



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

OFFICE OF PUBLIC AND INDIAN HOUSING

FEB 5 2009

Dear Executive Director:

Subject: CY 2008 Administrative Fees for Mid-Month Contracts Housing Choice Voucher Program (HCVP)

Under the FFY 2008 appropriation requirements, administrative fees have been paid to housing agencies (HA) on the basis of the number of vouchers under lease on the first day of each month. The Department recognizes that some Housing Assistance Payments (HAP) contracts are effective other than on the first of the month, and that they require the same level of effort to implement. As a result, the Department previously informed all HAs participating in the HCVP that the Department intended to provide partial administrative fees for these vouchers for the first, partial month of leasing. The Department advised HAs that these fees would be calculated on the basis of 50 percent of the published 2008 fee rates, would be provided after the end of calendar year 2008 and would be supported only by remaining funds from the FFY 2008 administrative fee set-aside. The Department further advised that eligibility for these fees would be based solely on family reports (HUD-50058) submitted to the Public Housing Information Center (PIC). HAs were advised to not submit requests for these partial month fees until notified by HUD.

This letter is to advise HAs of the procedures for requesting these partial month fees and to invite the submission of requests. Requests must be submitted via electronic mail to the following address: [PIH\\_Financial\\_Management\\_Division@hud.gov](mailto:PIH_Financial_Management_Division@hud.gov). The request must identify the HA name and HUD identifying number (example: VT205) and the name and title of the person submitting the request, and must state as follows:

“The Housing Agency (HA) is requesting that HUD determine its eligibility for administrative fees for calendar year 2008 for those HAP contracts effective other than on the first day of the month. The HA acknowledges that eligibility for the fees will be based solely on family reports in the PIC system and that fee eligibility may be pro-rated based on total requests and funds available.

HA requests must be received by 5:00 pm EST on Friday, February 20, 2009 to be considered. There will be no exceptions to this deadline, or to the means of submission.

HAs are advised to not submit any data with their request, as it will not be considered. Eligibility will be based solely on PIC submissions.

If you have any questions, please contact your assigned financial analyst at the Financial Management Center.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'M. Fontanez', written over a horizontal line.

Miguel A. Fontanez  
Director  
Housing Voucher Financial  
Management Division