



May 20, 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 2024 portability administrative fee rates document, which discusses administrative fee proration for portability billing purposes. The document, dated May 17, 2024, states:

Unless there are arrangements between the PHAs, HUD's recommendation is that port-in PHAs bill the initial PHAs at 90% proration for January through May 2024 and 91% for June through October 2024. HUD will continue to update the proration factors upon the completion of quarterly reconciliations and update them within this document.

Additionally, 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](#).

PH PROGRAM NEWS

HUD to Host Trainings on PHA 5-Year and PHA Annual Plan Modules

In an email sent this morning via HUD's Financial Management Division (FMD) [mailing list](#), HUD's Office of Public and Indian Housing ([PIH](#)) reminded PHAs that the Public Housing Portal is open for the PHA 5-Year and PHA Annual Plan for PHAs with fiscal year ends (FYE) of 9/30 for calendar year (CY) 2024 and 12/31 for CY 2025. Per the announcement, this means the modules are live and any submission to HUD is a formal submission.

HUD is hosting the following training sessions on the modules:

- Tuesday, May 21 at 11:30 a.m. Eastern time (click [here](#) to join)
- Wednesday, May 22 at 1:30 p.m. Eastern time (click [here](#) to join)

The modules, which will provide PHAs with the ability to create and submit PHA plans and related certifications, are applicable to all PHAs (Standard, Troubled, High-Performer, Small, Housing Choice Voucher, and Qualified). PHAs will need to complete different variations of the HUD-50075 and certifications.

For guidance on how to complete the PHA 5-year and PHA annual plan, review Notice [PIH-2015-18](#). Additionally, the email includes the [PHA 5-Year Plan User Guide](#) and the [PHA Annual Plan User Guide](#).



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