



## RESOURCES

### GENERAL RESOURCES

- [HUD EHV Website: https://www.hud.gov/ehv](https://www.hud.gov/ehv)
- [EHV: A How-to Guide for PHAs](#)
- [Ask a Question](#): PHAs and CoCs can submit policy and program questions through the AAQ feature on the [HUD Exchange](#)
- [Signup for EHV Mailing List](#)
- [EHV FAQs](#): Up-to-date FAQs posted to HUD EHV website

### WEBINARS & OFFICE HOURS

- **EHV Office Hours: Service Fees for PHAs – Landlord Engagement and Housing Navigation Strategies (6/29/2021)**: *This session highlights current PHA and community practices to provide housing search assistance.*
  - [Office Hours Recording](#)
- **EHV Office Hours: Service Fees (8/17/2021)**: *This session highlights how PHAs have structured service fees in EHV programs.*
  - [Office Hours Recording](#)
- **EHV Office Hours: Best Practices for Housing Search and Tenant Readiness Services (12/14/2021)**: *This session focuses on the use of EHV service fees to incentivize landlord participation and best practices for prospective PHA participants in overcoming barriers to access and maintaining housing.*
  - [Office Hours Recording](#)
- **EHV Office Hours: Using EHV Service Fees to Successfully Lease EHV Families (8/23/2022)**: *This is a HUD Q&A session on EHV service fees.*
  - [Office Hours Recording](#)

*This resource is prepared by technical assistance providers and intended only to provide guidance. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## OVERVIEW

The Emergency Housing Voucher (EHV) program provides administrative fee funding to Public Housing Agencies (PHAs) for expenses that are not normally eligible under the Housing Choice Voucher (HCV) program, as well as fees designated for the cost of administering the EHV program generally. PHAs receive the following fees as part of their EHV allocation: Preliminary Fee, Issuance Fee, Placement Fee, Ongoing Administrative Fee, and Service Fees. The chart below summarizes the amounts HUD provides for each of these fees.

For more information on [Administrative Fees](#) and [Service Fees in EHV](#), see Section 2 and Section 5, respectively, in *EHV: A How-to Guide for PHAs*. See also [EHV Roadmap: Pairing Services](#). For requirements related to EHV fees, see [Notice PIH 2021-15 \(HA\)](#), §6.

| Fee Type                    | Calculation  | Eligible Use  |
|-----------------------------|--|---|
| Preliminary Fee             | PHAs will be awarded \$400 per allocated EHV.  | Any eligible administrative expenses related to the EHV   |
| Issuing Action Fee          | PHAs will receive \$100 for each EHV that is initially leased if the PHA reported the voucher issuance in IMS/PIC (or PIC-NG when the system becomes available) within 14 days of the voucher issuance date or within 14 days of the issuance of this notice, whichever comes later. For example, voucher issued to family on 10-15-21 and reported into PIC by the PHA on 10-17-21 will receive a \$100 issuance fee.   | Any eligible administrative expenses related to the EHV   |
| Placement Fees              | <ul style="list-style-type: none"><li>• <b>\$500</b> for each EHV family placed under a HAP contract within 4 months of effective date of the ACC funding (beginning on 7/1/2021).</li><li>• <b>\$250</b> for each EHV family placed under a HAP within 6 months after the effective date of the ACC funding (beginning on 7/1/2021).</li></ul>  | Any eligible administrative expenses related to the EHV   |
| Ongoing Administrative Fees | Full Column A Admin Fee Amount for all leased units.   | Any eligible administrative expenses related to the EHV   |
| Service Fees                | <ul style="list-style-type: none"><li>• <b>\$3,500</b> for each EHV allocated to the PHA</li><li>• Eligible Uses of Service Fees:<ul style="list-style-type: none"><li>◦ Housing search assistance</li><li>◦ Security deposits, utility deposits, application fees</li><li>◦ Landlord recruitment, incentives and retention payments</li><li>◦ Moving expenses</li><li>◦ Tenant readiness services</li><li>◦ Essential household items</li><li>◦ Renter's Insurance (if required by the lease)</li></ul></li></ul> | Any of the eligible activities under the EHV services fee |