



February 14, 2024

HCV PROGRAM NEWS

HUD Posts Updated Portability Administrative Fee Rates Document

The Department of Housing and Urban Development ([HUD](#)) has [posted](#) an updated calendar year 2023 portability administrative fee rates document, which discusses administrative fee proration for portability billing purposes. The document, dated February 2024, states:

Unless there are arrangements between the PHAs, HUD's recommendation is that port-in PHAs bill the initial PHAs at 97.380% proration for January through September 2023. While administrative fees were obligated to PHAs at 95% proration for October through December 2023, HUD will continue to update the proration factors upon the completion of quarterly reconciliations and update them within this document.

In addition to the document, HUD will continue to alert PHAs individually through the quarterly reconciliation letters. The proration factor may change due to leasing trend changes, or incremental funding from carryover or recaptures reprogrammed to the administrative fee account.

You can find the link to the updated administrative fees [here](#) at the [HCV webpage](#).

GENERAL NEWS

HUD Announces Live Walkthrough of CNA e-Tool updates

On the [HUD Exchange News](#) webpage, the Department of Housing and Urban Development ([HUD](#)) [announced](#) that it will host a [virtual session](#) to provide a live walkthrough of the Capital Needs Assessment Electronic Tool (CNA e-Tool) updates for PHAs.

The CNA e-Tool automates and standardizes the initiation, preparation, submission, review, and approval of a CNA. The session will provide a detailed look at updates to the e-Tool in version 3.2, including the expansion of a 'green' focus for a site's components and replacements, repair needs analysis page which allows users to create alternate versions of the repairs list, and other updates.

The session, intended for PHA users of the CNA e-Tool, will take place on February 29, 2024, at 3:00 p.m. Eastern time. Click [here](#) to register.



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