RAD units were reported in the Tenant Protection field. That requirement changed with the April, 2016 VMS release when separate RAD fields were made available for reporting leasing and expense information. The RAD fields are as follows:

Rental Assistance Component 1 (RAD1): Total number of vouchers leased for all RAD Component 1 awards; reporting begins January 1 of the first full calendar year of voucher funding. (Effective April, 2016, this information is no longer reported in the Tenant Protection field.)

Rental Assistance Component 1 (RAD1 HAP): Total HAP expenses incurred for all RAD Component 1 awards. (Effective April, 2016, this information is no longer reported in the Tenant Protection field.)

Note: RAD Rehab Assistance payments should be reported in the RAD 1 expense field, but the associated units should not be reported in the leasing field. This may result in RAD 1 HAP expenses reported but no corresponding RAD 1 leasing.

An example of the timing of VMS reporting for a RAD Component 1 award would be as follows:

- June 1, 2016 – Units convert to RAD 1. The units are put under ACC with \$1 and the PHA receives a letter from the FMC which includes the amended

ACC and is instructed to not begin reporting the units and associated expenses in the VMS until January 1, 2017

- January 1, 2017 – The PHA should begin reporting all RAD 1 leasing and associated HAP expenses in the RAD 1 fields for the award that was received in Calendar Year 2016. The units should also be reported in the appropriate PBV fields.

Rental Assistance Component 2 (RAD2): Total number of vouchers leased for all RAD Component 2 awards. (Effective April, 2016, this information is no longer reported in the Tenant Protection field.)

Rental Assistance Component 2 (RAD2 HAP): Total HAP expenses incurred for all RAD Component 2 awards. (Effective April, 2016, this information is no longer reported in the Tenant Protection field.)

Additionally, please note that all RAD units (RAD 1 and RAD 2) should also be reported in the VMS in the appropriate Project Based Voucher (PBV) field. Accurate reporting of PBVs that are under HAP contract but not leased will ensure PHAs receive the correct amount of administrative fees for those PBVs (see third bullet below).

The PBV field definitions are as follows:

- Number of PBVs Under AHAP and Not Under HAP: Total number of PBVs under AHAP only. These units are not reported in any other field.
- Number of PBVs Under HAP and Leased: Total number of PBVs under HAP contract and leased. These units and associated expenses are also reported in the field that best describes the type of voucher being used (Tenant Protection, AOV, etc.) In the case of RAD units, the leasing and associated HAP expense would ALSO be reported in the appropriate RAD field (RAD 1 or RAD 2 as appropriate).
- Number of PBVs Under HAP and not Leased: Total number of PBVs that are under a HAP contract and are not leased and are not receiving vacancy payments. These vouchers are not reported in any other field but are eligible for administrative fees. This field should include RAD 1 and RAD 2 units that are under a HAP contract but are not leased.

- Number of PBVs Under HAP and Not Leased with Vacancy Payment and Associated Vacancy HAP Expense: Total number of PBVs that are under a HAP contract and are not leased but are receiving vacancy payments. These vouchers are not reported in any other field but are eligible for administrative fees.
- HAP Expenses for Number of PBVs Under HAP and Not Leased with Vacancy Payment and Associated Vacancy HAP Expense: Total HAP expense associated with PBVs under HAP contract and not leased with vacancy payments. These expenses are also reported in the AOV HAP expense field. Please note: **RAD Rehab Assistance payments should not be reported in this field but should be reported in the RAD 1 HAP Expense field.**

If you have any questions about RAD or PBV reporting, please contact your Financial Analyst at the Financial Management Center (FMC).

Sincerely,

Robert H. Boepple

Digital signed by Robert H Boepple
DN: CN = Robert H Boepple, C = US,
O = Financial Management Center,
OU = Director, Reason: I am
approving this document

Robert Boepple
Director, Financial Management Center

**DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
SECTION 8 FINANCIAL MANAGEMENT CENTER
2380 MCGEE STREET, SUITE 400
KANSAS CITY, MISSOURI 64108**

Summary of Voucher for Payment of Annual Contribution
and Operating Statement

Housing Authority Name	Project Number	Fiscal Year End
[REDACTED]	[REDACTED]	12/31/2017

The following shows the amount of Annual Contributions, Total Partial Payments Approved, and net amount of settlement which represents the overpayment due HUD or the underpayment due your Authority:

Total Annual Contributions Required	\$491,046
Total Partial Payments Approved by HUD	\$490,456
Prior Period Adjustment	\$0
Underpayment Due PHA	\$590
Overpayment Due HUD	

Remarks

The overpayment due HUD of _____ will be offset against upcoming payments.

The underpayment due PHA of \$590 has been scheduled for payment.

If you have any questions, please contact your financial analyst.

Approved by:	Date:
<p>June E. Burnes <small>Digitally signed by: June E. Burnes DN: CN = June E. Burnes C = US O = Financial Management Center OU = Division Director Reason: I am approving this document.</small></p> <p>June Burnes, Division Director</p>	4/17/18

PHA Name [REDACTED]
 PHA Number [REDACTED] 5DPH
Mainstream 5 Settlement HAP
 Settlement Through Date 12/31/2017
 Date VMS Data Pulled 3/27/2018

Jan 1 to Dec 2016 VMS Expenses Pulled 03/27/18 \$ 488,041 ok
 Jan 1 to Dec 2016 VMS Expenses from 2016 YEST (previously reconciled) \$ 488,041 ok
 Difference (Prior Period Adjustment Below) \$ -

Total CY16 Eligibility \$ 511,484
 Total CY17 Eligibility \$ 504,634

	Jan 1 to Dec 31 2016	Jan 1 to Dec 31 2017
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Budget Authority	\$ 511,484	\$ 504,634
Program Reserves	\$ 160,259	\$ 183,702
Other Receipts 1		
Other Receipts 2		
Total Available Funds	\$ 671,743	\$ 688,336

Mainstream HAP Expenses per 2016 Validated Database or Jan - Dec 2017 Database	\$ 488,041	\$ 491,046
Other Expenses		
Total Expenses	\$ 488,041	\$ 491,046

Unit Months Available	1800	1800
Unit Months Leased	1518	1457

HAP	\$ -	\$ 488,041	\$ 491,046
Expenses greater than Available funds (Applies to CY only)	\$ -	\$ -	\$ -
Overleasing Calc (Applies to CY only)	\$ -	\$ -	\$ -
Total Contributions Required	\$ -	\$ 488,041	\$ 491,046

Disbursements	\$ 507,167	\$ 490,456
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Underpayment Due HA or (Overpayment Due HUD)	\$ (19,126)	\$ 590
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2016 Prior Period Adjustment (Diff prev reconciled 2016 Expenses)		\$ -
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TOTAL Underpayment Due HA or (Overpayment Due HUD)	\$ (19,126)	\$ 590
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HUD-Held Reserves as of:	12/31/2016 \$ 164,576	12/31/2017 \$ 197,290
HUD-Held Reserves with Offsets as of:	12/31/2016 \$ 183,702	12/31/2017 \$ 197,290