

CY 2018 Administrative Fee Rates

PHA Num	A Rate	B Rate
TX001	81.14	75.73
TX003	68.93	64.33
TX004	77.52	72.35
TX005	73.60	68.70
TX006	71.32	66.58
TX007	63.24	59.03
TX008	72.72	67.87
TX009	83.20	77.66
TX010	62.37	58.21
TX011	62.37	58.21
TX012	73.60	68.70
TX014	62.37	58.21
TX016	59.85	55.86
TX017	73.60	68.70
TX018	62.37	58.21
TX019	59.85	55.86
TX021	59.85	55.86
TX023	71.27	66.51
TX025	63.24	59.03
TX027	83.20	77.66
TX028	62.52	58.35
TX029	62.52	58.35
TX030	62.37	58.21
TX031	81.14	75.73
TX032	73.60	68.70
TX034	71.27	66.51
TX035	60.00	55.99
TX037	71.27	66.51
TX039	59.85	55.86
TX042	59.85	55.86
TX044	59.85	55.86
TX046	62.52	58.35
TX048	59.85	55.86
TX049	59.85	55.86
TX051	62.52	58.35
TX062	62.52	58.35
TX064	62.52	58.35
TX065	63.24	59.03
TX072	59.85	55.86
TX073	62.52	58.35
TX075	59.85	55.86

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TX079	62.37	58.21
TX081	59.85	55.86
TX085	86.42	80.65
TX087	81.14	75.73
TX095	83.20	77.66
TX096	59.85	55.86
TX105	59.85	55.86
TX111	63.82	59.57
TX114	59.85	55.86
TX128	83.20	77.66
TX134	59.85	55.86
TX137	62.37	58.21
TX147	59.85	55.86
TX152	59.85	55.86
TX158	62.37	58.21
TX163	72.72	67.87
TX164	72.72	67.87
TX173	63.24	59.03
TX174	72.72	67.87
TX175	59.85	55.86
TX177	62.52	58.35
TX178	59.85	55.86
TX183	59.85	55.86
TX189	59.85	55.86
TX193	71.32	66.58
TX197	62.37	58.21
TX201	59.85	55.86
TX202	62.52	58.35
TX206	63.24	59.03
TX208	62.37	58.21
TX210	62.37	58.21
TX217	59.85	55.86
TX224	62.52	58.35
TX236	62.37	58.21
TX242	59.85	55.86
TX257	62.37	58.21
TX259	81.14	75.73
TX263	59.85	55.86
TX264	81.14	75.73
TX266	81.14	75.73
TX272	59.85	55.86
TX284	59.85	55.86

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TX298	59.85	55.86
TX300	59.85	55.86
TX302	72.72	67.87
TX303	71.32	66.58
TX309	59.85	55.86
TX313	72.72	67.87
TX322	81.14	75.73
TX327	62.37	58.21
TX330	59.85	55.86
TX332	59.85	55.86
TX335	59.85	55.86
TX341	69.94	65.28
TX343	71.32	66.58
TX349	77.52	72.35
TX350	71.32	66.58
TX358	59.85	55.86
TX372	59.85	55.86
TX376	59.85	55.86
TX377	81.14	75.73
TX378	60.00	55.99
TX381	59.85	55.86
TX392	83.20	77.66
TX395	61.83	57.70
TX396	59.85	55.86
TX397	59.85	55.86
TX421	59.85	55.86
TX431	77.52	72.35
TX432	68.93	64.33
TX433	77.52	72.35
TX434	83.20	77.66
TX435	83.20	77.66
TX436	83.20	77.66
TX439	68.93	64.33
TX440	73.60	68.70
TX441	73.60	68.70
TX444	62.37	58.21
TX445	62.52	58.35
TX447	62.52	58.35
TX448	62.52	58.35
TX449	59.85	55.86
TX452	71.32	66.58
TX454	59.85	55.86

CY 2018 Administrative Fee Rates

TX455	80.15	74.80
TX456	71.11	66.37
TX457	67.12	62.64
TX458	62.37	58.21
TX459	69.94	65.28
TX461	63.67	59.44
TX470	62.37	58.21
TX472	62.37	58.21
TX480	81.14	75.73
TX481	62.37	58.21
TX482	62.37	58.21
TX483	73.60	68.70
TX484	79.48	74.18
TX485	59.85	55.86
TX486	60.84	56.77
TX488	59.85	55.86
TX493	83.20	77.66
TX495	77.52	72.35
TX497	62.52	58.35
TX498	63.82	59.57
TX499	62.37	58.21
TX500	59.85	55.86
TX505	73.60	68.70
TX509	63.24	59.03
TX511	59.85	55.86
TX512	59.85	55.86
TX514	62.37	58.21
TX516	59.85	55.86
TX519	59.85	55.86
TX522	83.20	77.66
TX523	63.82	59.57
TX526	83.35	77.79
TX533	83.20	77.66
TX534	80.15	74.80
TX535	59.85	55.86
TX537	59.85	55.86
TX542	62.37	58.21
TX546	62.37	58.21
TX559	83.20	77.66
TX560	73.60	68.70
TX901	73.60	68.70

Housing Choice Voucher Program

CY 2018 Administrative Fee Rates

The file following this narrative provides the calendar year (CY) 2018 administrative fee rates for the Housing Choice Voucher (HCV) Program. For CY 2018, administrative fees will be paid on the basis of units leased as of the first day of each month. This data will be extracted from the Voucher Management System (VMS) at the close of each reporting cycle.

Two fee rates are provided for each public housing authority (PHA). The first rate, Column A, applies to the first 7200 unit months leased in CY 2018. The second rate, Column B, applies to all remaining unit months leased in CY 2018. In years prior to 2010, a Column C rate was also provided, which applied to all unit months leased in units owned by the PHA. For CY 2018 there are no Column C administrative fee rates. Fees for leasing PHA-owned units will be earned in the same manner and at the same Column A and Column B rates as for all other leasing.

In some cases, the fee rates calculated for CY 2018 resulted in rates lower than those provided for CY 2017. In those cases, the affected PHAs will continue to receive the CY 2017 rates.

The fee rates for each PHA are generally those rates covering the areas in which each PHA has the greatest proportion of its participants, based on Public Housing Information Center (PIC) data. In some cases, PHAs have participants in more than one fee area. The PHA may request that the Department establish a blended fee rate schedule that will consider proportionately all areas in which participants are located. Once a blended rate schedule is calculated, it will be used to determine the PHA's fee eligibility for all months of CY 2018. A PHA that received a blended fee rate for 2017 will not receive it automatically for 2018. Requests for blended fee rates must be submitted to the Financial Management Division at HUD Headquarters, instructions for applying and the deadline date for submitting requests will be detailed in the 2018 HCV funding implementation notice.

A PHA that operates over a large geographic area, defined as multiple counties, may request higher administrative fees. To request higher fees, the PHAs must submit specific financial documentation to the PHA's assigned Financial Analyst at the Financial Management Center (FMC), instructions for applying, documentation requirements and the deadline date for submitting requests will be detailed in the 2018 HCV funding implementation notice.

The Department is presently disbursing administrative fee funds monthly to each PHA. These disbursements are based on the most recent leasing data available, an estimated pro-ration, and one-twelfth of the available annual fee appropriation. PHAs should not assume that the fees actually earned for CY 2018 will match the funds disbursed each month. The Department will calculate each PHA's fee eligibility after the VMS data for each quarter is available. Each PHA's eligibility will be pro-rated if needed to ensure that fees granted do not exceed the appropriated funds available. If pro-rations are necessary, the same percentage will be applied to all PHAs. At the end of the CY, a final reconciliation will be completed, to account for any changes in VMS data and to establish a final proration level for the year. PHAs should be aware that the quarterly pro-ration factor is an estimated pro-ration factor; the final CY 2018 admin fee reconciliation will reflect a weighted pro-ration factor for the entire CY. PHAs should consider the most up-to-date proration factor included within the administrative fee reconciliation enclosure provided to each agency.

Effective with the new billing requirements implemented through publication of the final portability rule, receiving PHAs must calculate the **lesser of** 80% of the initial PHA's column B administrative fee rate (then prorated to the national proration level) **or** 100% of their own column B administrative fee rate (then prorated to the national proration level). The PHA may use a national proration rate of 77% for CY 2018 billings. It is important to note that going forward, although the national proration level will change, the "lesser of" calculation provided in the final portability rule will continue.

Below is an example of the calculation, based on a Column B rate of \$60.59 for the initial PHA and \$42.05 for the receiving PHA and assumes a proration at 77%; however, this proration is just an example, as the administrative fee proration is not yet known. HUD’s recommendation is to apply the proration for billing purposes prospectively, considering the date your housing agency receives the change in proration announcement.

PHA A (initial PHA)	Column B Rate x Proration x 0.8
	\$ 60.59 x 0.77 x 0.80 = \$37.32
PHA B (receiving PHA)	Column B Rate x Proration x 1
	\$ 42.05 x 0.77 x 1 = \$32.38
<i>Billed Administrative Fee = \$32.38.</i>	

These fee rates also apply to the Moderate Rehabilitation program and the Mainstream 5 Year program.

If you need further assistance with this narrative, please contact the Financial Management Division at PIH.Financial.Management.Division@hud.gov, or by phone at 202-708-2934.

Housing Choice Voucher Program CY 2018 Portability Administrative Fee Rates

Effective January 1, 2018, effective until further notification from HUD, receiving PHAs must calculate the fee to apply to portable vouchers using the steps that follow:

Step 1: Use the lower of either 80% of the initial or 100% of the receiving PHAs column B rate for CY 2018; and

Step 2: Then, multiply the rate selected in step 1, above, by the estimated national proration factor.

The estimated national proration factor, from January through June 2018, is 76%.

The proration factor will change at least twice throughout the year, so please set this page in your “Favorites” for easy access, as this page will be updated accordingly. Additionally, HUD will send an alert via email to all PHAs every time the factor changes for your convenience. Note that changes may occur due to leasing trend changes, or incremental funding from carryover or recaptures reprogrammed to the administrative fee account.

The following table has an example of the calculation, based on a Column B rate of \$60.59 for the receiving PHA and \$42.05 for the initial PHA and assumes a proration at 76%; however, this proration is just an example, as the administrative fee proration is not yet known. HUD’s recommendation is to apply the proration for billing purposes prospectively, considering the date your housing agency receives the change in proration announcement.

PHA A (initial PHA)	Column B Rate x Proration x 0.8
	\$ 60.59 x 0.76 x 0.80 = \$36.84
PHA B (receiving PHA)	Column B Rate x Proration x 1
	\$ 42.05 x 0.76 x 1 = \$31.96
Portability Fee Billing Rate = \$31.96	

Please note, these portability fee procedures also apply to the Mainstream 5 Year program.

If you need further assistance with this narrative, please contact the Financial Management Division at PIH.Financial.Management.Division@hud.gov, or by phone at 202-708-2934.