



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

OFFICE OF PUBLIC AND INDIAN HOUSING

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Special Attention of:  
Office Directors of Public Housing;  
Regional Directors; Public Housing  
Agencies.

**Notice PIH 2023-35**

Issued: December 19, 2023

This notice remains in effect until amended,  
revoked or superseded

Cross References: PIH Notices 2017-06,  
2021-15, 2021-25 and 2023-14

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**SUBJECT: Cash Management and Closeout Procedures for the Emergency Housing Vouchers (EHV) Program funds, and Supplemental Information Regarding EHV Contract Renewal Calculation.**

- 1. Purpose.** This Notice describes the EHV Program cash management procedures for the disbursement and reconciliation of Housing Assistance Payments (HAP) and Administrative Fee funds provided to participating public housing agencies (PHA), including Moving-to-Work (MTW) agencies. PIH will use the EHV Program HAP cash reconciliation procedures for the Closeout of EHV Programs. This notice also provides supplemental guidance to PIH Notice 2021-15 Section 7 (b), regarding the EHV Program contract renewal calculation.
- 2. Background.** On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2, hereafter referred to in this notice as “the ARP”) into law, which provides over \$1.9 trillion in relief to address the continued impact of the - COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. Section 3202 of the ARP appropriates \$5 billion for new incremental EHV, the renewal of those EHV, and fees for the cost of administering the EHV and other eligible expenses defined by notice to prevent, prepare, and respond to coronavirus to facilitate the leasing of the emergency vouchers, such as security deposit assistance and other costs related to retention and support of participating owners. Eligibility for these EHV is limited to individuals and families who are (1) homeless; (2) at risk of homelessness; (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or (4) recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability. After September 30, 2023, a PHA may not reissue a turnover EHV. This means that all EHV under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason. Furthermore, PHAs that have reached their cumulative EHV lease-up count may not reissue any EHV after September 30, 2023. See Notice PIH 2023-14 [https://www.hud.gov/sites/dfiles/PIH/documents/2023-14\\_HA\\_Notice.pdf](https://www.hud.gov/sites/dfiles/PIH/documents/2023-14_HA_Notice.pdf), EHV Guidance on Termination of Vouchers Upon Turnover After September 30, 2023 and EHV Shortfalls Due to Per-Unit Cost Increases or Over-leasing, issued on June 29, 2023. Funds appropriated for the EHV program are available for obligation only until September 30, 2030, and will be cancelled as a matter of law on September 30, 2035, should any obligated EHV be unexpended at such time. Likewise, when a PHA no longer has any EHV families under lease and is not permitted to reissue

any of its remaining EHV's due to the statutory September 30, 2023, reissuance prohibition, the PHA's program will have effectively ended, and all associated unexpended funds must be remitted to HUD.

3. **Supplemental Information to Notice PIH 2021-15, Section 7 (b) - EHV Contract Renewal Calculation.**

At the Secretary's discretion, HUD may provide contract renewal funding to PHAs administering the EHV Program for multiple years commencing with CY 2024 and future years. Should HUD exercise this flexibility, HUD will provide the multiple years renewal calculation via letter to PHAs along with their renewal enclosure(s). If HUD does not exercise this flexibility, the EHV contract renewal process will be annual and in accordance with Notice PIH 2021-15 7 (b), as amended by Notice 2023-14 and any successor notices.

4. **Cash Management Requirements.** HUD is required to control disbursement of funds to PHAs in such a way as to ensure that PHAs do not receive federal funds before they are needed, as described in Treasury Financial Manual, Volume 1, Part 4A-2045.10 – Cash Advances – Establishing Procedures for Cash Advances:

It is the responsibility of grantor agencies to monitor the cash management practices of their recipient organizations to ensure that Federal cash is not maintained by them in excess of immediate disbursing needs. Agencies must establish systems and procedures to assure that balances are maintained commensurate with immediate disbursing needs, [and] excess balances are promptly returned to the Treasury.

5. **EHV HAP Disbursements and Reconciliation Procedures.** HUD's process for distributing EHV HAP funding to PHAs in accordance with cash management requirements is based on the most recent assessment of the PHA's needs and includes:

- a. EHV HAP monthly disbursements to PHAs are based on the most recent month of validated EHV HAP expenses reported in the Voucher Management System (VMS). Disbursements may be scheduled for one or multiple months at a time, but disbursements will be made during the first week of each month. **Appendix A** to this Notice presents an example of the HUD notification provided to the PHA in advance of disbursements. The notification may cover one or more months and will always identify funds available, the amount of funds to be disbursed, and other data as needed, such as the reduction of the disbursement amounts to adjust for prior over-payments. See PIH Notice 2021-25 <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-25.pdf> for further information on VMS and Financial Data Schedule reporting requirements.
- b. HUD regularly assesses the most current national program cost trends and may include a small margin (increase or decrease) in the EHV HAP disbursement amounts to readily account for nominal increases or decreases in leasing and/or costs. EHV HAP disbursements are calculated on each PHA's current costs, including the margin, and are effective on the 1<sup>st</sup> of the month. The use of the margin in these calculations should alleviate the need for frontload requests. However, PHAs whose monthly costs exceed the scheduled disbursements and have used the margin may submit a request for an additional advance/frontload to their Financial Analyst at the Financial Management Center (FMC) for review and approval. The request should include leasing and expenses data for any

month(s) not yet reported in VMS and the PHA's projected EHV HAP expenses for the period to which the request applies. Please note that disbursements are limited to available funding, which includes Budget Authority (BA) eligibility and available EHV HUD-held reserves (EHV HHR). These additional disbursements will be reduced by any excess funds the PHA is holding in their EHV restricted net position (EHV RNP) account.

Disbursements will continue to be scheduled for deposit in the PHA's bank during the first week of the month, which is the period in which PHAs generally issue their EHV HAP checks to property owners. The first week of the month schedule ensures that the PHA will not receive monthly advances from HUD prior to the PHA's immediate disbursement needs.

- c. Initially, HUD will compare EHV HAP disbursements to EHV HAP expenses for from July 1, 2021, through December 31, 2022 (18 months) plus other program revenue such as fraud recoveries (as reported in VMS). Subsequent disbursement(s) will be adjusted as needed to ensure cash on hand/excess disbursements are used first.
- d. Similarly, HUD will address any disbursement shortfall at the calendar year-end (CYE) reconciliation. The purpose of the EHV CYE reconciliation is to determine if the PHA has received excess or insufficient disbursements. The reconciliation calculates the total EHV HAP expenses incurred by the PHA for the CY compared to the sum of EHV HAP disbursements to the PHA, and other program revenue for the CY and PHA-held funds. An offset will be processed if the total EHV HAP expenses were less than the sum of EHV HAP disbursements including other program revenue for the CY resulting in excess PHA-held funds. An additional disbursement will be made if the total EHV HAP expenses for the CY exceed the sum of EHV HAP disbursements including other EHV program revenue for the CY resulting in a shortage of PHA-held funds, but only to the extent funds are available from the PHA's EHV HHR accumulated through December of that year. The final offsets or final EHV HAP disbursements to the PHA will close out the cash management activity for the CY. The Department will process prior period adjustments one time in the subsequent year. Any EHV HAP adjustments required after the CYE reconciliation will be made when the subsequent CY's final reconciliation is completed.

With some exceptions, the accounting and FDS reporting will be similar to a PHA's HCV Program, with unspent EHV HAP funding to be reported in the EHV RNP balances. See PIH Notice 2021-25 for additional reporting information.

**Appendix B** presents an example of the HUD notification that will be provided to each PHA regarding their CYE cash reconciliation. The notification will always identify funds available, funds disbursed, funds required, the amount due to or from the PHA, and the EHV HHR total.

- e. EHV's HAP reallocated to the PHA will be based on **Section 5 (a)** of this notice, and reallocated funds will be included in the year-end cash reconciliations.

- f. EHV HAP funds held by a PHA are required to be deposited in an interest-bearing account with a depository institution with which the PHA has entered into a General Depository Agreement (GDA). At least once each year the PHA is required to remit interest income originated from EHV HAP to the Department of Health and Human Services, in accordance with OMB procedures.

- 6. Program Reserves and PHA-Held Balances.** The process of disbursing EHV HAP funds commensurate with immediate need, like the HCV Program, established EHV HHR, whereby excess EHV HAP funds remain obligated but undisbursed at the HUD level rather than held by the PHAs. The obligated but undisbursed budget authority becomes program reserves at the end of the calendar year and through the EHV period of performance. Undisbursed obligations will likely be offset from the following year's EHV HAP contract renewals. This means that the calculated eligibility will be reduced by the amount of the PHAs undisbursed obligation, in lieu of new budget authority. See PIH Notice 2021-25 <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-25.pdf> for EHV program and accounting reporting guidance in VMS and FDS.

HUD can modify the amount of renewal funding each PHA is eligible to receive annually because it will continue monitoring PHA's leasing utilization. Therefore, revocation and reallocation of units and funds will be transferred, to the extent practical, during the period of performance to ensure maximum utilization of units and funds.

Finally, HUD uses VMS' latest validated month of actual costs and leasing to calculate future disbursement amounts. Therefore, PHAs may accrue some excess funds, but these will be transitioned to EHV HHR via cash reconciliations. PHAs will still be able to access their EHV program reserves for eligible EHV HAP needs whenever necessary by contracting their FMC Financial Analyst (FMC FA).

- 7. Moving to Work (MTW) PHAs.** PHAs participating in the MTW demonstration are also subject to the cash management requirements of EHV HAP. HUD calculates the monthly disbursements in the same manner as described previously in the Notice. Any MTW PHA whose needs for the month will exceed the calculated amount should contact their Financial Analyst at the FMC for an additional disbursement amount.
- 8. Recording Funding on Financial Statements.** PHAs (MTW and non-MTW) must follow Real Estate Assessment Center's (REAC) Accounting Brief #19 for additional guidance on revenue recognition and additional guidance provided in PIH Notice 2021-25. Additionally, PHAs are reminded that all applicable requirements of 2 CFR, Part 200, including the Financial Management requirements at 2 CFR § 200.302, apply. Effectively, this means that EHV funding and expenses must be easily identified and separate from other programs.

PHAs are also reminded of the Financial Assessment Sub-System-Public Housing (FASS-PH) reporting requirements established in PIH Notice -2021-25 and that EHV financial activity must be reported under column (14. EHV) and not included in any other voucher program reporting.

- 9. EHV Administrative Fees, Placement Fees and Issuance Fees Disbursement and Reconciliation Procedures.**

- a. The EHV ongoing Administrative Fee eligibility is calculated at the column A rate for each EHV unit that is under HAP contract as of the first day of each month. However, HUD is using leasing reported in the Public Housing Information Center (IMS/PIC) and not VMS. Ongoing administrative fee eligibility is reconciled monthly. **Appendix C** shows the current ongoing administrative fee monthly disbursement and reconciliation enclosure.
- b. The EHV Placement Fees eligibility is based on \$500 for each EHV family placed under a HAP contract that is effective no later than four months after the effective date of the ACC funding increment for that EHV, or \$250 for each EHV family placed under a HAP contract with an effective date that is after 4 months but no later than six months after the effective date of the ACC funding increment for that EHV. HUD is using IMS/PIC to determine this eligibility, which is reconciled monthly. **Appendix D** shows the current ongoing administrative fee monthly disbursement and reconciliation enclosure.
- c. The EHV Issuance Fees eligibility is based on \$100 for each EHV that is initially leased upon the effective leasing date of that voucher if the PHA reported the voucher issuance date<sup>8</sup> in the IMS/PIC system within 14 days of the later of the voucher issuance date or the date when the system becomes available for reporting. HUD is using IMS/PIC to determine this eligibility, which is reconciled monthly. **Appendix E** shows the current ongoing administrative fee monthly disbursement and reconciliation enclosure.
- d. The Service Fees were based on \$3,500 per EHV awarded. HUD is using expenses reported in the EHV service fee expense field in VMS to determine additional disbursements needed by the PHAs, and for reconciliations. **Appendix F** shows the current Service Fee disbursement and reconciliation enclosure.

## 10. Closeout Procedures:

- a. **EHV HAP:** PIH will follow closeout procedures as described on 2 CFR § 200.344, Closeout. For EHV HAP, PIH will issue a final EHV HAP Reconciliation and Closeout enclosure to PHAs that cease to participate in the EHV Program not earlier than four months after the PHA's EHV Program closeout. PIH will compare funds obligated and disbursed to the PHA, minus funds spent reported in the EHV HAP expense field in VMS through the earlier of the closeout month, or the period of performance (September 30, 2030). Unobligated and unspent funds will be returned to HUD (Treasury).

This will provide time for PHAs to report and validate their VMS submissions and will provide PIH time to amend the PHAs annual contribution contracts, de-obligate undisbursed budget authority and/or schedule requests for payment for EHV restricted net position (EHV RNP) and cash on hand.

- b. **Ongoing Fees:** PIH will issue a final Administrative Fee Reconciliation and Closeout enclosure to PHAs that cease to participate in the EHV Program not earlier than four months after the PHA's EHV Program closeout. PIH will compare funds obligated and disbursed to the PHAs, minus funds spent reported in the EHV Ongoing Fee expense field in VMS through the earlier-of the closeout month, or the period of performance (September 30, 2030).

Undisbursed obligations and/or EHV unspent unrestricted net position (EHV UNP) will be returned to HUD (Treasury).

This will provide time for PHAs to report and validate their VMS submissions and will allow PIH time to amend the PHAs annual contribution contracts and scheduling requests for payment for EHV unrestricted net position and cash on hand.

- c. **Placement and Issuance Fees:** PIH will issue a final Placement and Issuance Reconciliation and Closeout enclosure to PHAs that cease to participate in the EHV Program four months after the PHAs' EHV Program closeout. PIH will stop processing Placement and Issuance Fees based on PIC reporting, as the PHAs closeout their EHV Programs. HUD will compare obligations and funds disbursed to the PHAs compared to funds spent and reported in the Placement and Issuance Fee expense field in VMS through the earlier of the closeout month or the period of performance (September 30, 2030). EHV undisbursed obligations and unspent funds will be returned to HUD (Treasury).
- d. **Service Fees:** PIH will issue a final Special Fee Reconciliation and Closeout enclosure to PHAs that cease to participate in the EHV Program no later than the four months after the PHAs' EHV Program closeout. PIH will compare funds obligated and disbursed to the PHAs, minus funds spent reported in the EHV Special Fee expense field in VMS through the earlier of the closeout month, or the period of performance (September 30, 2030). Undisbursed obligations and unspent funds will be returned to HUD (Treasury).

This will assist the program office amending the PHAs annual contribution contracts, de-obligating undisbursed obligation/budget authority and/or schedule requests for payment unrestricted net position and cash on hand.

- e. **Review and Audit.** HUD may conduct close-out reviews of EHV programs to confirm and validate any amounts returned. Close-out reviews may be conducted as a part of any other review or audit of the Voucher Programs.

**11. Paperwork Reduction Act.** The additional information collection requirements contained in this document are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The OMB control number is 2577-0169. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

**12. Further Information.** Any questions concerning this Notice should be directed to the Housing Voucher Financial Management Division, Office of Public Housing and Voucher Programs, at (202) 708-2934 (this is not a toll-free number). HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech and communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>

*Richard J. Monocchio*

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Richard J. Monocchio  
Principal Deputy Assistant Secretary  
for Public and Indian Housing

# Appendix A

## HAP Disbursement Enclosure

ENCLOSURE A			
Emergency Housing Vouchers			
CY 2022 December HAP Disbursement Enclosure			
1	PHA Name		
2	PHA Number		
<b>Total VMS HAP Costs Reported:</b>			
3	Advanced (Disbursed) Amount to PHA Through November 1st, 2022	\$5,748,371	
4	Cumulative Earned Amount Reported Through August 31st, 2022	\$4,394,443	
5	Estimated expenses for September & October & November ( August on VMS*3)	\$1,335,150	
6	Remaining balance from the advanced as of November 1st 2022 (line 3-line 4-line 5)	\$18,778	
7	Expense August 2022 VMS FMD validated data	\$445,050	
8	2% Margin	\$8,901	
9	Total Calculated Monthly Need (Line 7 + Line 8)		\$453,951
<b>Available Funds for CY 2022 Monthly Disbursement</b>			
10	Net HAP Renewal Obligations currently in process through December 2022	\$0	
11	HUD-HELD Funds as of November 1st 2022	\$2,806,309	
12	Funds Available to Disburse (Line 10 + Line 11)		\$2,806,309
<b>Disbursements</b>			
13	December monthly expense estimation ( line 9)	\$453,951	
14	Prior period adjustment ( line 6)	\$18,778	
15	Net December 2022 disbursement ( Max( 0,line13-line14), Limited to Funds Available Line 12, )		\$435,173
16	Remaining funding balance	\$2,371,136	
17	<b>Comments</b>		

Figure 1 HAP Disbursement Enclosure

# Appendix B



HAP Reconciliation Enclosure

<b>ENCLOSURE A</b>		
<b>EHV HAP Cash Reconciliation Enclosure</b>		
<b>Public Housing Agencies</b>		
PHA Name		
PHA Number		
<b>Part I: June 30, 2021 Program Reserves (HUD Held &amp; PHA Held)</b>		
1 December 31, 2021, HUD-held Funds	<b>\$0</b>	
2 Prior Period Adjustments / Corrections to Line 1		
3 Adjusted June 30, 2021, HUD-held Funds (Line 1 + Line 2)		<b>\$0</b>
4 Calculated PHA-held HAP Funds as of December 31, 2021 (or Deficit)	<b>\$0</b>	
5 Prior Period Adjustments / Corrections to Line 4	<b>\$0</b>	
6 Adjusted PHA-held Funds as of June 30, 2021 (or Deficit) (Line 4 + Line 5)		<b>\$0</b>
7 Program Reserves as of June 30, 2021 (HUD-held & PHA-held)		<b>\$0</b>
<b>Part II: Total Funds Available (July 1, 2021 - December 31, 2022)</b>		
8 Program Reserves as of June 30, 2021 (Line 7)		<b>\$0</b>
9 2022 Prorates Renewal Eligibility		<b>\$0</b>
10 Non-Renewal funds (TP actions, VASH, RAD1, RAD2, etc..)		<b>N/A</b>
11 Fraud Recovery, January - June 2022		<b>\$0</b>
12 Total Funds Available in CY2022 (Sum of Lines 8 through 11)		<b>\$0</b>
<b>Part III: CY 2021 &amp; 2022 Activity (July 1, 2021 - December 31, 2022)</b>		
	<b>HUD-Held</b>	<b>PHA-Held</b>
13 Beginning Balances	<b>\$0</b>	<b>\$0</b>
14 Prorated Obligations	<b>\$480,888</b>	
15 Disbursements	<b>\$247,368</b>	<b>\$247,368</b>
16 Allowable HAP Expenses from Line 24		<b>\$240,116</b>
17 VMS Reported Fraud Recovery		<b>\$68,912</b>
18 Adjustments (If Applicable)	<b>\$0</b>	<b>\$0</b>
19 Balances through CY 2022	<b>\$233,520</b>	<b>\$76,164</b>
<b>Part IV: Over Leasing Calculation</b>		
20 HAP Expenses as reported in VMS as of (12/31/2022)	<b>\$240,116</b>	
21 Unit Months Available 18 Months (July 1, 2021 - December 31, 2022)	<b>774</b>	
22 Unit Months Leased 18 Months (July 1, 2021 - December 31, 2022)	<b>276</b>	
23 Overleasing Ratio	<b>0.00</b>	
24 Allowable HAP Expenses: 18 Months (July 1, 2021 - December 31, 2022) (Line 20 x Line 23)		<b>\$240,116</b>
As of December 2022, PHA Reported Restricted Net Position (RNP) - For Information Only		<b>(\$60,839)</b>
As of December 2022, PHA Reported Unrestricted Net Position (UNP) - For Information Only		<b>\$29,537</b>
As of December 2022, PHA Reported Cash/Investment - For Information Only		<b>\$0</b>
<b>Comments:</b>		

Figure 2 HAP Reconciliation Enclosure

# Appendix C

## Administrative Fee Enclosure

Emergency Housing Vouchers (EHV)		
Calculation of On-going Admin Fees		
December 2022 Disbursement		
PHA CODE:		
PHA NAME:		
STATE:	New York	
Total Vouchers Awarded	5738	
Column A Rate 2022	\$120.70	
Total On-going Admin Fees Obligations to Date	\$10,139,033	
	<b>Leasing</b>	<b>Eligibility</b>
July 2021	0	\$0
August 2021	0	\$0
September 2021	3	\$343
October 2021	20	\$2,290
November 2021	71	\$8,128
December 2021	152	\$17,401
January 2022	244	\$29,451
February 2022	340	\$41,038
March 2022	447	\$53,953
April 2022	584	\$70,489
May 2022	685	\$82,680
June 2022	823	\$99,336
July 2022	987	\$119,131
August 2022	1101	\$132,891
September 2022	1236	\$149,185
October 2022	1290	\$155,703
Total Leasing		7,983
Total Admin Fees earned through October 2022		\$962,018
December 2022 Disbursement Calculation		
November 2022 Leasing	1,290	
November & December 2022 Month Forecast ( October *2)		\$311,406
Total Admin Fees earned through December 2022		\$1,273,424
Disbursed to PHA through November 1st 2022	\$2,627,544	
December 2022 Disbursement Needed		\$0
Unearned Fees through November (Max(line 44 minus line 42),0)	\$1,354,120	
Undisbursed funding remaining (Line 12 -Line 42 - line 47)	\$7,511,489	

Figure 3 Administrative Fee Enclosure

## Appendix D

### Placement Fee Enclosure

<b>Emergency Housing Vouchers (EHV) Calculation of Placement Fees January 2023</b>	
<u>YEAR</u>	<b>2023</b>
<u>MONTH</u>	<u>CUMULATIVE</u>
<b>PHA CODE:</b>	
<b>PHA NAME:</b>	
<b>STATE:</b>	<b>Michigan</b>
Number of Placements Reported Within 4 Months	329
Placement Fee Rate	\$500
Number of Placements Reported Within 4 and 6 Months	144
Placement Fee Rate	\$250
Placement Fee Earned Through January 30, 2023	\$200,500
Placement Fee Paid Through January 30, 2023	\$200,750
<b>Placement Fee Payment Due (Max(0, line21-line22))</b>	<b><u>\$0</u></b>
<b>Total Vouchers Awarded</b>	<b>779</b>
<b>MAX Funding Placement Fee</b>	<b>\$389,500</b>
<b>Cumulative to date Earned Vouchers</b>	<b>473</b>
<b>Cumulative to date Earned \$ Amount</b>	<b>\$200,500</b>
<b>Cumulative to date Paid (Disbursements)</b>	<b>\$200,750</b>
<b>Remaining Placement Fee Funding</b>	<b><u>\$189,000</u></b>

Figure 4 Placement Fee Enclosure

## Appendix E

### Issuance Fee Enclosure

<b>Emergency Housing Vouchers (EHV)            Calculation of Issuance Fees            January 2023</b>	
<b>YEAR</b>	<b>2023</b>
<b>MONTH</b>	<b>CUMULATIVE</b>
<b>PHA CODE:</b>	
<b>PHA NAME:</b>	
<b>STATE:</b>	<b>Michigan</b>
Number of Vouchers Issued Through January 30, 2023	649
Issuance Fee Rate	\$100
Issuance Fee Earned Through January 30, 2023	\$64,900
Issuance Fee Paid Through January 30, 2023	<u>\$63,500</u>
<b>Issuance Fee Payment Due</b>	<b><u>\$1,400</u></b>
Total Vouchers Awarded	779
Total Vouchers Awarded Less Not Eligible for \$100 Fee	779
MAX Funding Issuance Fee Eligible	<b>\$77,900</b>
Cumulative to date Earned (Vouchers)	649
Cumulative to date Earned	<b>\$64,900</b>
Cumulative to date Paid (Disbursements)	<u>\$63,500</u>
Remaining Issuance Fee Funding (MAX minus Earned)	<b><u>\$13,000</u></b>

Figure 5 Issuance Fee Enclosure

# Appendix F

## Service Fee Enclosure

Emergency Housing Vouchers Calculation of Additional Service Fee Disbursements CY 2023 February EHV Service Fee Enclosure			
1	PHA Name	[REDACTED]	
2	PHA Number	[REDACTED]	
<b>Total VMS Service Fee Costs Reported:</b>			
3	Total EHV Service Fee Budget Authority	\$2,726,500	
4	Advanced (Disbursed) Amount to PHA Through February 1st, 2023	\$1,363,250	
5	Cumulative Earned Amount Reported Through December 31, 2022	\$640,468	
6	Remaining balance from advanced as of February 1st 2023 (line 4-line 5)	\$722,782	
7	Undisbursed Budget Authority Remaining	\$1,363,250	
<b>PIC Leasing/VMS UMLs Avg Expenditure Per Lease</b>			
8	PIC Leasing as of February 1st 2023	641	
9	Average \$ EHV Service Fee Expenditure Per Lease (PIC)		\$999
10	VMS UMLs December 2022	595	
11	Average \$ EHV Service Fee Expenditure Per UML (VMS)		\$1,076
<b>Eligibility for 1st &amp; 2nd Additional EHV Service Fee Disbursements</b>			
12	PHA Eligible for 1st Additional Disbursement of 25%?	No	
13	PHA Eligible for 2nd Additional Disbursement of 25%?	No	
14	PHA EHV Service Fee Expenses or Disbursements in Excess of Budget Authority?		No
<b>Disbursements</b>			
15	Estimated Disbursement Needed	\$0	
16	Net Disbursement (Limited to Funds Available Line 7)		\$0
17	Estimated Remaining Undisbursed Budget Authority	\$1,363,250	
18	Comments		

Figure 6 Service Fee Enclosure