



EMERGENCY HOUSING VOUCHERS

A How-To Guide for Public Housing Agencies

June 2022

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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.

Section 1: Background and Purpose

The U.S. Department of Housing and Urban Development's (HUD) Emergency Housing Voucher (EHV) program is a new housing voucher program funded by the American Rescue Plan Act.¹ Through EHV, HUD is providing 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) in order to assist individuals and families who are:

- Homeless,
- At risk of homelessness,
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
- Were recently homeless or have a high risk of housing instability.

EHV provides an opportunity for PHAs to partner directly with Continuums of Care (CoCs) and victim service providers (VSPs) to provide tenant-based voucher assistance to those community members determined most in need of the assistance. EHV referrals must come primarily through a local CoC's coordinated entry (CE) system or through other direct referral partners such as VSPs in limited situations.

Due to the differences in the size and structure of communities, PHAs, CoCs, and EHV programs will look different across the country. Each community must tailor its EHV program to best leverage existing PHA and CoC resources, lower barriers, and expedite lease-up in order to quickly house vulnerable populations. For example, rural PHAs may not be in close proximity to the CE system or to CoC service providers, and will need to figure out the best way to connect these two systems in a meaningful and effective manner. In other areas, there may be a robust CE system dealing with a high volume of need; in these locations, EHV's must be incorporated quickly for referrals to the PHA to be made in an efficient, transparent, and timely manner. Therefore, expectations and recommendations will depend on each community's existing infrastructure and systems.

The purpose of this guide is to provide an overview of EHV operating requirements, to outline considerations for PHAs in the design of their EHV programs, and to highlight best practices in program implementation which also reduce inequities.

The purpose of this guide is to provide an overview of EHV operating requirements, to outline considerations for PHAs in the design of their EHV programs, and to highlight best practices in program implementation which also reduce inequities. This guide also gives CoCs and VSPs an understanding of the EHV program and operating requirements. PHAs, CoCs, and VSPs should review [Notice PIH 2021-15 \(HA\)](#) for a complete description of all EHV requirements. Further, [PIH Notice 2021-20](#) provides information on household reporting requirements for EHV and [Notice PIH 2021-25](#) sets forth the reporting requirements for PHAs to report EHV data into the Voucher Management System (VMS) and the Financial Data Schedule (FDS). The [HUD EHV website](#) contains many resources and is updated frequently with all EHV-related information, including Notices, FAQs, training announcements, and archived webinars and Office Hours meetings, as well as up-to-date Inventory Management System/Public and Indian Housing Information System (IMS/PIC) exception reports to identify possible reporting errors.

1. EHV's are tenant-based rental assistance under section 8(o) of the United States Housing Act of 1937 (42 U.S.C. 1437f(o)). The full list of PHAs accepting an EHV allocation can be found on the [HUD EHV web page](#). PHAs had to accept or decline their EHV award by May 24, 2021.

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Section 2: Key Features of Emergency Housing Vouchers

EHV are tenant-based vouchers that are separate and distinct from regular Housing Choice Vouchers (HCVs). EHV include a number of requirements and flexibilities different from the regular HCV program that HUD has created to expedite and facilitate the use of the EHV funding. One example of an EHV waiver is allowing for self-certification of income and social security documentation; another is allowing for the pre-inspection of units in order to expedite the leasing process. These waivers or alternative requirements are exceptions to the normal HCV requirements, which otherwise apply to the administration of EHV.

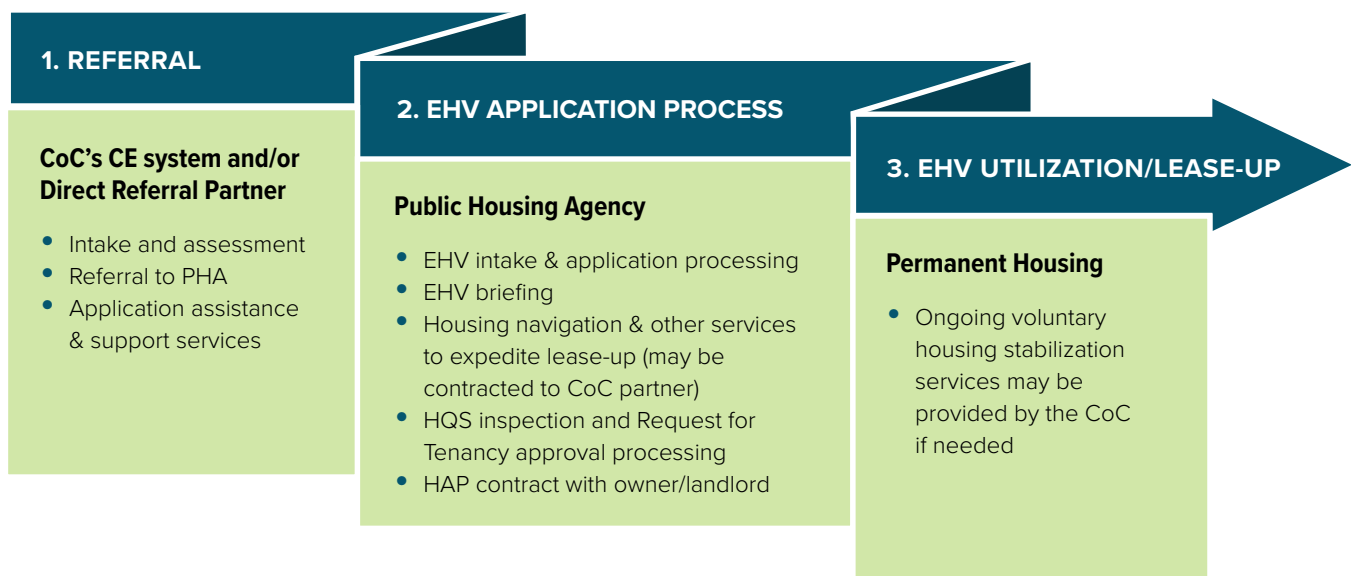
Direct Referral Partnership

The EHV program requires PHAs to partner with CoCs and VSPs as well as other service providers when necessary to receive EHV referrals in order to expedite lease-up for EHV families. As part of the partnership, PHAs are required to enter into a Memorandum of Understanding with the CoC or other direct referral partner. PHAs must only accept referrals for EHV directly from the CoC’s CE system, with limited exceptions. The PHA must take direct referrals from outside the CoC’s CE system if:

- the CE system does not have a sufficient number of eligible families to refer to the PHA;
- the CE system does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
- the PHA makes an EHV available in order to facilitate an emergency transfer in accordance with the Violence Against Women Act (VAWA) as outlined in the PHA’s Emergency Transfer Plan.

In the first two exceptions above, the PHA must enter into a partnership to receive direct referrals from another entity (e.g., a homeless service provider, VSP, or anti-trafficking service provider if the CE system is not referring victims fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking). HUD will advise this direct referral process if going outside of the standard CE system. HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants in certain circumstances.

Figure 1: EHV Lease-Up Process



Housing Search Assistance

Unlike in the regular HCV program, EHV requires PHAs to provide housing search assistance to applicants. Requiring housing search assistance is an alternative requirement of the EHV program that ensures proper support is given to households to locate and access affordable housing in their community and to expedite lease-up of EHV units. The housing search assistance may be provided directly by the PHA, or through the CoC or another partnering agency.

Separate Funding and Administrative Fees

The EHV Housing Assistance Payment (HAP) and all administrative fee funding provided under EHV have been appropriated separate and apart from the regular HCV program. The HAP and administrative fees may only be used for EHV, and may not be used for HCV or any other special purpose vouchers administered by the PHA.

EHV provides administrative fee funding for expenses that are not normally eligible under the HCV program, and for the cost of administering the program generally. PHAs receive the following fees as part of their EHV allocation: a Preliminary Fee, an Issuance Fee, a Placement Fee, an Ongoing Administrative Fee, and Service Fees. Table 1 below summarizes the amounts HUD provides for each of these fees. A description of each fee is also provided.

Table 1: EHV Administrative Fees Provided to Public Housing Agencies by HUD

Fee Type	Calculation
Preliminary Fee	PHAs will be awarded a one-time \$400 per allocated EHV.
Issuance Fee	PHAs will receive \$100 for each EHV that is initially leased if the PHA reported the voucher issuance in IMS/PIC within 14 days of the voucher issuance date.
Placement Fees	<ul style="list-style-type: none"> • \$500 for each EHV family placed under a HAP contract within 4 months of effective date of the annual contributions contract (ACC) funding (beginning on 7/1/2021). • \$250 for each EHV family placed under a HAP within 6 months after the effective date of the ACC funding (beginning on 7/1/2021).
Ongoing Administrative Fees	Full Column A Admin Fee Amount for all leased units.
Services Fees	<ul style="list-style-type: none"> • \$3,500 for each EHV allocated to the PHA. • Provides funding for services needed to expedite lease-up such as housing navigation, security and utility deposits, move in packages, etc.

Preliminary Fee

The Preliminary Fee is a single, one-time fee of \$400 per EHV allocated; and this fee supports the anticipated start-up costs associated with implementing EHV, such as outreach and coordination with the CoC and other potential partners and planning and development of the program. The Preliminary Fee may also be used to fund any of the eligible activities under the [EHV Services Fee](#) (see below).

Issuance and Placement Fees

The Placement Fee supports initial lease-up costs as well as added cost and effort in expediting the leasing of EHV, to include refining the direct referral process with partners, expediting income determinations, family briefings, and voucher issuance. The Issuance Fee supports the cost of expedited reporting the issuance of the EHV to HUD outside of normal reporting deadlines.²

The Issuance Fee is a one-time \$100 fee once the voucher is initially leased, if the PHA reported the voucher issuance date within 14 days of the effective date of the family's voucher. The PHA is also eligible to receive a separate placement fee in the amount of \$500 or \$250 depending on the effective date of the EHV HAP contract. PHAs will receive a \$500 payment for each EHV HAP contract that is effective within four months of the annual contributions contract (ACC) funding increment effective date. For EHV HAP contracts after four months but no later than six months, there is a \$250 Placement Fee provided.

In cases where the PHA received more than one EHV allocation and the funding increments have different dates, HUD will determine the PHA's eligibility for the Placement Fee based on the effective date of the PHA's initial increment.

Ongoing Administrative Fee

The Ongoing Administrative Fee is provided to support the ongoing administration of the EHV program and may be used to pay for any eligible administrative expenses related to EHV. This fee may also be used to pay for eligible Services Fee activities. It is calculated in the same way as the Administrative Fee for regular HCV, and is based on actual leasing reported for prior months. For the first three months of the EHV program, HUD will advance the Administrative Fee equal to the amount of Ongoing Administrative Fees the PHA would receive that month if all EHV's were fully leased. Following the first three months, HUD will make the ongoing EHV administrative fees available based on actual leasing reported from prior months.

Services Fee

The Services Fee is a one-time fee of \$3,500 to support implementation and operation of an effective EHV services program. An effective EHV program will address the needs of EHV families and provide the support needed in order to successfully obtain and remain stable in permanent housing. Individuals and families experiencing homelessness, at risk of homelessness, or who are recently homeless are usually at higher risk of coronavirus exposure, and the eligible Services Fee uses are designed to provide safer and more stable housing arrangements to lessen the spread and protect families and individuals from the virus. There are four main eligible components and uses of the Services Fee: Housing Search Assistance, Security Deposit/Utility Deposit/Rental Application/Holding Fee, Owner/Landlord-related uses (e.g., incentives), and Other, to include moving

Issuance and Placement Fee Scenarios

- The PHA will receive \$600 if it reports voucher issuance within 14 days and leases the EHV within the four-month window.
- Likewise, the PHA will receive \$350 if it reports voucher issuance within 14 days and lease-up within six months.
- If the voucher issuance was reported within 14 days but leased after six months, the PHA is eligible for only the \$100 Issuance Fee.
- If the voucher is not issued or leased, the PHA does not receive a Placement Fee.
- If the voucher is issued, but not *reported* issued within 14 days, the PHA does not receive an Issuance Fee.

2. HUD will collect EHV tenant information using its existing IMS/PIC in the same way it currently collects tenant information for the Housing Choice Voucher program. PHAs must follow the standard reporting fields identified on Form HUD-50058 or HUD-50058 MTW. PHAs must enter "EHV" as the special program code in line 2n or 2p, respectively. [Notice PIH 2021-20](#) provides more information on reporting and [Notice PIH 2021-25](#) provides information on reporting requirements for 50058-MTW.

expenses, household items, tenant readiness services, and renter’s insurance if required by law. More detailed information on [use of the Services Fee](#) may be found on page 19.

Waivers

The American Rescue Plan allows HUD to waive regulations when necessary to expedite the lease-up process in EHV. The EHV Notice ([PIH Notice 2021-15](#)) outlines all waivers and alternative requirements applicable to EHV program. These waivers or alternative requirements are exceptions to the normal HCV requirements, which otherwise apply to the administration of the EHV. Some of the waivers and alternative requirements are mandatory while others are optional.

Table 2, below, lists each of the waivers and alternative requirements available in the administration of EHV and denotes whether they are mandatory or optional. Page numbers are references to where the waiver information is found in the EHV Notice, [PIH Notice 2021-15](#).

Table 2: EHV Waivers and Alternative Requirements

Waiver/ Alternative Requirement	Mandatory or Optional	EHV Notice Page Reference
COVID-19 waivers (under the CARES Act and set to expire 12/31/21)	Optional	Page 22
Separate waiting list for EHV referrals/applicants	Mandatory	Page 27
Local preferences established by the PHA for HCV admissions do not apply to EHV	Mandatory	Page 28
Restrictions on PHA denial of assistance to an EHV applicant	Mandatory	Page 29–31
Income verification at admission	Optional	Page 32–33
Eligibility determination: social security number and citizenship verification	Optional	Page 33–34
Inapplicability of income targeting requirements	Mandatory	Page 34
Use of recently conducted initial income determinations and verification at admissions	Optional	Page 34–35
Pre-inspection of Housing Quality Standards (HQS) units	Optional	Page 35
Initial search term	Mandatory	Page 35
Initial lease term	Mandatory	Pages 35–36
Portability	Mandatory	Pages 36–38
Payment standard amount	Optional	Pages 38–39

This guide discusses several of the waivers noted above in detail and includes callout boxes labeled “Waiver Alert” to call attention to specific waivers. In addition, a description of each EHV waiver and alternative requirement is included as [Appendix A, the EHV Waiver and Alternative Requirements Checklist](#).

The waivers assist in implementing the EHV program and expediting the lease-up process. The waivers also help provide added flexibilities to promote access that is more equitable for people of color, who disproportionately experience higher rates of homelessness, housing insecurity, incarceration, and health inequities. These waivers also remove many eligibility and access barriers that vulnerable populations experience when trying to access the HCV program. The full use of the waivers and alternative requirements will aid in centering equity in a community’s EHV program and help create a more equitable program overall.

Waiver Resources

- [COVID-19 HCV Waiver Webinar \[PDF\]](#)
- [EHV Waiver Webinar from June 1, 2021](#)

EHV Voucher Issuance and Funding Timelines

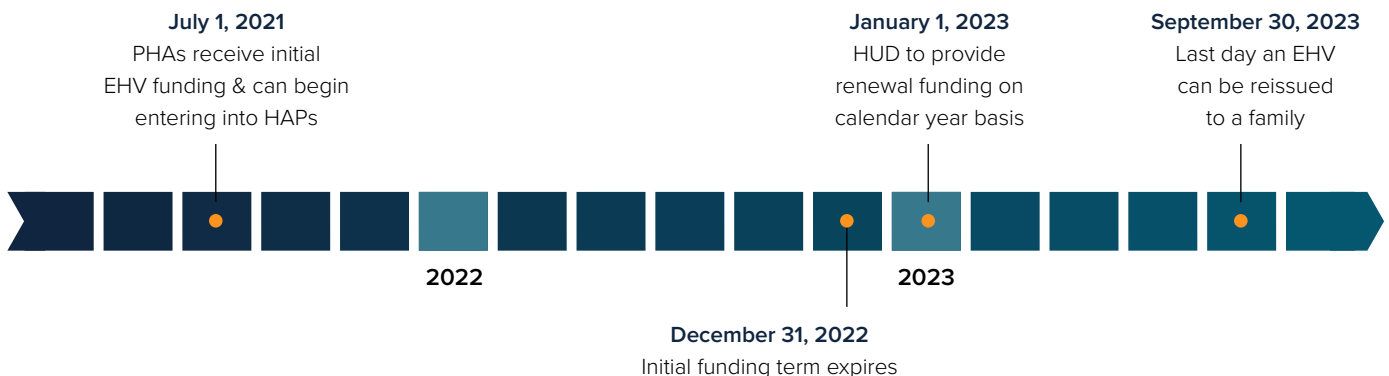
EHVs have a set timeframe for when the reissuance of the voucher upon turnover may occur. When an EHV participant leaves the program for any reason, the PHA may not reissue that EHV to another family after September 30, 2023. For example, if an EHV participant leaves the program and their HAP contract terminates on August 31, 2023, that EHV must be reissued to another family no later than September 30, 2023. It is important to note that this prohibition only applies to EHV that are being reissued upon turnover after assistance to a family has ended. An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023.

If a PHA can demonstrate based on actual leasing and costs that the HAP funding will be insufficient to cover its actual HAP costs for the EHV for the initial term, it may request that HUD adjust the initial funding increment amount. If the PHA has demonstrated the need to do so, HUD will adjust the initial funding amount based on the actual costs incurred upon request by the PHA to ensure that the PHA has sufficient funding during the initial funding term to lease all of its EHV and pay its EHV HAP costs through December 31, 2022.

Renewal funding will be provided for EHV on a calendar year basis starting with calendar year 2023. The PHA’s actual EHV HAP costs will be used to determine the renewal funding amount. This is similar to renewal funding in HCV, however renewal funding for EHV is separate from the PHA’s HCV program (similar to Mainstream vouchers) and is not a part of the annual HCV renewal formula or HUD’s annual appropriations acts, as all EHV funding has been appropriated as a part of the American Rescue Plan.

Details on the EHV renewal funding process can be found in [PIH Notice 2021-15 \[PDF\]](#).

Figure 2: EHV Funding Timeline



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Section 3: Partnerships and Collaborative Planning

A key component of the EHV program is the partnership established by the PHA and the CoC. PHAs all over the country have been participating in, supporting, and collaborating with CoCs for many years. For these PHAs, the partnership required under EHV is an expansion or continuation of work already happening. For other PHAs, the allocation of EHV may be the first time a formal collaborative effort is underway with the CoC.

In either case, creating and sustaining an effective partnership in the administration of EHV is beneficial to achieving common goals for both the CoC and PHA. Partnerships should include Black, Indigenous, and other people of color (BIPOC), as well as people with lived experience, in decisionmaking processes to ensure authentic relationships are developed to sustain the EHV program.

It is important to note that in limited cases the PHA may also need to establish a formal relationship with a VSP in the administration of EHV. In some communities, VSPs are active participants in the CoC, including in its coordinated entry system. However, there are VSPs — in particular, culturally specific victim service organizations and anti-trafficking and sexual assault service providers — that do not participate directly in their area’s CE system. In such instances, either PHAs and CoCs must work directly with those organizations to accept referrals, or the PHA may need to establish a separate memorandum of understanding directly with the VSP.

What Is a Continuum of Care?

A Continuum of Care (CoC) is a local or regional planning body that is responsible for coordinating the funding and delivery of housing and services for people experiencing homelessness in its geographic area. The CoC is made up of representatives from community nonprofits serving people experiencing homelessness, victim service providers, private businesses, local law enforcement, housing developers, public housing agencies, schools, government entities, advocates, social service providers, hospitals, universities, and people experiencing homelessness and those who are formerly homeless to include Veterans experiencing homelessness or who are formerly homeless.

Additional resources:

- [CoC Contacts](#)
- [PHA and CoC Crosswalk](#) [PDF]
- [CoC and PHA Collaboration: Strategies for CoCs to Start the Partnership Conversation](#) [PDF]
- [PHA Guide to Participation in the Continuum of Care and Other Collaborative Planning](#) [PDF]

What is a Victim Service Provider?

A victim service provider (VSP) is a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, and stalking. VSPs play an integral part in a community’s housing and homeless response system by providing various types of housing, programs, and services. This includes permanent housing (including rapid rehousing); domestic violence programs (shelters and non-residential); domestic violence transitional housing programs; dual domestic violence and sexual assault programs; and related advocacy and supportive services programs.

Resources for Best Practices in CoC-PHA Partnerships

- [COVID-19 Homeless System Response: Partnering with Local Public Housing Authorities](#) [PDF]
- [CoC and PHA Collaboration: Strategies for CoCs to Start the Partnership Conversation](#) [PDF]
- [Homeless System Response: Emergency Housing Vouchers: Partnerships for EHV](#) [PDF]

Memorandum of Understanding

PHAs that accepted an EHV allocation were required to enter into a Memorandum of Understanding (MOU) with a CoC by July 31, 2021, within 30 days of the effective date of the ACC funding increment for the vouchers. The MOU with the CoC should establish a partnership, define the referral process and services offered, and outline roles for the administration of EHV. The CoC’s main responsibility under the MOU is to determine EHV eligibility and make direct referrals to the PHA. Supportive services may also be provided by the CoC, to include (but not limited to) assistance with necessary EHV application verifications, case management, housing search assistance, and utility deposits when funding is available.

The MOU must outline the services agreed to by the CoC and PHA in addition to describing the referral process and any prioritized populations within the eligible EHV categories.

The MOU is considered a living document and as such may be amended to add or change services, but must always reflect the direct referral process coming from the CoC to the PHA. [A sample MOU is provided in Appendix B.](#)

Minimum MOU requirements:

- ✓ The PHA’s and CoC’s commitment to administering the EHV in partnership
- ✓ The goals and standards of success in administering the EHV
- ✓ The staff position for each organization that will serve as the lead EHV liaison
- ✓ A statement that all parties agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data-sharing requests
- ✓ The specific population eligible for the EHV assistance that will be referred to the PHA by the CoC or other partnering referral agency
- ✓ The services, including financial assistance, that will be provided to assist EHV applicants and participants, and who will provide them
- ✓ The roles and responsibilities of the PHA and CoC, including but not limited to the CoC’s direct referrals of families to the PHA through the CE system

Table 3: Primary Roles and Responsibilities of CoCs, VSPs, and PHAs

Roles and Responsibilities of CoCs and VSPs	Roles and Responsibilities of PHAs
<p>Assessing eligible households for EHV and services, if needed</p> <p>Referring eligible households to the PHA for EHV</p> <p>CoCs may also assist referred households in completing and obtaining necessary documentation for the EHV application process</p>	<p>Reviewing applications for EHV, certifying program eligibility, and conducting annual recertifications for continued eligibility</p> <p>Determining that the unit meets Housing Quality Standards and approving units for leasing and contracts</p> <p>Determining amounts and paying Housing Assistance Payments to landlords on behalf of participants</p> <p>Explaining and providing information about program policies and procedures to current and prospective landlords and participants</p> <p>Monitoring program performance and compliance of participants and owners, including recertification of owners</p> <p>Providing housing search services or contracting with the CoC to provide housing search services per the EHV notice requirements</p>

Best Practices in Partnering

Open and regular communication between the CoC and PHA at the outset and throughout EHV program implementation and administration is key to an efficient and effective program. Both PHAs and CoCs must communicate their goals and the resources they can offer. This will both reduce inconsistent messaging and increase coordination in making communication centralized and focused.

Regular meetings and/or report-outs should occur to provide information on EHV program progress and for discussions on EHV lease-up barriers or process issues. To maintain a continuous and meaningful PHA-CoC partnership, the PHA should participate in regular CoC meetings as well. These meetings should be open to and welcome active decision-making from BIPOC, and should also include people with lived experience.

Shared benchmarks between the PHA and CoC for EHV should be developed, tracked, and reviewed during regular meetings between the parties.

Examples of EHV Benchmarks

- Number of EHV referrals from the CoC to the PHA each week/month in order to achieve full lease-up by X date
- Number or percentage of EHV referrals targeted to each eligible population category
- Number of days between referral and voucher issuance or denial
- Number of EHV denials and inappropriate referrals
- Number of EHV applicants fully leased up each week/month in order to achieve full lease-up by X date
- Number of days between voucher issuance and lease-up
- Number of days as program participant
- Number of EHV lease-ups

In addition to regular meetings, cross-training should be provided regularly on topics that need continuing education such as the referral process from the CE system or other direct referral partner, the PHA's EHV application and lease-up process, and services offered.

Best practices in PHA-CoC partnerships include:

- ✓ Defining expectations
- ✓ Setting benchmarks
- ✓ Shared tracking system of referrals
- ✓ Regular meetings to troubleshoot any referral process issues that may arise and to case conference on EHV participants needing additional assistance
- ✓ Training/education/information from the PHA to the CoC regarding the lease-up process
- ✓ Training/education/information from the CoC to the PHA regarding the process for coordinated entry
- ✓ Incorporating PHA directors onto CoC boards of directors
- ✓ Collaborating on local planning processes

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Section 4: Emergency Housing Voucher Program Design

Targeting Assistance

Designing the EHV program must be a community-wide effort that takes into consideration local need, existing CoC resources and capacity, the needs of people experiencing homelessness, and equity. Specifically, the PHA should consult and coordinate with the CoC and other community partners to determine how to best target assistance and which activities to fund with the Services Fee.

CoC data on homelessness and current funding and resources available within the CoC should be considered when thinking through how to utilize EHV funds. Some other factors to consider when developing prioritization for EHV include the length of assistance needed (short- vs. long-term assistance), family income, barriers to employment, comparative health risks of COVID-19, and any inequities in access and outcomes.

Alternative community interventions and resources should also be considered and leveraged, such as short-term rental assistance through rapid rehousing (RRH); emergency rental assistance programs; and other tenant-based rental assistance (TBRA) such as HOME-American Rescue Plan TBRA that may be used to assist households not referred for EHV in achieving housing stability. The current available funding as well as the future available funding and the community’s goals for ending homelessness should all be considered when making program design decisions. Table 4, below, offers additional considerations for targeting the assistance.

A Community PHA-CoC Partnership Example

Based in Providence, Rhode Island, [Sojourner House](#) serves survivors of domestic violence, sexual violence, and human trafficking statewide.

Sojourner House:

- Ensures that confidential referrals are made to Coordinated Entry and EHV using a numerical ID and limited information.
- Works together with other VSPs and organizations to ensure that survivors it serves have access to the referral process, EHV, and other housing opportunities.
- Participates in the RI Continuum of Care, partnering with other housing service providers on programming.
- Provides training for homeless service providers throughout the state on coordinated entry and housing resources.

Sojourner House also provides housing navigation services and works together with survivors and other organizations to create housing stabilization plans for survivors.

Table 4: Considerations for Targeting EHV Funds

Targeted Population	Considerations	Resources
High service needs	If there is a need for increased permanent supportive housing (PSH), determine whether there are service providers with capacity to provide intensive community-based services to EHV participants with high service needs.	For more information on PSH, see: Housing First in Permanent Supportive Housing Brief For more information on services funding in EHV, watch the May 20, 2021 webinar recording, “ Pairing Services and EHV ”.
PSH move-on	If there are PSH participants who now have lower service needs, consider the benefits of prioritizing them for EHV to create system flow.	For information and strategies, visit the “ Moving On ” page of the HUD Exchange.

Targeted Population	Considerations	Resources
Rapid rehousing participants	<p>If there are current RRH participants who need longer-term rental assistance, an option to consider is moving RRH participants on to EHV.</p> <p>RRH participants are eligible for (time-limited) continued services through the Emergency Solutions Grant (ESG) program and ESG-COVID-19 (ESG-CV) funded RRH.</p>	See Emergency Housing Vouchers Funding Briefs: ESG/ESG-CV Rapid Rehousing and Homelessness Prevention [PDF].
Shelter and/or non-congregate shelter prioritization	Consider data on how many people in shelter and non-congregate shelter could be served by EHV. This strategy could help decrease the number of non-congregate shelter beds if a community is transitioning back to congregate shelter, or could serve to open shelter beds for people living unsheltered.	
People with lower service needs	If services are sparse in your community, EHV could be used for people experiencing homelessness who have lower/no service needs. Consider availability of services and data from the CoC on CE assessment or Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) scores from the by-name list.	
People exiting prisons and jails who are at risk of homelessness	If there is a significant overlap between recent incarceration history and homelessness in a community, targeting this population can address those housing needs, increase public safety, and advance equity given the racial disparities evident in the criminal justice system.	For more information, read the June 23, 2021 letter from HUD Secretary Marcia Fudge [PDF] on serving people exiting jails and prisons.
Survivors of domestic violence, dating violence, sexual assault, stalking, and human trafficking	Consider prioritizing survivors of domestic violence and human trafficking, and whether VSPs serving this population are embedded into the CE system.	<p>See the following two HUD EHV Office Hours recordings:</p> <ul style="list-style-type: none"> • June 8, 2021 on how domestic violence and trafficking victim service providers work with CE systems and what they can offer EHV applicants. • September 14, 2021 on using EHV to serve survivors.

Centering Equity

Centering equity should be a priority in the utilization of EHV, and organizations working with target populations should be brought into the process if they have not been already. BIPOC and people with lived experience should also be involved from the outset in the planning process. The inclusion of these groups early in the planning process will aid in the collection of feedback from stakeholders as program implementation progresses. PHAs and CoCs must be willing to work on building authentic relationships and incorporating contributions from those most impacted into decision-making processes.

Overall, lowering screening barriers and taking advantage of EHV waivers in admission screening policies will serve to advance equity in EHV. PHAs should strongly consider adopting all EHV waivers, and must communicate to the CoC about which waivers are not adopted; and the impact of those decisions must be mutually understood.

Further, data should be disaggregated/separated to identify any disparities, and used to prioritize referrals for EHV as a way to start reducing disparities.

For EHV, there should be specific data considerations:

- System disparities, e.g.: Who is accessing the CE system, compared to the general population? After working with diverse stakeholder groups, are there still impacted groups missing?
- Compare enrollments in the CE system (or assessments) to those in projects such as street outreach, shelter, transitional housing, RRH, and PSH. Are certain groups being channeled into different pathways? What are some of the root causes of these disparities? What potential biases might be at play?
- Length of time homeless
- Inflow: first time homeless
- Non-HMIS: who isn't in the Homeless Management Information System, and why? Is this related to such factors as access points or allocation of resources? What potential biases might be at play?

Resources for Centering Equity in EHV Program Design

- [Racial Equity Resources on the HUD Exchange](#)
- Webinar: [Strategies for Targeting EHV's](#)
- [HUD Racial Equity/Disparities Tool](#)
- [Five Tips to Approaching Rehousing with Racial Equity](#) [PDF]
- [Homeless System Response: Equity as the Foundation](#) [PDF]

Ways to get started on addressing disparities include:

- Co-design your EHV strategy with BIPOC and people with lived expertise. Ensure adequate representation in decision-making processes.
- Disaggregate HMIS data by race and ethnicity, gender, household size, age, ability, and the intersections of those demographics.
- Identify the greatest inequities in race, gender identity, and sexual orientation — or where underserved populations are located — and target resources areas accordingly.
- Set time-bound measurable goals that address the causes of disparities.
- Identify the data needed for evaluation; include housing placement rates and which populations are or are not housed during a determined period (e.g., 100 days).
- Track how long it takes for BIPOC groups who experience the greatest disparities to be re-housed compared to other population groups. Listen to those most impacted and incorporate their feedback in programmatic changes.

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Section 5: Use of the Services Fee

Each PHA will receive a one-time Services Fee equal to \$3,500 for each EHV allocated to the PHA to support its EHV implementation. The Services Fee is not tied to a voucher and is the total amount of fees available to a PHA in order to provide appropriate services to families in obtaining and maintaining permanent housing. The Services Fee should be used to create a menu of support services that address challenges EHV families may face in accessing and leasing permanent housing. PHAs should plan and implement this menu of EHV services in conjunction and coordination with the CoC and any other homeless services providers and VSPs within the PHA's jurisdiction.

The PHA should work with the CoC to identify existing resources in the community that provide similar supports to EHV participants through the Services Fee, and identify any gaps. Existing services provided by partners should be leveraged and not duplicated, so as to efficiently and effectively utilize the resources provided by EHV. For instance, if there is a service provider in the community currently providing utility arrears payments to families and individuals who are low-income in order to help them access affordable housing, the PHA should not provide utility arrears payments to EHV families who are eligible and can access the existing program. The current resources and support services available to families and individuals in the PHA's jurisdiction can be braided together to provide a full array of needed supports to EHV families and individuals. One example of this braiding of funds could be the PHA using the EHV Services Fee to contract with a CoC provider to provide housing search assistance to EHV participants. The CoC provider is then using its ESG-CV funds to pay for move-in costs and case management for EHV participants.

There are four main categories of the Services Fee which each have specific eligible activities: housing search assistance, security/utility deposit/rental application/holding fee, owner-related uses, and other eligible uses.

Housing Search Assistance

The PHA is required to ensure that housing search assistance is made available to EHV families during their initial housing search, and the Services Fee may be used to provide this required housing search assistance. Housing search assistance may include helping a family locate, visit, and apply for housing — providing listings of affordable units accepting vouchers, directions and transportation to and from potential housing units, and assisting in completing applications for housing. Housing search assistance also includes identifying housing that meets a household's disability-related needs.

Requiring housing search assistance is an alternative requirement of the EHV program which ensures that proper support is given to households to locate and access affordable housing in their community and expedites

Services Fees and Leveraging Community Resources

PHAs should consult with the CoC to determine the best use of the Services Fee and design a menu of supports available to EHV applicants that supports expedited lease-up and housing stabilization.

For example, if housing search assistance is currently offered by the CoC, the Services Fee funding should be used in another way. Use of Services Fees must be a collaborative effort between the CoC and PHA, and attempts must be made to leverage existing community resources in a way that best benefits EHV participants.

Use of the Services Fee by a Continuum of Care

A PHA may enter into an agreement, through the MOU for the EHV program, to reimburse the CoC or other partnering service agencies for EHV-eligible expenses. For example, housing search assistance is required to be made available to EHV families during their initial housing search. Housing search assistance may be provided directly by the PHA or through the CoC or another agency or entity. When housing search assistance is being provided by the CoC or another agency or entity, the PHA may reimburse that entity for the eligible activities as defined in the agreement.

lease-up of EHV units. The housing search assistance may be provided directly by the PHA, or through the CoC or another partnering agency or entity within the jurisdiction.

Housing search assistance must include these aspects at a minimum:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods
- Provide transportation assistance and directions to potential units
- Conduct owner outreach
- Assist with the completion of rental applications and PHA forms
- Help expedite the EHV leasing process for the family

Additional housing search activities that are recommended, but not required, include:

- Help individual families identify barriers to leasing (e.g., low credit score, evictions history) and strategies to address these barriers
- Offer workshops on how to conduct an effective housing search
- Provide enhanced support for portability processing
- Conduct regular proactive check-ins for families searching with a voucher
- Provide regular reminders to the family of their voucher expiration date and extension policies
- Staff a dedicated landlord liaison position for EHV voucher families
- Understand the implicit biases and the historical impact of racism that continue to present barriers to housing for BIPOC and those facing housing crises

The PHA may use any of the EHV administrative fees (including the Services Fee) for EHV housing search assistance. The PHA may contract with a service provider to provide these Services Fee eligible services. [Table 5](#) outlines eligible uses of the Services Fee.



COMMUNITY SPOTLIGHT

Housing Navigation: Durham, North Carolina

The City of Durham, North Carolina provides funding for a Housing Access Coordinator who helps maintain an inventory of affordable housing providers who have agreed to work with the CoC; provides landlord outreach; and acts as the local landlord liaison between service providers and people in active housing search. Housing navigation starts with the referring provider who can access training and housing search support from the Housing Access Coordinator. If, after substantial effort, the client continues to be denied and unable to obtain housing, the program provides a step up to specialized housing navigation that includes added resources and more intensive supports; continually adjusting the support and program according to the market and needs of the client(s).

Durham and Orange Counties also worked with the University of North Carolina Chapel Hill’s [Center for Urban and Regional Studies](#) and [Social Serve](#) to launch an affordable housing search website that helps those in housing search identify housing in higher opportunity areas. The website serves as an inventory of affordable housing listings, and provides neighborhood information regarding proximity to grocery stores, schools, public transportation, and health care offices.

Table 5: Services Fee Uses

Services Fee Types	Description
Housing search assistance	See housing search assistance required minimum components on previous page .
Application fees	The Services Fee may also be used for application fees and or non-refundable administrative or processing fees and/or refundable application deposit assistance
Holding fees	Holding fees may also be paid with the Services Fee and the PHA may elect to cover all or part of the holding fee for units where the fee is required by the owner. The owner and the PHA must agree and understand how the holding fee is rolled into the deposit and under what terms the fee may be returned. The holding fee does not replace the owner’s duty to make needed repairs to a unit required by HQS inspection, and the owner may not keep the holding fee if the client is at fault for not entering into a lease.
Security deposit assistance	The amount of the security deposit assistance may not exceed the lesser of two months’ rent to owner; the maximum security deposit allowed under applicable state and/or local law; or the actual security deposit required by the owner. The PHA may choose to pay the security deposit assistance directly to the owner or may pay the assistance to the family, provided the PHA verifies that the family paid the security deposit. The PHA may place conditions on the security deposit assistance, such as requiring the owner or family to return the security deposit assistance to the PHA at the end of the family’s tenancy (less any amounts retained by the owner in accordance with the lease). Security deposit assistance returned to the PHA must be used for either Services Fee eligible uses or other EHV administrative costs.
Utility deposit assistance/utility arrears	Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may choose to pay the utility deposit assistance directly to the utility company or may pay the assistance to the family, provided the PHA verifies that the family paid the utility deposit. The PHA may place conditions on the utility deposit assistance, such as requiring the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance that is returned to the PHA must be used for either Services Fee eligible uses or other EHV administrative costs
Owner-related Uses	Description
Owner recruitment and outreach	The PHA may use Services Fee funding to conduct owner recruitment and outreach specifically for EHV. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process; providing enhanced customer service; and offering owner incentive and/or retention payments.
Owner incentive and retention payments	The PHA may make incentive or retention payments to owners who agree to initially lease their unit to an EHV family or to renew the lease of an EHV family. The PHA may design the owner incentive payment to meet its specific needs (such as, for example, limiting the incentive payments to new owners or owners in high opportunity neighborhoods, or structuring all or part of the payment as a damages or unpaid rent mitigation fund, where the owner receives the mitigation payment only if the security deposit is insufficient to cover damages and other amounts owed under the lease). ³

3. HUD anticipates that owner incentive/retention payments would typically be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). However, regardless of the frequency with which the PHA chooses to make such payments, owner incentive/retention payments are not housing assistance payments and are not part of the rent to owner. Owner incentive/retention payments are not taken into consideration when determining whether the rent for the unit is reasonable.

Other Eligible Uses	Description
Moving expenses (including move-in fees and deposits)	The PHA may provide assistance for some or all of the family’s reasonable moving expenses when they initially lease a unit with the EHV. The PHA may not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking, for example.
Tenant readiness services	The PHA may use Services Fee funding to help create customized plans to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, or negative rental or utility history — or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

Owner-Related Expenses

The PHA may use Services Fee funding to conduct owner recruitment and outreach specifically for EHV. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments. Further, owner-related Services Fee uses may include incentive and/or retention payments for landlords in order to gain access to additional units for EHV households.

Incentive and retention payments are designed to incentivize landlords to lease their unit to EHV families or renew the EHV lease for families already residing in units. The landlord incentives may be designed to target certain high-opportunity areas or may be used for other specific purposes such as an unpaid rent mitigation fund or to help pay for any damages to the unit that covers any damages above the cost of the security deposit to repair. The landlord incentive and retention payments can also be designed to incentivize or require the landlord to work with the EHV family’s service provider(s), or to require the landlord to agree to eviction mitigation/intervention services should there be lease violations that may lead to eviction.



COMMUNITY SPOTLIGHT

Landlord Mitigation Programs: Washington State

Washington’s landlord mitigation program, administered by the state’s Department of Commerce, began in 2018 through the enactment of the Landlord Mitigation Law (RCW 43.31.605). The program provides landlords with an incentive and added security to work with tenants receiving rental assistance.

Any landlord (except PHAs) who has provided housing to a tenant who received a short- or long-term subsidy during their tenancy is eligible for the program.

- Landlords can receive up to \$1,000 in reimbursement for repairs required to pass a subsidy program inspection.
- The landlord will not be reimbursed the initial \$500 of the cost of repairs.
- Landlords can also receive up to 14 days of lost rent due to move-in delays caused by the inspections or repairs.

Find Washington’s online claim form and additional information on the Washington Department of Commerce [Landlord Mitigation Funds](#) page.

HUD has several resources available on its [HCV Landlord Resources page](#) that provide guidance to PHAs and service providers on how to increase landlord participation in their programs:

- The [HCV Landlord Strategies Guidebook for Public Housing Agencies](#) shares strategies that PHAs can implement to improve landlord participation in their voucher programs.
- [Landlord Participation Research and Studies](#) includes overviews of strategies for landlord incentives, public housing authority-reported strategies for attracting and retaining landlords, a large-scale multisite study of landlord acceptance rate of vouchers, a five-year ethnographic study of landlord reasons for participation, and summaries of landlords' comments about their experiences with the HCV program.
- [Descriptions of the various forms](#) that landlords might encounter when participating in the HCV program to include: standard HUD and IRS forms, and forms that PHAs develop internally based on their own policies and procedures.
- Landlord engagement is important when building landlord and property management relationships, conducting outreach, and engaging with local community-based resource lists and contacts. These sites outline landlord engagement strategies including immediate and proactive communication, recruitment, and retention:
 - [Homeless System Response: 5 Tips to Approaching Rehousing with Racial Equity](#) [PDF]
 - [COVID-19 Homeless System Response: Landlord Engagement](#)

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Section 6: Coordinated Entry and Emergency Housing Voucher Referral Processes

Coordinated entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for service prioritization, referred, and connected to housing and assistance based on their strengths and needs. Coordinated entry is required by the CoC Program Rule at 24 CFR §578.7(a)(8) and is a coordinated assessment system for the CoC’s geographic area that provides an easily accessible way for individuals and families experiencing homelessness or who are unstably housed to seek housing and services.⁴

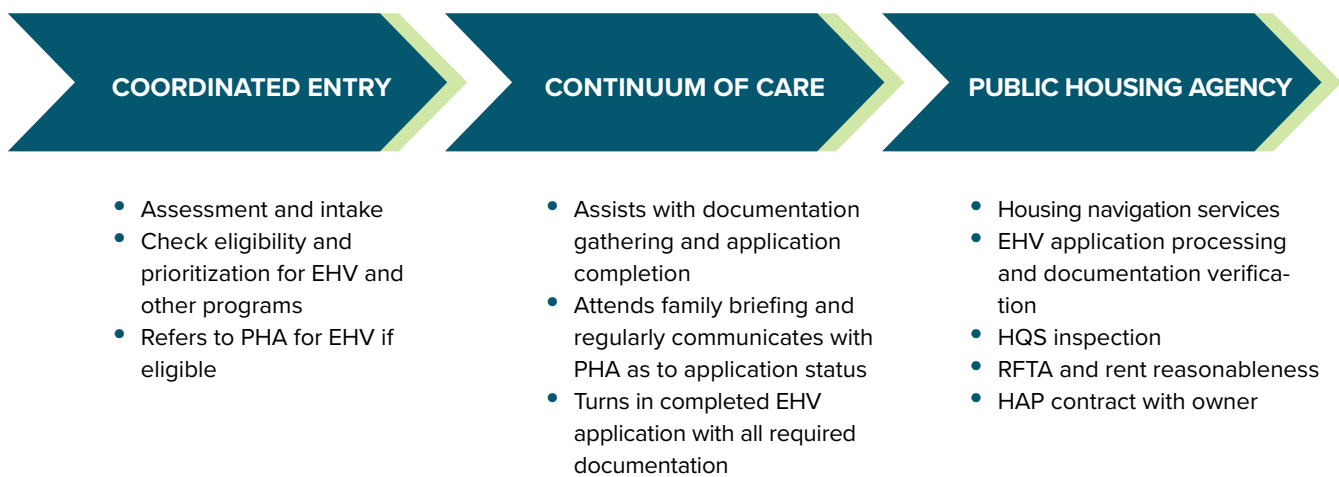
The PHA and CoC should agree on the process for submitting referrals from CE to the PHA, including the method of transmission and what forms and other documents are required in the referral packet. Verification documentation showing that the family meets one of the four eligibility categories must be retained by the PHA in the family’s file. Attached to this document are example homelessness certifications (see [Appendix C](#) and [Appendix D](#)).

A designated EHV contact at the PHA should receive referrals, and there should be a clear understanding of who provides the referral from the CoC. PHAs and CoCs should have open and continuous communication in order to be sure the proper information is transmitted and that EHV applicants are assisted in a timely manner.

The PHA should communicate with the CoC on the EHV lease-up process and create a shared understanding of expectations and roles in the lease-up process. Some PHAs are using existing HUD resources⁵ to help provide a high-level understanding of the process, while others are creating their own communication materials. *Creating a shared language and understanding* is key to a successful EHV program.

PHAs may need to revise their existing HCV application in order to expedite the application and lease-up process for EHV and also to define the differences between EHV and HCV. HUD has provided an [EHV Referral Packet Template](#) for EHV PHAs to edit and use to fit their specific needs and program guidelines which is included in this guide as [Appendix E](#).

Figure 3: EHV Lease-Up Process



4. U.S. Department of Housing and Urban Development (2015). [Coordinated entry policy brief](https://bit.ly/3BFJds3). <https://bit.ly/3BFJds3>

5. U.S. Department of Housing and Urban Development (n.d.) [Housing Choice Voucher program general lease-up process for landlords, public housing authorities \(PHAs\) and tenants](https://bit.ly/3CGtUk4) [PDF]. <https://bit.ly/3CGtUk4>

If issues arise with the referral process from the CoC to the PHA such as not receiving enough referrals or not receiving referrals in a timely manner, the PHA must take direct referrals outside the CE system and should also contact HUD for assistance. PHAs should first discuss any concerns about referrals with the CoC directly and should be prepared to provide an explanation to HUD of the specific issues creating challenges with timely referrals. HUD may be able to provide technical assistance to the CoC for capacity-building and will advise the PHA on adopting a direct referral process if going outside of the standard CE system.

As a reminder, EHV are *only* issued as a result of:

- the direct referral process from the CoC CE system and/or other partnering organizations, or
- a situation in which the PHA makes an EHV available in order to facilitate an emergency transfer in accordance with VAWA as outlined in the PHA's Emergency Transfer Plan.

Direct referrals from outside of the CoC system is required if⁶:

- the CE system does not have a sufficient number of eligible families to refer to the PHA (requires HUD authorization), or
- the CE system does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

In instances where the PHA has entered into an MOU with a VSP directly, the PHA and VSP should work together to establish referral processes that safeguard confidentiality while maintaining timely processing of applicants.

Establishing EHV Policies and Procedures

HUD strongly encourages PHAs to consult with their CoC and other homeless services/victim services referral partners in establishing EHV policies and procedures to include the use of service fees, how service fees will be accessed by EHV participants, and which activities will be carried out by each party. For example, the PHA might opt not to provide security deposit assistance to families who are already eligible for and receiving security deposit assistance from a partnering agency. While the PHA may limit the amount of assistance it provides for any of the eligible uses, and may place other restrictions on those uses, the services fee funding must initially be used for the defined eligible uses and not for other administrative expenses of the EHV. The PHA must update their PHA administrative plan to outline the eligible uses of the services fee as well as the requirements related to accessing the service fees.

Further, if the PHA establishes permissive prohibition policies for EHV applicants (which must not be more prohibitive than HCV admission policies), those policies must be outlined in their PHA administrative plan. Before establishing such policies, the PHA must consult with its CoC partner to understand the impact of the proposed prohibitions on

6. The partnering referral agency may also be added to the MOU between the PHA and CoC and in this scenario, the referral agency must provide the necessary household verification documentation to the PHA.

Important Note: Emergency Transfers

As part of their Violence Against Women Act Emergency Transfer Plans, PHAs are strongly encouraged to utilize EHV as a resource to effectuate emergency transfers for victims of domestic violence, dating violence, sexual assault, or stalking.

Important Note: Confidentiality

Working with victim service providers involves the handling of sensitive and highly confidential client information. For more information on how coordinated entry works with VSPs and what they can offer EHV applicants, please see the [June 8, 2021 EHV Office Hours recording and presentation](#).

referrals. The PHA must also take the CoC's recommendations into consideration when establishing permissive prohibitions policies. More on [mandatory and permissive prohibitions](#) can be found below.

Admissions

PHAs should consider using EHV waivers to create an effective and efficient EHV program that best meets the needs of a community, reduces their administrative burden, and receives the full benefit of Placement Fees in expediting lease-up of units. There are several waivers and alternative requirements applicable to EHV admission that can help to expedite lease-up and lower the administrative burden on PHA staff. In addition to providing the same menu of COVID-19 waivers available to PHAs for the administration of EHV, under the American Rescue Plan HUD is exercising its waiver authority to provide additional EHV-specific waivers. PHAs may choose to apply all, some, or none of the waivers, but note that some waivers are mandatory and must be adopted (i.e. mandatory prohibitions and restrictions on denial of assistance listed below and in [Appendix A](#)).

Restrictions on PHA Denial of Assistance to an EHV Applicant

HUD is waiving §982.552 and §982.553 in part and establishing an alternative requirement with respect to mandatory and permissive prohibitions of admissions for EHV applicants. This section will cover mandatory prohibitions, the permissive prohibitions, and unallowable prohibitions in EHV.

Mandatory prohibitions (Must not admit)

The PHA must prohibit admission to EHV applicants if:

- The PHA must prohibit admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing to EHV applicants.⁷

Waiver Alert: Mandatory and Permissive Prohibitions in Admission

HUD is waiving §982.552 and §982.553 in part and establishing an alternative requirement with respect to mandatory and permissive prohibitions of admissions for EHV applicants.

7. The PHA must apply the standards it established under §982.553(a)(1)(ii)(C).



COMMUNITY SPOTLIGHT

EHV Program Design: Houston, TX

Houston CoC and PHA partners come together early and often to maintain open communication and expedite lease-up for EHV families throughout the EHV referral and lease-up process. They hold weekly meetings between PHA and CoC staff (leadership as well as direct staff meetings), each has one single point of contact to monitor referrals, and the PHA offers regular trainings to the CoC on the EHV application and application process.

The CoC also offers landlord recruitment and education on the EHV program, and acts as the contact for the Social Security office for securing necessary documentation.

The Houston PHA is utilizing all waivers, has simplified the briefing process, hired additional HQS inspectors to ensure rapid inspections, and invites case managers to briefings and any meetings with EHV participants.

- The PHA must prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program to EHV applicants.⁸

Permissive prohibitions (May choose to not admit)

- If the PHA determines that any household member is currently engaged in, or has engaged in *within the previous 12 months*:
 - Violent criminal activity
 - Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- Any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program *within the previous 12 months*.
- The family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

**Important Note:
Permissive
Prohibitions Policy**

The PHA must consult with the CoC partner if the PHA wants to enact permissive prohibition policies for EHV. The CoC partner must understand the impact of these proposed prohibitions and the PHA must take the CoC's recommendations into consideration before enacting any permissive prohibitions.

The PHA may choose to establish a more permissive policy than the PHA's HCV program, or may choose to not admit on these grounds. However, *the PHA may not establish a permissive prohibition policy for EHV applicants that is more prohibitive than the policy established for admissions to the regular HCV program*. All permissive prohibitions for EHV must be included in the PHA's administrative plan. The PHA must consult with the CoC partner if the PHA wants to enact permissive prohibition policies for EHV, as the CoC must understand the impact of these proposed prohibitions. *The PHA must take the CoC's recommendations into consideration*. Any decisions on admissions must be made based on an individualized assessment, and must consider relevant mitigating information. Consideration of the impacts permissive prohibitions may have on achieving equity goals is also important.

8. The PHA must apply the standards it established under §982.553(a)(2)(i).



**COMMUNITY
SPOTLIGHT**

**EHV Screening Practices:
Housing Authority of the City of Austin (TX)**

- Lowest barriers possible
- No permissive prohibitions beyond HUD mandates
- Accept old third-party income verification
- Accept self-certification of Social Security number and citizenship
- Accept self-certification of age and disability

To learn more about HACA's screening policies, see the [EHV Office Hours recording from July 13, 2021](#) or visit the [HACA website](#).

Unallowable Prohibitions (Must not deny)

Unlike in regular HCV admissions, PHAs may not deny an EHV applicant admission for any of the following reasons:

- Any member of the family has been evicted from federally assisted housing
- The PHA has ever terminated assistance under the program for any member of the family
- The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the Housing Act of 1937
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease
- The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA
- The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with §982.553(a)(3)
- The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity

As in the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program, PHAs may not prohibit admission based on drug-related criminal activity. This prohibition allows admission for people struggling with substance use issues, which may be one of the root causes of their homelessness. This also is an opportunity to advance equity, as people of color are convicted of simple drug possession at disproportionately high rates relative to their share of the general population and rate of drug use.⁹ Further, providing someone experiencing homelessness with safe and stable housing is a critical first step in recovery from substance use addiction as evidenced by the Housing First model.¹⁰ Therefore, admissions prohibitions based on drug-related criminal activity should be considered separately from any those that address other criminal activity. There is also a potential discriminatory effect when applicants are denied admission based on drug-related criminal activity, which may violate fair housing laws.

If any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR part 5 as required by [§982.552\(b\)\(3\)](#), the PHA must still deny admission. In this instance, the PHA should notify the family of the EHV grounds for denial of admission to the program first.

Other than in cases of the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular screening criteria in doing so.

Important Note: Admissions Criteria

Admissions criteria must be communicated appropriately and often to the CoC or other referral agency partners so there is a shared understanding of eligibility continuously through the EHV referral and application process.

Resource: Criminal Justice Histories and Fair Housing

For further information on the use of criminal histories and the Fair Housing Act, please see HUD's Office of General Counsel [Guidance on the Application of Fair Housing Act Standards](#) [PDF].

9. The Hamilton Project (2016, October 21). *Black and white Americans sell and use drugs at similar rates, but black Americans are 2.7 times as likely to be arrested for drug-related offenses*. <https://bit.ly/3mBxPJ9>

10. U.S. Department of Housing and Urban Development (2014). *Housing First in permanent supportive housing brief*. <https://bit.ly/2Y7RdnJ>

Income Verification at Admission

People experiencing homelessness may not have ready access to documentation, and it may be difficult to find. Allowing for self-certifications, and for delays in documentation and self-certification, makes it possible for the CoC or partnering agency to assist the household in finding the required documentation without delaying lease-up. For EHV, HUD is therefore waiving the third-party income verification requirements and allowing PHAs to accept self-certification as the highest form of verification for admission.¹¹

Waiver Alert: Income Verification

HUD is waiving the third-party income verification requirements and allowing PHAs to accept self-certification as the highest form of verification for admission.

Self-certification requires applicants to submit an affidavit confirming income, assets, expenses, and other eligibility factors related to income. Additionally, applicants may provide third-party income documentation verification within the *60-day period* prior to admission to voucher issuance but is not dated within 60 days of the PHA's request. An example of this would be an EHV applicant in September 2021 using an SSI benefit letter from November 2020 to show their benefit amount for 2021. The PHA may use the same letter as proof of disability.¹²

Some EHV applicants will be in the recently homeless category and are participating in a rapid rehousing program or have received other time-limited housing assistance. These families may have had their income recently verified under those programs. Further, victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking may be currently residing in public housing or be currently assisted by another subsidized housing program. For EHV, HUD is allowing PHAs to accept income calculations and verifications from third-party providers or from another PHA-conducted income examination as long as the income was calculated in accordance with [24 CFR Part 5](#) within the last six months and the family certifies there has been no change in income or family composition since the prior verification was conducted. Annual reexaminations by the PHA will follow [24 CFR §982.516](#).

Social Security Number and Citizenship Verification

The HCV program requires a PHA to verify the Social Security number (SSN) of every applicant; documentation may include a Social Security card, an original document issued by a federal or state government with the name and SSN, or other SSN evidence as allowed by HUD. Generally, this information must be provided before admission to the program. As with the SSN, PHAs for the HCV program must also verify U.S. citizenship or eligible immigration status for noncitizens applying for admission prior to program admission. Likewise, date of birth must be verified before a family may be admitted in the HCV program.

For EHV, HUD recognizes that this documentation may not be readily or easily available for people experiencing homelessness and is therefore allowing the PHA to accept self-certification and to delay the receipt of documentation and/or third-party verification. HUD is waiving the requirement to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program to allow for applicants with assistance from CoCs and partnering agencies to assist in obtaining necessary documentation.

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11. EIV's Income Validation Tool (IVT) reports must be used by the PHA to confirm family reported income within 90 days of the PIC-NG submission date. The PHA must also print and maintain copies of the EIV income and IVT in the tenant file and resolve any income discrepancies within 60 days of the EIV Income or IVT report dates. PHAs must continue to use EIV for all family members using the Existing Tenant Search prior to admission, and the PHA may be required to deny assistance to household members receiving assistance from another program.
 12. PHAs are responsible for addressing any material discrepancies that may arise later and must take enforcement actions (termination of benefits) if the tenant was deemed ineligible for EHV. Additionally, the PHA in these cases must initiate HUD-compliant payment plans for those whose unreported income was unintentional and does not make the tenant ineligible for the program.

Similar to the income documentation waiver, PHAs may adopt policies to admit EHV applicants who are unable to initially provide required SSN or citizenship documentation. Such individuals must provide the required documentation *within 180 days of admission* in order to be eligible for continued EHV assistance. If the applicant is still unable to provide necessary documentation after 180 days, the PHA may provide an extension based on evidence from the family or confirmation from the CoC that a good-faith effort has been made to locate the documentation. In this instance, PHAs may not delay, deny, reduce, or terminate assistance based on the appeal of secondary verification of immigration documents pending the completion of the appeal.¹³

**Waiver Alert:
Social Security Numbers
and Citizenship Verification**

HUD is waiving the requirement to obtain and verify SSN and eligible noncitizen status documentation before admitting a family to the EHV program.

PHAs may also accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. The PHA must obtain a higher level of certification *within 90 days of admission* when self-certification is used at the time of admission. As with income and SSN verifications, PHAs that use this waiver are responsible for addressing any material discrepancies that arise later, and are required to take necessary enforcement actions accordingly. The waiver does not allow an ineligible family to receive EHV assistance, and if a PHA determines that a family is ineligible after receiving assistance, the PHA must terminate the family from the program.

13. This process is described in [§5.514\(e\)](#).



**COMMUNITY
SPOTLIGHT**

**Social Security Numbers and Citizenship Verification:
Los Angeles County Development Authority (LACDA)**

For LACDA's EHV program, self-certification of Social Security number may be used if a person is unable to acquire SSN documents, but they must provide required documents within 180 days of admission per EHV waiver guidelines.

For more information on LACDA's screening policies, see the [EHV Office Hours recording from July 13, 2021](#) or visit the [LACDA website](#).

Informing Families on the HCV Waitlist

Notice of the availability of EHV must be given to families on the PHA's current waitlist. At a minimum this information must be posted to the PHA's website, or public notice posted in their respective communities. Eligible EHV populations must be described in the notice and the notice must clearly describe how direct referrals for EHV are being made. The notice must direct people to contact the CoC (or other direct referral partner as defined in the MOU if applicable) if the person may be eligible for EHV. There must also be reasonable steps taken to ensure meaningful access for persons with limited English proficiency. (For more info, see Section 11 – Nondiscrimination and Equal Opportunity Requirements in [PIH 2021-15](#)).

Any victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking who applies to a PHA that has this preference in its HCV program must be referred to the CoC or direct referral partner. The CoC will then determine whether the family is eligible based on the EHV definition for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking (or other eligible category as applicable) for EHV. Likewise, any family on the waiting list for a homeless preference must be referred to the CoC for that CoC to make a determination of EHV eligibility. In addition to determining EHV eligibility, the CoC will also assess whether the family is eligible for other assistance through the CE system. Note that HCV regulations require the PHA to admit an applicant as a waiting list admission with the exception of special admissions. For EHV, HUD is waiving §982.204(a) which requires participants to be selected from the PHA waiting list (except for special admissions) and that the PHA must select participants from the waiting list in accordance with the PHA's HCV admissions policies.

Local Preferences

The PHA may establish local preferences under the HCV program, so they may have existing local preferences in place. The local preferences may not align with EHV eligibility, local prioritizations, or targets set by the CoC in cooperation with the PHA. The PHA and CoC may wish to put in place a preference that does not apply to the PHA's regular waiting list; excluding EHV from the PHA's existing local preference system will streamline and simplify the EHV program while also making sure that EHV are not being prioritized for the broad HCV-eligible applicant categories.

As such, HUD is waiving § 982.207(a). As an alternative requirement in EHV, the local preference established by the PHA for HCV do not apply to EHV. In coordination with the CoC the PHA may choose to establish separate local preferences for the EHV waiting list, or the PHA and CoC may choose not to have local preferences for the EHV waiting list. In most communities, the CE system will be used to prioritize and control the number of families referred to the EHV program. Local preferences for EHV must not exclude any of the eligible EHV categories. The preference categories determined by the CoC and PHA for EHV may set the order in

Waiver Alert: PHAs Must Select from a Separate EHV Waiting List

HUD is waiving §982.204(a) which requires participants to be selected from the PHA waiting list (except for special admissions) and that the PHA must select participants from the waiting list in accordance with the PHA's HCV admissions policies.

Resource: Landlords/Owners

Central Iowa Regional Housing Authority published a [notice on its EHV program](#) to include specific information for landlords as well as applicants.

Waiver Alert: HCV Local Preferences Do Not Apply to EHV

HUD is waiving §982.207(a) and establishing an alternative requirement that local preferences established by PHAs for HCV admissions not be applied to EHV.

Waiver Alert: Residency Requirements Do Not Apply in EHV

HUD is waiving §982.207(b) and establishing an alternative requirement under which a PHA may not apply any residency preference to EHV applicants.

which families on the EHV waiting list are assisted, but does not allow the PHA to refuse a referred family that meets one of the four eligibility categories for EHV. Likewise, the PHA may not “hold” a voucher for a future prioritized or preference category family on the EHV waiting list, and must not delay issuance of the voucher to any family meeting the eligibility criteria for EHV. HUD strongly encourages PHAs to design preferences that take into account the health risks that COVID-19 poses to the EHV-eligible categories (e.g., individuals or families living in environments where practicing social distancing or taking other preventive measures may be particularly challenging). As with all preferences, the PHA must not discriminate on the basis of any federally protected classes and cannot utilize methods or criteria that result in discrimination.¹⁴

While residency preferences are allowed in HCV (in accordance with the non-discrimination and equal opportunity requirements listed at §5.105(a)), for EHV, HUD is waiving §982.207(b) and establishing an alternative requirement under which a PHA may not apply any residency preference to EHV applicants. This is due to the emergency nature of EHV and to the fact that many families in the targeted populations may not qualify as a “resident” due to their housing circumstances.

**Resource:
EHV Household Members
with Disabilities**

See Section 11 of [HUD PIH Notice 2021-15 on Non-discrimination and Equal Opportunity Requirements](#) [PDF].

Voucher Issuance and Briefing Process

The PHA must decide how to conduct family briefings and issue vouchers taking into consideration the risks posed by COVID-19. [PIH Notice 2021-14](#) includes an alternative requirement that allows the PHA to conduct briefings by other-than-in-person means to include webcast, video call, or expanded information packet.¹⁵ HUD also has established the allowability of remote briefings through [PIH Notice 2020-32](#).

Section 504 and the Americans with Disabilities Act require PHAs to ensure effective communication to persons with disabilities in all communications and notices to applicants, participants, and members of the public. This means the PHA must ensure that the method of communication for the briefing effectively communicates to persons with disabilities, including those with vision, hearing, and other communication-related disabilities, and the PHA must also take reasonable steps to ensure meaningful access for persons with limited English proficiency. Some PHAs have decided to adopt multiple alternative methods in order to provide options that best meet the needs of applicants. If the EHV program is targeting congregate or non-congregate shelter residents who may live close to one another, the shelter may offer to provide space where residents can attend briefings together (with appropriate health measures in place to prevent the spread of COVID-19). Also, CoC partners may be willing to review the briefing packet with applicants in order to detail family obligations and other EHV procedures and policies included in family briefings.

The EHV briefing packet should be as simplified as possible, with minimum jargon, so that CoC partners as well as applicants can easily understand the EHV program and processes. Similarly, the Request for Tenancy packet and any information provided to the landlord/owner should be edited for jargon and unnecessary information that may confuse the potential participating owner.

14. For more information on applicable federal civil rights requirements, see Section 11 of [HUD PIH Notice 2021-15 on Nondiscrimination and Equal Opportunity Requirements](#) [PDF].

15. At the time of the writing of this Guide, the waivers and alternative requirements provided in PIH Notice 2021-14 are set to expire December 30, 2021.

Initial Search Term

Because of the significant challenges families served by EHV may face in obtaining housing, HUD is waiving [§982.303\(a\)](#), which provides that the initial search term must be at least 60 days, and is instead establishing an alternative requirement that the initial term for an EHV must be at least 120 days. The PHA's administrative plan will still govern any extensions, suspensions, and progress reports, but will not apply until after the initial search term of 120 days.

Reasonable accommodation requests to extend the housing search term for people with disabilities must be granted. For instance, people with disabilities may face an additional challenge in finding a unit that is fully accessible close to accessible transportation, and/or close to supportive services or medical facilities.

Initial Lease Term

In order to provide a greater range of housing opportunities for EHV participants, HUD is waiving Section 8(o)(7)(A) of the United States Housing Act of 1937 and [§982.309\(a\)\(2\)\(ii\)](#). The initial lease term for an EHV family may be less than 12 months regardless of whether the shorter term is a prevailing market practice.

Payment Standards

While the HCV regulations at [24 CFR § 982.503\(a\)\(3\)](#) state that the PHA adopt a single payment amount for each size unit and that a PHA may establish a single payment standard for the entire Fair Market Rent (FMR) area or a separate payment standard amount for each designated part of the FMR area, for EHV HUD is waiving [§982.503\(a\)\(3\)](#) and establishing an alternative requirement permitting PHAs to establish separate higher payment standards for the EHV. This is in order to increase the potential pool of available units for EHV families and due to the emergency nature of the EHV. The EHV payment standard must comply with all other HCV requirements under [§983.503](#).

PHAs are not required to adopt a separate payment standard, however PHAs are not allowed to establish a separate payment standard for EHV that is lower than HCV. Therefore, if the PHA increases the HCV payment standard, the PHA must also increase the EHV payment standard so EHV is not lower than HCV.

In addition to the above waiver, HUD is also allowing PHAs to establish an alternative requirement to allow the PHA to publish a payment standard for any size unit between 90 percent and 120 percent of the published FMR for a unit that size by waiving [§982.503\(b\)\(1\)\(i\)](#).

Further, HUD is allowing a PHA that is not in a designated Small Area FMR (SAFMR) or that has not opted to implement Small Area FMRs to establish payment standards for EHV based on the Small Area FMRs.

Waiver Alert: Initial Search Term is 120 Days

HUD is waiving [§982.303\(a\)](#), which provides that the initial search term must be at least 60 days, and is establishing an alternative requirement that the initial term for an EHV must be at least 120 days.

Waiver Alert: Initial Lease Term May Be Less than 12 Months

HUD is waiving Section 8(o)(7)(A) of the United States Housing Act of 1937 and [§982.309\(a\)\(2\)\(ii\)](#). The initial lease term for an EHV family may be less than 12 months regardless of whether the shorter term is a prevailing market practice.

Waiver Alert: Payment Standard up to 120% Allowed

HUD is waiving [§982.503\(b\)\(1\)\(i\)](#) and establishing an alternative requirement to allow the PHA to establish a payment standard amount for a unit size at any level between 90 percent and 120 percent (as opposed to 110 percent) of the published FMR for that unit size.

As is the case for the regular HCV program, the PHA must notify HUD if it establishes an EHV exception payment standard based on the Small Area FMR. The exception payment standard must apply to the entire ZIP code area. PHAs may also still request approval for exception EHV payment standards above 120% of the applicable FMR/SAFMR from HUD in accordance with §982.503(b)(1)(iv) or §982.503(c) if needed.

Rent reasonableness requirements continue to apply to EHV units. And while the Services Fee may be used to provide owner incentives, the rent charged for the unit must meet rent reasonableness standards.

Also, HUD is waiving the HCV regulations at 24 CFR §982.505(c)(4) and allowing the PHA to determine in its administrative plan when to apply the increased payment standard (interim reexamination or owner rent increase) after the increase in payment standard is effective, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

Unit Inspections

In order to maintain a pool of eligible units, PHAs may pre-inspect available units that EHV families may be interested in leasing. If an EHV family selects a unit that passed a HQS inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval (form HUD-52517), the unit may be approved as long as it meets all other conditions under §982.305. However, the family must be free to select its unit and cannot be required to accept a pre-screened unit.

In addition to pre-inspections, PHAs should consider other ways to improve timeliness and efficiencies in their inspections process, to include:

- Utilizing remote video inspections in a strategic way ([PIH Notice 2020-31](#))
- Increasing inspection staff capacity or reorienting staffing inspection assignments
- Providing landlords with written guidance on the inspection process including creating a flowchart of the process (see this [flowchart example](#) [PDF] from the [HCV Landlord Resource page](#)).

Waiver Alert: Separate Payment Standard Allowed for EHV, and Small Area FMRs Payment Standard Allowed

HUD is waiving §982.503 (a)(3) and establishing an alternative requirement permitting PHAs to establish separate higher payment standards for the EHV's.

HUD is also waiving §982.503 (b)(1)(iii) and establishing an alternative requirement to provide that a PHA that is not in a designated Small Area FMR area or has not opted to voluntarily implement Small Area FMRs under 24 CFR 888.113(c)(3) may establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published Small Area FMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code.

Portability

In general, HCV porting procedures apply to EHV with some important exceptions:

1. There is no prohibition on portability for non-resident applicants.

- a. Unlike in the HCV program, where a PHA may require that family must establish residency for the first 12 months of the HCV program before porting, for EHV the family does not have to establish “domicile” for purposes of porting. To provide for increased housing choice for EHV applicants, HUD is allowing all EHV families to move at any time (to include immediately) in the EHV process.

2. Portability billing and absorption

- a. A receiving PHA cannot refuse to assist an incoming EHV family. Regardless of whether the PHA administers EHV, the receiving PHA may not deny a porting family.
- b. If the receiving PHA administers EHV under its own ACC:
 - The receiving PHA may absorb the porting EHV family with an available EHV or if there is no EHV available, it must bill the initial PHA. The incoming family must be allowed by the receiving EHV PHA to lease the unit with EHV assistance and may not absorb the family with a regular HCV.
 - The EHV administration of the voucher is in accordance to the receiving PHAs EHV polices. However, PHAs within the same areas or regions are strongly encouraged to work together to align EHV policies and make sure EHV families can move efficiently between jurisdictions.
 - If the receiving PHA does not currently administer EHV under its own ACC, the receiving non-EHV PHA may absorb the family into its regular HCV program or may opt to bill the initial PHA.

Waiver Alert: No Residency Requirements for Portability

HUD is waiving section 8(r) (1)(B)(i) of the United States Housing Act of 1937 and §982.353(c). The PHA may not restrict an EHV family from exercising portability because it is a non-resident applicant.

3. PHA coordination of services and family briefing

- a. The family briefing requirements regarding how portability works and how porting may affect the family’s assistance at [§982.301\(a\)\(2\)](#) apply, and the initial PHA must inform the family of any porting impact on the EHV services and assistance that may be available.
- b. Facilitation of the family’s move is the responsibility of the initial PHA to include informing the family of this requirement in writing and taking reasonable steps to ensure meaningful access for persons with limited English proficiency.
- c. The initial PHA and receiving PHA must coordinate and consult on EHV services and assistance that will be made available to the family if the move is connected to the EHV family’s initial lease-up. This is to ensure no duplication in services and to be sure the receiving PHA is aware of the amount of [Services Fee funding](#) the initial PHA may provide to the receiving PHA on behalf of the family (more information provided below).

4. HAP and EHV administrative fees in EHV portability

- a. HAP and ongoing fees:
 - The portability billing arrangements on behalf of an EHV family apply at 982.355(e) and are as follows:
 - The full amount of the housing assistance payments must be promptly reimbursed by the initial PHA to the receiving PHA for the family.
 - For ongoing administrative fees, EHV PHAs receive 100% of the Column A rate. When determining portability fee rates, PHAs must use the lesser of 80% of the initial PHA’s EHV ongoing administrative fee (column A) or 100% of the receiving PHA’s ongoing administrative fee (or the receiving PHA’s EHV ongoing administrative fee if the receiving PHA administers the EHV

program). Per Section 9(o)(iv)(A) of PIH Notice 2021-15, if both PHAs agree, the PHAs may negotiate a different amount of reimbursement.

b. Services Fee Funding

- The receiving PHA may be compensated for eligible services or assistance to the incoming EHV family if the receiving PHA consults and coordinates with the initial PHA to do so. This is the case if the receiving PHA bills the initial PHA or absorbs the family at initial lease-up.
- If the receiving PHA administers EHV, it may use its own Services Fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funds upfront for services and assistance. However, if the receiving PHA does not administer EHV, the initial PHA must provide the services funds upfront to the receiving PHA and any fees that are not used by the receiving PHA for qualifying services and assistance on behalf of the porting EHV family must be returned promptly to the initial PHA.
- Unless the initial PHA and receiving PHA agree to change it, the amount of the Services Fee provided by the initial PHA may not exceed the lesser of the actual cost of services and assistance provided to the family by the receiving PHA, or \$1,750.

c. Placement fee/issuance reporting fee

- If the lease-up occurs within the timeframe to qualify for the Placement Fee, the receiving PHA receives the full amount and is eligible for the Placement Fee regardless of whether the receiving PHA bills or absorbs the family at initial lease-up.
- The initial PHA qualifies for the issuance reporting component of the Placement Fee, if applicable.
- The Preliminary Fee is always paid to and retained by the initial PHA and is not impacted by portability.

Resource: Portability

[Appendix F](#) provides porting scenarios that may be helpful to PHAs in determining porting procedures depending on the circumstance presented. More information can be found in two HUD EHV Office Hours [webinars focused on portability](#), recorded on July 20 and December 7, 2021.

Table 6: EHV Porting Process

Portability and Fees	Initial EHV PHA	Receiving EHV PHA	Receiving non-EHV PHA
Preliminary Fee	Retains Preliminary Fee	Does not receive Preliminary Fee	Does not receive Preliminary Fee
Services Fee	Compensates receiving PHA if receiving PHA is providing eligible EHV services (absorbing or non-absorbing)	May use its own Services Fee and may be reimbursed by initial PHA, or initial PHA may provide upfront funding for services	Initial PHA must provide upfront Services Fee to receiving PHA. Any amounts not used must be returned
Placement Fee	<p>If the lease-up meets timing requirements for the Placement Fee, the initial PHA provides this amount to the receiving PHA</p> <p><i>Note: The initial PHA qualifies for the issuance reporting component of the Placement Fee, as applicable</i></p>	If the lease-up meets timing requirements for the Placement Fee, the receiving PHA receives the full amount	If the lease-up meets timing requirements for the Placement Fee, the receiving PHA receives the full amount

Reporting

HUD issued [PIH Notice 2021-20](#) on June 30, 2021. This notice revises guidance in PIH Notice 2021-15 and provides information on reporting EHV data into HUD's existing Information Management System/Public Housing Information Center (IMS/PIC) system. When reporting EHV issuances in IMS/PIC, PHAs should:

- Report in line 2n when submitting the HUD-50058 by entering "EHV."
- Moving to Work (MTW) PHAs that have received HUD approval to apply MTW flexibilities to EHV vouchers may report household participant data on the HUD-50058 MTW, and must enter "EHV" on line 2p and leave line 2n blank.

Tied Issuance Fee (\$100) to IMS/PIC reporting:

- 50058 must be reported within 14 days of issuance, and subsequently leased. HUD created an [EHV Exception Report](#) to help EHV PHAs identify IMS/PIC reporting discrepancies, in particular, leasing PIC submissions without issuance actions.

Tied Placement Fees (\$500 or \$250) to IMS/PIC reporting:

- HUD will allocate the \$500 or \$250 placement fee according to the PHA's EHV leasing reporting in IMS/PIC.
- As described in Notice PIH 2021-15, PHAs will receive an additional placement fee of \$500 for each EHV family placed under a Housing Assistance Payment (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 four months but no later than six months after the effective date of the ACC funding increment for that EHV.

Tied Ongoing Administrative Fees to IMS/PIC reporting (after 3 months):

- HUD will provide ongoing administrative fees based on a PHA's actual leasing reported by the PHA in IMS/PIC.
- HUD will reconcile the PHA's EHV administrative fees on a periodic basis and at the end of each calendar year.

[PIH 2021-25: EHV – Voucher Management System and Financial Data Schedule Reporting Requirements](#) was published on August 20, 2021 and updates the information found in Notice PIH 2021-20 "Emergency Housing Vouchers – Household Reporting Requirements" and in Section 15 of Notice PIH 2021-15 "Emergency Housing Vouchers – Operating Requirements." PIH 2021-25 also sets forth the reporting requirements for PHAs to report EHV data into the Voucher Management System and the Financial Data Schedule.



APPENDIX A

EHV Waivers and Alternative Requirements Checklist

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APPENDIX A

EHV Waivers and Alternative Requirements Summary Checklist

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
COVID-19 Waivers	Notice PIH 2021-14 or its successor notices	HUD recognizes that the challenges the COVID-19 pandemic has created for the regular HCV program will likewise apply to the administration of the EHV.	No	HUD is exercising its waiver authority under the ARP to provide some of the same menu of HCV-applicable CARES Act waivers to PHAs for administration of the EHV assistance. The use of these COVID-19-related EHV waivers is at the discretion of the individual PHA. A PHA may choose to apply all, some, or none of the waivers to the EHV assistance.	
Establishing Partnerships for EHV Administration	N/A	PHAs are required to work with community partners to determine the best use and targeting for the EHV along with other resources available in the community.	Yes	A PHA must enter into a Memorandum of Understanding (MOU) with the CoC and/or VSPs to establish partnership for the administration of the EHV.	
Direct Referrals from the CoC and Other Partnering Organizations	§ 982.204(a)	<p>Waives requirement under the HCV program that participants must be selected from the PHA waiting list. Instead, PHAs must accept referrals for EHV directly from the CE System.</p> <p>If the CE system does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking, the PHA must enter into a partnership to receive direct referrals from another entity (e.g. Victim Services provider or anti-trafficking service provider).</p>	Yes	<p>PHAs must inform families on the HCV waiting list of the availability of EHV by, at a minimum, either by posting the information to their website or providing public notice in their respective communities.</p> <p>If the PHA has a preference for victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for this preference to the CoC or the applicable partnering referral agency.</p> <p>If the PHA has a homeless preference for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for the homeless preference to the CoC.</p>	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
Provision of Housing Search Assistance	N/A	Housing search assistance can help EHV participants successfully move to areas of higher opportunity, as well as broaden the pool of landlords participating in the EHV program, including culturally or racially diverse landlords and landlords with smaller numbers of units.	Yes	PHAs must ensure housing search assistance is made available to EHV families during their initial housing search. The PHA may use any of the EHV administrative fees (including the services fees) to pay for housing search assistance. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.	
Separate Waiting List	§ 982.204(f)	Waives requirement that a PHA must use a single waiting list for admission to its HCV program. Instead, PHAs shall maintain a separate list for EHV referrals/applicants.	Yes	PHA shall maintain a separate waiting list for EHV. Applies to initial leasing and for any turnover vouchers issued prior to September 30, 2023 .	
Public Notice when Opening and Closing the Waiting List	§ 982.206	Waives the requirement for PHAs to give public notice when opening and closing the waiting list. The EHV waiting list is based on direct referrals or requests through the PHA's VAWA emergency transfer plan and not applications from the general public.	Yes	PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.	
Local Preferences	§ 982.207(a)	Waives the applicability of HCV local preferences established by the PHA to EHV. Instead, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV, or may simply choose to not establish any local preferences for the EHV waiting list.	Yes	Local preferences established by the PHA for the HCV admissions do not apply to EHV. In establishing any local preferences for the EHV waiting list, the preference may not prohibit EHV admissions from any of the four qualifying categories of eligibility.	
Residency Preferences	§ 982.207(b)	Waives the allowability for a PHA to adopt and implement a residency preference for EHV. Given the emergency nature of these vouchers, the fact that many individuals and families in the targeted populations may not necessarily qualify as a "resident" due to their housing circumstances, and the direct referral/coordinated entry aspect of EHV administration, it is not appropriate to apply residency preferences for EHV admission.	Yes	PHA may not apply any residency preference.	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
Admissions: Mandatory Prohibitions	§ 982.552 and § 982.553	Waives § 982.552 and § 982.553 in part and establishes an alternative requirement with respect to mandatory prohibitions of admissions for EHV applicants.	Yes	<p>(1) The PHA must prohibit admission to the program if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.</p> <p>(2) The PHA must prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.</p>	
Admissions: Permissive Prohibitions	§ 982.552 and § 982.553	Waives § 982.552 and § 982.553 in part and establishes an alternative requirement with respect to permissive prohibitions of admissions for EHV applicants.	No	<p>PHA must consult with its CoC partner to understand the impact that the use of permissive prohibitions may have on referrals and must take the CoC's recommendations into consideration. The PHA may prohibit admission of a family for the grounds stated below.</p> <p>(1) If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:</p> <ul style="list-style-type: none"> a. Violent criminal activity. b. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity. <p>(2) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.</p> <p>(3) If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.</p>	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
Admissions: Unallowable Prohibitions	§ 982.552 and § 982.553	Waives § 982.552 and § 982.553 in part and establishes an alternative requirement making certain admission prohibitions unallowable in EHV that are allowable in HCV.	Yes	<p><u>Unlike the HCV admissions PHAs may not deny admission for any of the following:</u></p> <ol style="list-style-type: none"> (1) Any member of the family has been evicted from federally assisted housing in the last five years. (2) A PHA has ever terminated assistance under the program for any member of the family. (3) The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act. (4) The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease. (5) The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA. (6) The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with §982.553(a)(3). (7) The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity. 	
Income Verifications at Admission	§ 982.201(e)	Waives the third-party income verification requirements for EHV applicants and, alternatively allowing PHAs to consider self-certification as the highest form of income verification at admission.	No	Allows PHA to accept self-certification as the highest form of income verification at admission. Applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
SSN and Citizenship Verification	24 CFR § 5.216(b)(2), (g), (h), 5.218, 5.508(b)(2)(ii), (b)(3)(ii), (g)	Waives the requirement to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program.	No	Documentation must be provided in 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation. PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.	
Income Targeting Requirements	Section 16(b) of the United States Housing Act of 1937 and § 982.201(b)(2)	Waives Income targeting requirements. These do not apply to EHV allowing PHAs to serve people at a variety of income levels including low-income families. PHAs may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.	Yes	N/A	
Income Calculation and Verifications from Third-Party Providers	24 CFR § 982.201(e)	PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as the income was (1) calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months and (2) the family certifies there has been no change in income or family composition in the interim.	No	For each new admission under this waiver and alternative requirement, the PHA must: review the EIV Income and IVT Reports to confirm/validate family-reported income within 90 days of the IMS/PIC (or PIC-NG when the system becomes available) submission date; print and maintain copies of the EIV Income and IVT Reports in the tenant file; and resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates. At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR § 982.516.	
Pre-inspection of HQS Units		PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.	No	NA	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
Initial Search Term	§ 982.203(a)	Waives requirement that the initial search term must be at least 60 days and establishes an alternative requirement that the initial term for an EHV must be at least 120 days.	Yes	Initial term for an EHV must be at least 120 days . Any extensions, suspensions, and progress reports will remain under the policies in the PHA's administrative plan but will apply after the minimum 120-day initial search term.	
Initial Lease Term	Section 8(o)(7)(A) of the United States Housing Act of 1937 and § 982.309(a)(2)(ii)	Waives the requirement that a family must enter into an initial lease with the owner for at least one year.	Yes	Families can enter into leases for a term shorter than one year .	
Portability	Section 8(r)(1)(B)(i) of the United States Housing Act of 1937 and § 982.353(c)	The normal HCV portability procedures and requirements apply to EHV's with some exceptions (see alternative requirements section to the right).	Yes	<p>In order to provide maximum housing choice for the targeted populations, HUD is removing this restriction for EHV nonresident applicants to allow all EHV families to immediately move under portability.</p> <p>The PHA may not restrict an EHV family from exercising portability because they are a nonresident applicant. A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA does or does not currently administer EHV's under its own ACC. In addition to the applicable family briefing requirements at § 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.</p> <p>If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family. The primary purpose of this communication is to ensure there is no duplication of EHV services and assistance provided to the family and that the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.</p>	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
<p>Establishing Separate Higher Payment Standards for EHV</p>	<p>§ 982.503(a)(3), § 982.503(b)(1)(i), § 982.503(b)(1)(iii)</p>	<p>Waiving § 982.503(a)(3) and establishing an alternative requirement permitting PHAs to establish separate higher payment standards for the EHV. Many rental markets with a high need for the EHV are very competitive with a shortage of affordable rental units. EHV recipients who are homeless or at risk of homelessness may have relatively lower incomes than regular HCV recipients, limiting their ability to rent units with rents above the payment standard. In addition, landlords may be more reluctant to rent to homeless individuals who may have limited or poor credit history, a limited established rental history, or other issues.</p>	<p>No</p>	<p>Establishing a separate EHV payment standard is at the discretion of the PHA and the PHA is not required to do so. PHAs are not permitted to establish a separate payment standard for the EHV that is lower than the regular HCV payment standard. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard.</p> <p>PHAs can establish a payment standard amount for a unit size at any level between 90%–120% of the published FMR for that unit size. HUD approval is not required to establish an EHV payment standard within that range.</p> <p>A PHA that is not in a designated Small Area FMR area or has not opted to voluntarily implement Small Area FMRs under 24 CFR 888.113(c)(3) may establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD-published Small Area FMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. As is the case for the regular HCV program, the PHA must notify HUD if it establishes an EHV exception payment standard based on the Small Area FMR. The exception payment standard must apply to the entire ZIP code area.</p> <p>PHAs may also still request approval for exception EHV payment standards above 120% of the applicable FMR/SAFMR from HUD in accordance with § 982.503(b)(1)(iv) or § 982.503(c) if needed.</p> <p>All rent reasonableness requirements at § 982.507 continue to apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.</p>	

Item	Statutory or Regulatory Waiver	Brief Summary	Mandatory Use?	Alternative Requirements	Waiver Adopted?
Application of Increased Payment Standard	§ 982.505(c)(4)	Waiving requirement that if the payment standard amount is increased during the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard amount.	No	PHAs have the discretion to establish a policy in the PHA administrative plan on when to apply the increased payment standard (e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.	

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.



APPENDIX B

Sample Memorandum of Understanding

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Appendix B: Sample Memorandum of Understanding

[** This sample document demonstrates the Memorandum of Understanding requirements for the administration Emergency Housing Voucher. Unless otherwise noted, all elements are required. **]

This Memorandum of Understanding (MOU) has been created and entered into on execution date _____.

PHA Name _____ and Address _____.

CoC Name _____ and Address _____.

I. Introduction and Goals (the following elements, listed in A. – C., are required elements of the MOU):

- A. PHA and CoC's commitment to administering the EHV's in accordance with all program requirements.
- B. PHA goals and standards of success in administering the program.
- C. Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.

Lead HCV liaison name _____ and title of PHA staff position _____.

Responsibilities of the PHA EHV liaison (optional) _____.

CoC staff position name _____ and title _____.

Responsibilities of the CoC EHV liaison (optional) _____.

II. Define the populations eligible for EHV assistance to be referred by CoC.

III. Services to be provided to eligible EHV families

1. List the services to be provided to assist individuals and families have success in the program and who will provide them.

[**The following services are listed for example purposes. **]

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering service providers will support PHAs in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
3. PHAs will establish windows of time for EHV applicants to complete intake interviews for EHV.
4. Partnering service providers will provide housing search assistance for eligible individuals and families.
5. Partnering service providers will provide counseling on compliance with rental lease requirements.
6. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
7. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. PHA Roles and Responsibilities

[**The following responsibilities are listed for example purposes. **]

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.

3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.
6. Comply with the provisions of this MOU.

V. CoC Roles and Responsibilities

[** The following responsibilities are listed for example purposes. **]

- A. Designate and maintain a lead EHV liaison to communicate with the PHA.
- B. Refer eligible individuals and families to PHA using the community's coordinated entry system.
- C. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e. self-certifications, birth certificate, social security card, etc.).
- D. Attend EHV participant briefings when needed.
- E. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- F. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
- G. Comply with the provisions of this MOU.

VI. Third Party Entity Roles Responsibilities

[**The following responsibilities are listed for example purposes. **]

- A. Describe how the State, local, philanthropic, faith-based organizations, Victim Service Providers or CoC recipients it designates will fulfill each of the following responsibilities:
 - a. Outline resource and/or service being provided in support of the community's EHV Program. Commit a sufficient number of staff and necessary resources to ensure that the application, certification and voucher issuance processes are completed in a timely manner.
 - b. Comply with the provisions of this MOU.

VII. Program Evaluation

The PHA, and CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

[Signed and dated by the official representatives of the PHA, CoC, CoC Contractor organization (if applicable), and third-party entities (if applicable).]

Signed by

Executive Director, PHA

Date _____

CoC Executive Director

Date _____

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APPENDIX C

Example of a Homeless Provider's Certification

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Appendix C: Example of a Homeless Provider’s Certification

Emergency Housing Voucher (EHV) HOMELESS CERTIFICATION

EHV Applicant Name: _____

- Household without dependent children (complete one form for each adult in the household)
- Household with dependent children (complete one form for household)

Number of persons in the household: _____

This is to certify that the above named individual or household meets the following criteria based on the check mark, other indicated information, and signature indicating their current living situation

Check only one box and complete only that section

Living Situation: place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)

- The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or campground.

Description of current living situation:

Homeless Street Outreach Program Name: _____

This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation.

Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.

Authorized Agency Representative Signature: _____

Date: _____

Living Situation: Emergency Shelter

- The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name: _____

This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to the U.S. Department of Housing and Urban Development (HUD) or otherwise be recognized by the CoC as part of the CoC inventory (e.g., newly established Emergency Shelter).

Authorized Agency Representative Signature: _____

Date: _____

Living Situation: Recently Homeless

- The person(s) named above is/are currently receiving financial and supportive services for persons who are homeless. Loss of such assistance would result in a return to homelessness (e.g., households in rapid rehousing programs, residents of permanent supportive housing programs participating in Moving On, etc.)

Authorized Agency Representative Signature: _____

Date: _____

This referring agency must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory.

Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:

- Emergency shelter OR A place unfit for human habitation

Authorized Agency Representative Signature: _____

Date: _____



APPENDIX D

Example of a Victim Service Provider's Certification

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Appendix D: Example of a Victim Services Provider’s Certification

Emergency Housing Voucher (EHV)

SAMPLE CERTIFICATION FOR SURVIVORS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING

Use of this Optional Form:

Service providers may utilize this form to certify a family’s eligibility for EHV to document households who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. In response to this request, the service provider may complete this form and submit it to the Public Housing Agency (PHA) to certify eligibility for the U.S. Department of Housing and Urban Development’s (HUD) Emergency Housing Voucher.

Confidentiality:

All information provided during the referral process concerning the incident(s) of domestic violence, dating violence, dating violence, sexual assault, stalking, and human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of the PHA will not have access to these details, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED ON BEHALF OF SURVIVORS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND/OR HUMAN TRAFFICKING

EHV Applicant Name: _____

The applicant named above is a survivor of (please check from the list all that apply):

- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Human Trafficking

This certifies that the above named individual or household meets the definition for persons who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking and/or human trafficking as these terms are defined under 34 U.S.C. Section 12291 of the Violence Against Women Act¹ and 22 U.S.C. Section 7102(11) of the Trafficking Victims Protection Act.² I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Authorized Agency Representative Signature: _____

Date: _____

¹ The Violence Against Women Act (“VAWA”) 2013 protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² The Victims of Trafficking and Violence Protection Act of 2000 provides assistance to victims of trafficking making housing, educational health care, job training and other federally-funded social service programs available to assist victims in rebuilding their lives.

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APPENDIX E

EHV Referral Packet Template: Sample Forms

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APPENDIX E

EHV Referral Packet Template: Sample Forms

Instructions for Template

This is an Emergency Housing Voucher (EHV) referral packet template designed for public housing agencies (PHAs) and U.S. Department of Housing and Urban Development (HUD) Continuums of Care (CoCs) to support the EHV referral process. The referral process for each community will look different depending on the Memorandum of Understanding between the CoC and PHA. This template is designed to be flexible, allowing for sections to be deleted or added as needed. This example contains the minimum requirements of the program and can be used as a baseline for EHV applicant eligibility requirements.

This referral packet template contains a sample EHV referral form as well as a sample EHV application.

The EHV referral packet template includes:

- EHV referral form
- EHV referral packet/application checklist
- EHV application: Information required to process the EHV application (per HUD regulation)
 - Household information
 - Income information and documentation
 - Citizenship status information
- Reasonable Accommodation Information
- Language access information
- Example of a Homeless Provider's Certification (Attachment 1)
- Example of a Victim Service Provider's Certification (Attachment 2)

→ PHA TIP! ←

PHAs can add additional standards to their EHV application process, but must not include any unallowable prohibitions and must apply mandatory prohibitions. For any permissive prohibitions established, the PHA must first consult with its CoC partner. See [PIH Notice 2021-15](#) for more information on EHV prohibitions, waivers, and alternative requirements.

Definitions

- **Emergency Housing Voucher:** The EHV program is available through the American Rescue Plan Act. Through EHV, HUD is providing 70,000 Housing Choice Vouchers to local PHAs in order to assist individuals and families who are:
 - Experiencing homelessness;
 - At risk of experiencing homelessness;
 - Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
 - Were recently homeless or at high risk of housing instability.

The EHV program provides funding to PHAs to provide vouchers to eligible households, administrative fees and fees for other eligible expenses to include security deposits, moving costs and move-in goods, and incentives to owners to accept EHV. Additionally, the program includes certain waivers, alternative requirements, and special rules in order to expedite the lease-up process, including a requirement that families be offered housing search assistance. PHAs are to partner with the CoC, and/or victim service providers (VSPs) to assist qualifying families through a direct referral process (usually the existing CoC's coordinated entry system) or through a direct referral from a VSP in order to serve survivors of domestic violence and human trafficking.

For more information on EHV, please visit: <https://www.hud.gov/ehv> and EHV Notice (PIH 2021-15): <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-15.pdf>

- **Referring Partner:** CoC Coordinated Entry and/or a direct referral from one or more VSPs.
- **Service Provider:** Agency providing support services such as assistance filling out the EHV application and housing search, among other services provided through an existing relationship with the EHV applicant.

→ **PHA TIP!** ←

The definitions section above should be revised and additional roles/titles added, depending on the referral process established. For example, in some communities the referral partner and service provider may be the same. In other communities, the title "housing navigator" may be more appropriate than "service provider."

Referral Form Template

Referral Information – Questions	Referral Information – Answers
Referring Partner Name	
Referring Partner Organization	
Referring Partner Email	
Referring Partner Phone	
Name of EHV Applicant (Head of Household)	
Date of Referral	

Secondary/Service Provider Contact Information

Service Provider Information – Questions	Service Provider Information – Answers
Service Provider Partner Name	
Service Provider Organization	
Service Provider Email	
Service Provider Phone	

EHV Eligibility Category:

- Experiencing homelessness
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability

I certify that the above-named individual meets one of the eligibility criteria for the Emergency Housing Voucher Program.

Signature: _____

Title: _____

Referral Partner/Service Provider Partner: _____

Date: _____

Return the completed form to PHA (address): _____

EHV Application Checklist

- Completed EHV application

All EHV applications must include information on:

- Head of household and all members approved for the referral.
- All family members. Failure to include information on all family members will delay the application, which will be sent back to the referral partner for resubmission.

- Verification that the family meets one of the four eligible EHV categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless or at high risk of housing instability

→ **PHA TIP!** ←

Grantees and subgrantees must adhere to the requirements of the Violence Against Women Act Confidentiality Provision; that is, they may not disclose, reveal, or release personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected. Personally identifying information includes information such as an individual's name, address, other contact information, and social security number, but it also can include information such as an individual's race, birth date, or number of children if, in the particular circumstances, that information would identify the individual.

<<Sample homeless verification forms attached>>

Income documentation

- [PIH 2021-15](#) allows PHAs to **consider self-certification** as the highest form of income verification at admission. Applicants must submit an affidavit attesting to reported income, assets, expenses, and other factors which would affect an income eligibility determination.
- [PIH 2021-15](#) allows PHAs to accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as the income was (1) calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months and (2) the family certifies there has been no change in income or family composition in the interim.
 - At the time of the family's annual reexamination, the PHA must conduct the annual reexamination of income as outlined at 24 CFR Section 982.516
 - Applicants must submit an affidavit attesting to reported income, assets, expenses and other factors which would affect an income eligibility determination.
 - Applicants may provide third-party documentation that represents the applicant's income *within the 60-day period* prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

→ **PHA TIP!** ←

The following EHV eligible categories include households who may be more likely to have a recent income determination already completed:

- *Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.*
- *Recently homeless or at high risk of housing instability, and enrolled in a rapid rehousing, permanent supportive housing (for Moving On), or other time-limited housing subsidy program.*

Social Security Number and Citizen Identification

- Self-certification is allowed for social security number and citizen status if a higher level of verification is not immediately available. If self-certification is used, the EHV applicant must provide the required documentation *within 180 days* of admission to be eligible for continued assistance.
 - The PHA may provide an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation but has not been successful.
 - If a family member appeals secondary verification of immigration documents, EHV assistance may not be delayed, denied, reduced, or terminated on the basis of immigration status pending the completion of the appeal as described in Section 5.514(e).

Date of Birth and Disability Status

- Self-certification is allowed for *date of birth and disability status* if a higher level of verification is not immediately available. If self-certification is used, the EHV applicant must provide a higher level of verification *within 90 days* of admission or verify the information in the Enterprise Income Verification system.
- Birth certificate (*or alternate document — see note above for self-certification and verification deadlines*)
- Social Security card (*or alternate document — see note above for self-certification and verification deadlines*)
- Income documentation (*applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request*):
 - Self-certification allowed
 - SSI or SSDI award letter
 - Pension/retirement award letter
 - Paystubs
- Third-party income verification (for Move On, rapid rehousing, street outreach, or other program that has collected income verification within the prior six months)
- Disability Verification Form (*if applicable — see note above for self-certification and verification deadlines*)
- Bank statement (*if applicable — see note above for self-certification and verification deadlines*)
- Asset statement (*if applicable — see note above for self-certification and verification deadlines*)
- Medical expenses if applicable
- If children are in the household at time of referral, submit the following:
 - Birth Certificate (*or alternate document if applicable — see note above for self-certification and verification deadlines*)
 - Social Security Cards (*or alternate document if applicable — see note above for self-certification and verification deadlines*)
 - Childcare Expenses (with receipts) if applicable
- Zero Income Certification Form (may be provided by PHA)

Zero Income Certification Form (may be provided by PHA)

Alternate Forms of Required Documentation

Photo Identification <i>(Not required per regulation, however PHAs may require)</i>	Birth Certificate	Social Security Card <i>(Must show full Social Security number; will not accept last four digits)</i>
<ul style="list-style-type: none"> • Valid drivers' license • Clear photo ID • DMV identification card • U.S. passport • Voter registration 	<p>FOR ADULTS (with additional documentation showing SSN)</p> <ul style="list-style-type: none"> • U.S. passport • Military discharge papers • Valid passport • Census document showing age or DOB • SSA benefits award letter <p>FOR MINORS</p> <ul style="list-style-type: none"> • Birth registration • Baptismal certificate • Adoption papers • Custody agreement • Health and Human Services ID • Hospital records • School identification 	<ul style="list-style-type: none"> • Driver's license • Identification card issued by: <ul style="list-style-type: none"> ○ Federal, state, or local government agency ○ Medical insurance provider (includes Medicaid and Medicare) ○ Employer or trade union • Earnings statements on payroll stubs • Bank statement • Form 1099 • Benefit award letter • Retirement/pension award letter • Life insurance policy • Court records

Questions? Contact us.

Call: _____.

Email: _____.

TTY/Relay: _____ or the Relay Number: _____.

TTY or Voice: _____ (English) or _____ (Español)

EHV Application Instructions

This is an application for an Emergency Housing Voucher administered by the public housing agency. EHV applicants are referred through the CoC's Coordinated Entry to apply for an EHV. This application is the next step in the process of receiving an Emergency Housing Voucher.

Please answer all questions on the application form.

- Do not leave any questions blank.
- If a question does not apply to you, write "none."
- All Yes or No questions must be checked (✓).
- Unless specifically indicated, all questions in this application apply to all members of the household.
- The head of household and spouse/co-head must sign and date the application.
 - By signing the application, you affirm that all the information is true and complete.
 - Any misrepresentation or failure to disclose information may result in denial or termination of assistance.
 - If you do not receive an application confirmation letter from us within _____ days, call: _____.
 - You may return your application by email to: _____.
 - You may also deliver your application to this address: _____.
 - Please notify the PHA if your contact information changes.
 - Changes to your contact information can be reported to: _____.
 - You will need to re-apply if you cannot be contacted.

Reasonable Accommodation

- Reasonable accommodations are intended to provide persons with disabilities equal opportunity to participate in the EHV program through the modification of policies and procedures. The PHA is obligated to make an accommodation that is reasonable, unless doing so would result in an undue hardship or fundamental alteration in the nature of the housing program.
- If you are a person with a disability, and if your request is reasonable, the PHA will accommodate your request.
- The PHA will respond to your request within: _____ days.
- To obtain a Reasonable Accommodation Request form:
 - Call: _____.
 - People who are hard of hearing can use the Telecommunications Device for the Deaf (TDD) line (or insert TT/Relay Number and/or other resources) at _____.
 - Visit our website at: _____ to fill out an online form.

If you need help filling out a Reasonable Accommodation Request form, or if you would like to submit a request in some other way, please email the PHA at: _____ or call: _____.

EHV Application Template

Household Information

Relationships in Household: Head of Household (HOH); Spouse (S); Minor (M); Other Adult (O)

Relationship	Last Name	First Name & Middle Initial	Social Security No.	Date of Birth	Age

Head of Household Contact Information

HOH Mailing Address	HOH Phone Number	HOH Email	HOH Case Worker / Referral Agency Email

Note: for applicants with no current address, "none" is an acceptable response.

Not required/voluntary: What is your race? Check all that apply: White Black/African American
 American Indian or Alaska Native Asian Native Hawaiian/Other Pacific Islander

Not required/voluntary: What is your ethnicity? Choose one: Hispanic or Latino Not Hispanic or Latino

Is there at least one member of the household who is a U.S. citizen, national, or noncitizen with eligible immigration status? Yes No

What is your primary language? English Spanish Other: _____

Is language assistance needed to complete this application? Yes No

If yes, in what language is assistance needed? _____

Please answer all of the questions below. All answers are required for the application to be considered complete.

EHV Eligibility Category:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking*
- Recently homeless or at high risk of housing instability

***Note:** Grantees and subgrantees must adhere to the requirements of the Violence Against Women Act Confidentiality Provision; that is, they may not disclose, reveal, or release personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected. Personally identifying information includes information such as an individual's name, address, other contact information, and social security number, but it also can include information such as an individual's race, birth date, or number of children if, in the particular circumstances, that information would identify the individual.

Income

List all household income (additional income information can be submitted on a separate sheet if necessary)

Name	Employer / Source of Income	First Name & Middle Initial	Start Date	Monthly (Gross)	Weekly (Gross)	Hourly (Gross)	No. of Hours Worked

Warning: Section 1001 of Title 18 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government.

Privacy Act Notice: The collection, maintenance, use, and dissemination of SSNs, Employer Identification Numbers (EINs), any information derived from SSNs and EINs, and income information under this subpart shall be conducted,

to the extent applicable, in compliance with the Privacy Act (5 U.S.C. 552a) and all other provision of federal, state and local law.

Violence Against Women Act (VAWA) Notification: VAWA provides protections for victims of domestic violence, dating violence, human trafficking, stalking, sexual assaults to prevent them from being denied admissions to or from losing housing solely as a result of being a victim. This protection extends to all household members listed on a housing assistance application or lease agreement. Additional information about the VAWA protections available may be found in the PHA's Notification of VAWA Occupancy Rights and in the PHA's administrative plan.

Right to Reasonable Accommodation: Applicants and assisted families have the right to request reasonable accommodations. Please notify staff if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services.

Immigration Notification: Financial assistance is contingent upon the appropriate submission and verification of documentation of citizenship or eligible immigration status. Proof of citizenship or eligible immigration status is required before an offer of housing assistance to a family can be made. Note: Citizenship status can be self-certified initially, however, third-party documentation is required within 180 days of admission to the EHV program unless an extension is granted by the PHA.

Criminal Background Checks: A criminal background check is conducted on all adult household members. The following criminal convictions are disqualifying: household member who is subject to a lifetime registration requirement under a State sex offender registration program; conviction of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing

→ **PHA TIP!** ←

Including a consent to share information form in the referral packet may expedite the referral process by allowing information to be shared between the PHA and provider assisting an applicant in the application process and by allowing a provider to submit information on the family's behalf.



APPENDIX F

EHV Portability Scenarios

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Appendix F: EHV Portability Scenarios

Scenario	Initial PHA	Receiving PHA	Available EHV's at the receiving PHA?	Absorb or bill?	HAP	Services Fee ³	Admin Fee	Placement Fee/Issuance Reporting Fee	Preliminary Fee
Scenario #1	EHV PHA	EHV PHA	Yes	Can absorb into EHV or bill	When billing the initial PHA must promptly reimburse the receiving PHA for the full amount of HAP	Receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront. If receiving PHA will provide services to the family there is a \$1,750 cap unless the PHAs mutually agree to change the cap	When billing the initial PHA must promptly reimburse the receiving PHA for the lesser of 80% of the initial PHA's EHV on-going admin fee or 100% of the receiving PHA's EHV ongoing admin fee	If the portability lease up qualifies for the placement fee/ issuance reporting fee, the receiving PHA receives the full amount. Receiving PHA is eligible regardless of billing the initial PHA or absorbing. The initial PHA qualifies for the issuance reporting component of the placement fee, as applicable.	Entire preliminary fee is always paid to and retained by the initial PHA and is not impacted by an EHV portability move
Scenario #2	EHV PHA	EHV PHA	No	Must bill, cannot absorb into HCV program	Same as scenario #1	Same as scenario #1	Same as scenario #1	Same as scenario #1	Same as scenario #1
Scenario #3	EHV PHA	Non-EHV PHA	No	Can bill or absorb in HCV program	Same as scenario #1	Initial PHA must provide the services funding upfront to the receiving PHA	When billing the initial PHA must promptly reimburse the receiving PHA for the lesser of 80% of the initial PHA's EHV on-going admin fee or 100% of the receiving PHA's ongoing admin fee	Same as scenario #1	Same as scenario #1

³ If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to an incoming EHV family, the receiving PHA may be compensated for the costs by the initial PHA. This is the case regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up.

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