



November 1, 2022

PH PROGRAM NEWS

SF-424 and Related Forms Module Now Open in OpFund Web Portal

Yesterday via the Financial Management Division (FMD) email list, HUD's Office of Public and Indian Housing (PIH) announced that the SF-424 and related forms module is now open in the [operating fund web portal](#), one week in advance from the expected date.

PHAs must submit their forms SF-424 and, if necessary, HUD-50071 and SF-LLL for the calendar year 2023 operating fund grants by **December 16, 2022**. You can consult Notice [PIH 2017-04](#) for questions on the applicability of the forms HUD-50071 and SF-LLL.

If you need help to complete the forms in the OpFund web portal, follow the [user guide](#) and watch the training videos on the [SF-424, HUD-50071 and SF-LLL](#) forms. Also, HUD is hosting two training sessions on submitting the SF-424 and related forms. The dates and times are as follows:

- [Tuesday, November 8, 2022](#) (10:30–11:30 a.m. Eastern time)
- [Wednesday, November 9, 2022](#) (1:30–2:30 p.m. Eastern time)

PHAs may email questions about SF-424 or OpFund policy to [phfmd\\_opfund@hud.gov](mailto:phfmd_opfund@hud.gov) with subject line "Questions SF-424." For technical questions about the OpFund web portal, please contact [opfundwebportal@hud.gov](mailto:opfundwebportal@hud.gov).

HCV PROGRAM NEWS

PIH Replaces 2021 Admin Fee Guidance Document

Today in the *Federal Register*, HUD's Office of Public and Indian Housing (PIH) published a [notice](#) correcting the "Notice of Annual Factors for Determining Administrative Fees for the Section 8 Housing Choice Voucher, Mainstream, and Moderate Rehabilitation Programs for Calendar Year 2021" that was published on August 15, 2022. According to today's notice, the previous document omitted specific information and included incorrect website links.

To clarify any misinformation, HUD is replacing the guidance published on August 15, 2022, in its entirety and republishing the methodology the department used in determining the ongoing administrative fees for PHAs administering the HCV, Mainstream, and Moderate Rehabilitation programs, including the Moderate Rehabilitation Single Room Occupancy program. Today's notice, however, does not change the annual factors for determining administrative fees. As the notice explains:

- For CY 2021, in accordance with the 2021 Consolidated Appropriations Act, administrative fees were determined based on vouchers leased as of the first day of each month.
- For the Moderate Rehabilitation program, including the SRO program, administrative fees were earned based on the units under a HAP contract.
- In some cases, the fee rates calculated for CY 2021 were lower than those established for CY 2020. In these cases, the affected PHAs were held harmless at the CY 2020 fee rates.
- The fee rates for each PHA generally cover the fees for areas in which the PHA had the greatest proportion of its participants. This was determined using Public Housing Information Center (PIC) data submitted by the PHA. In some cases, PHAs had participants in more than one fee area. If such a PHA chooses, the PHA could request that HUD establish a blended fee rate to proportionately all areas in which participants were located. Once a blended rate was established, it was used to determine the PHA's fee eligibility for all months in CY 2021.
- PHAs operating over large geographic areas, defined as multiple counties, could request a higher administrative fee rate if eligible under the criteria described in the CY 2021 implementation [notice](#).
- In addition to the voucher program, the 2021 administrative fee rates apply to the Moderate Rehabilitation program and the Mainstream program.

For further details, please refer to the [notice](#). You'll find links to the 2021 administrative fee tables and the documents that accompany them [here](#) on the Financial Management Center (FMC) webpage.



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