



Portability Basics

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Agenda

During the today's webinar, we will examine the portability process within the Housing Choice Voucher (HCV) Program.

1. Portability Overview
2. Responsibilities of the Initial Housing Authority (IHA) and Receiving Housing Authority (RHA)
3. Move Restrictions
4. Required Documents (50058, 52665, Voucher, Income Verifications)
5. Administering and Absorbing
6. Payments Between IHA and RHA



Webinar Facilitator



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Specialties: SEMAP, HCV Program Administration, Project Based Vouchers, Relocation, and HCV Utilization



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Overview



One of the greatest advantages of the Housing Choice Voucher Program is an eligible family's ability to **transfer housing assistance from one area to another**, also called **portability**.

- Vouchers can be transferred anywhere in the U.S., if the area chosen is administering an HCV Program.
- The family must initiate the portability process by informing the IHA of the wish to move to another jurisdiction; eligibility requirements must be met. Most agencies require that the request is made in writing.
- There may be changes in the family's payment standard, voucher size, termination policies, screening process, etc.
- The family's tenant rent portion may also change based on the subsidy standards under the new housing authority.
- It is important to understand these differences and ensure the family is aware and can make these changes.
- Each housing agency has its own responsibilities and requirements to ensure the family has a smooth transition.

Parties Involved



Family

Initiates request to move to another PHA's jurisdiction



IHA

Agency that initially provides HCV assistance to the family*



RHA

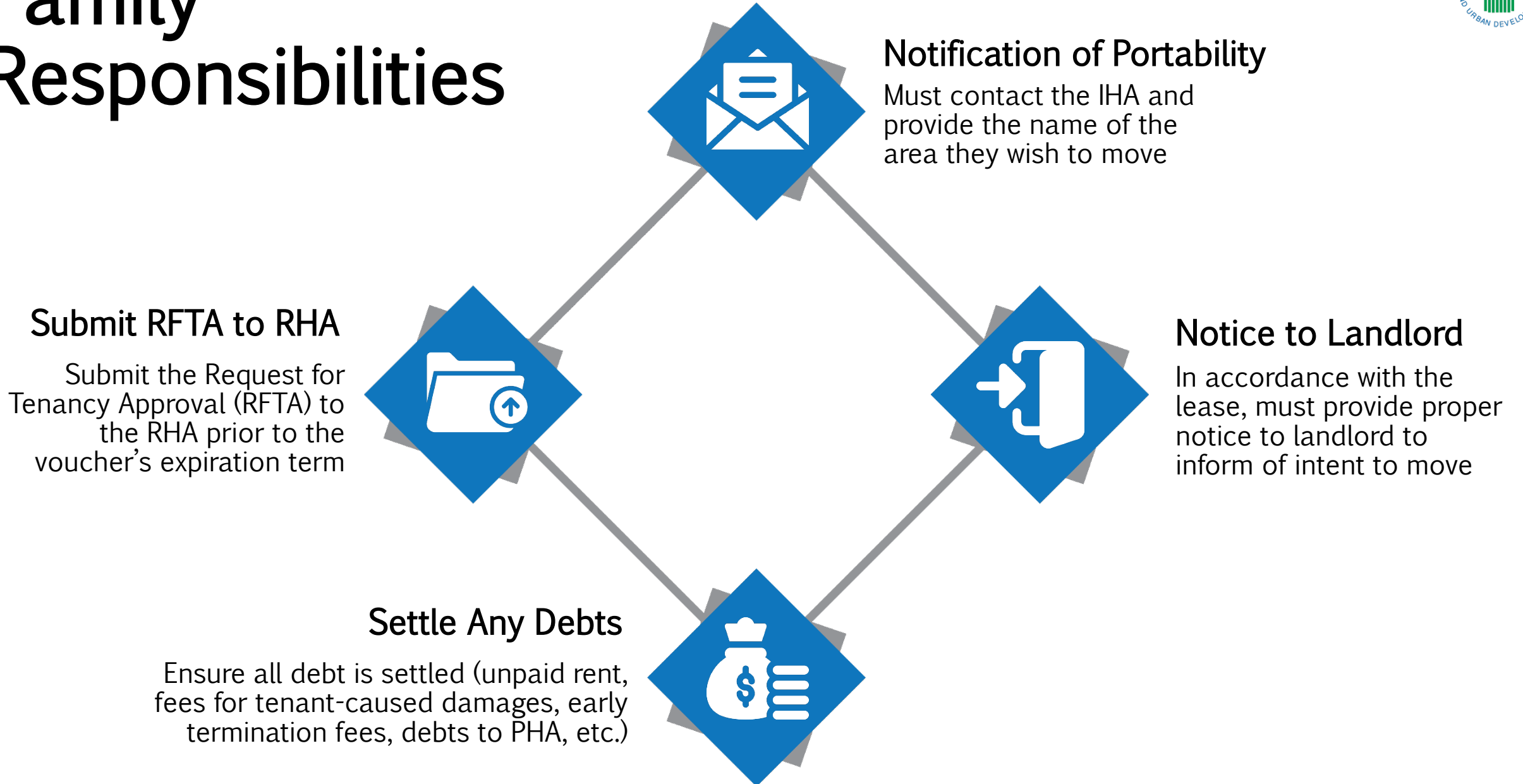
Agency that covers the area that the family wishes to relocate

*The IHA determines if the family is eligible to utilize the portability feature of the program.



Basic Responsibilities

Family Responsibilities



IHA Responsibilities

- Provide the family with the contact information of the PHA(s) in the preferred jurisdiction.
- Determine the family's eligibility to port; the family must be in good standing. The IHA must contact the selected RHA to determine whether the RHA will administer or absorb the family's voucher.
- Issue the family a voucher to search for housing.
- Send the completed Portability Packet to the RHA. The packet must include:
 - Non-expired voucher signed by the participant and the PHA
 - Part I of Form HUD - 52665
 - EIV and income verification
 - Current Form HUD - 50058
- Terminate portability if family fails to submit RFTA before voucher expiration.
- Notify the RHA if the family holds a Special Purpose Voucher (SPV), such as VASH (Veterans Affairs Supportive Housing) or NED (Non-Elderly Disabled).
- Pay HAP and administrative fees (if RHA administers voucher).



IHA Responsibilities: Determining Eligibility to Port

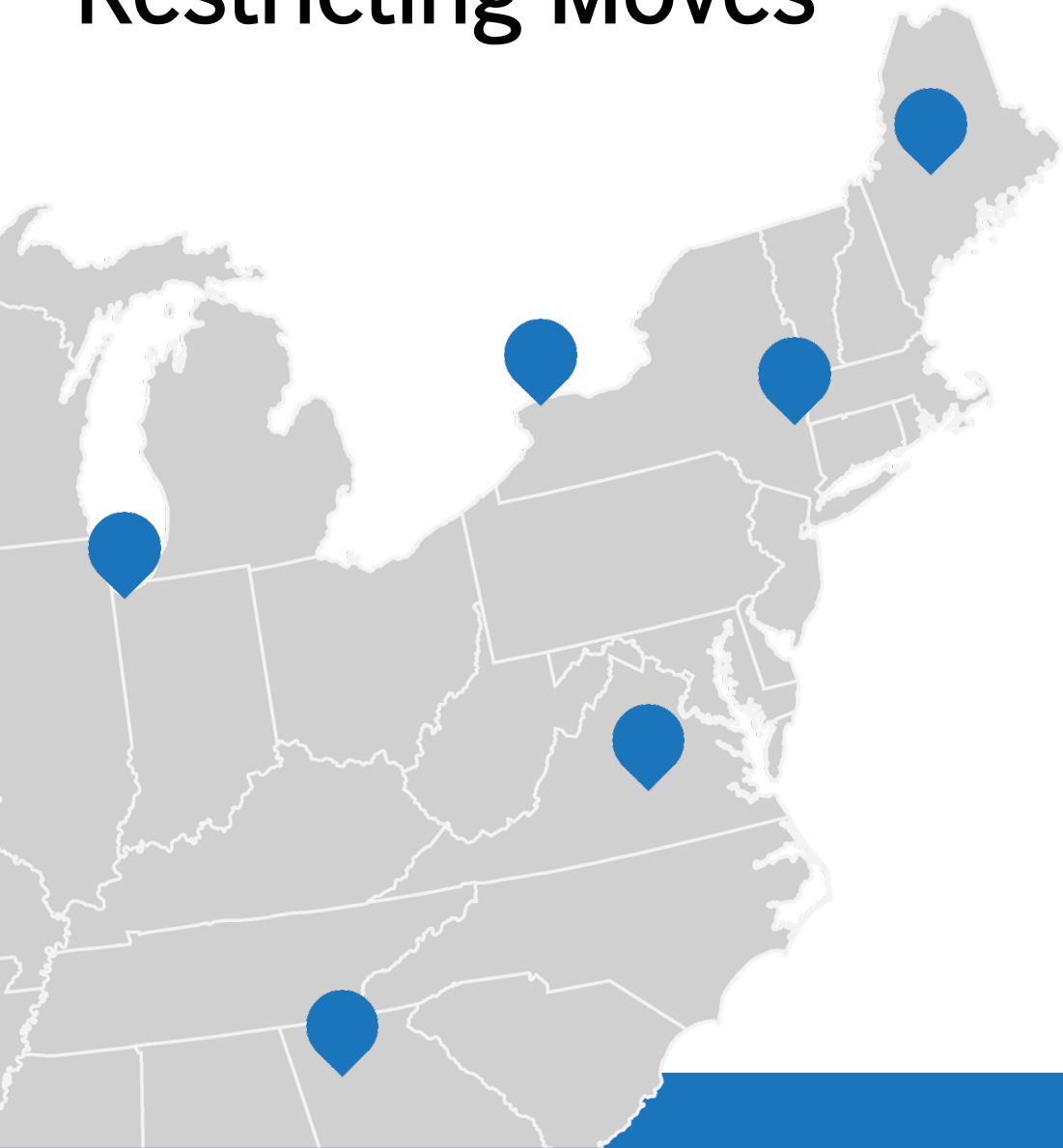
Applicants and participants must be eligible for portability. Current HCV participants in the program must not be in violation of the lease, and the move must comply with the PHA's policy on family moves. **Income eligibility is not redetermined.**

An applicant family is eligible if the head of household or spouse had legal residence in the IHA's jurisdiction at the time the application for assistance was submitted. The family may be required to lease a unit within the IHA's jurisdiction for at least 12 months before requesting portability.

An applicant family must be income eligible in the jurisdiction where the family will begin their initial lease.



IHA Responsibilities: Restricting Moves



Mandatory

- Not income-eligible according to fiscal year limits
- In violation of current lease



Discretionary

- Denial or termination of assistance
- Denial due to criminal background of drug abuse
- Not compliant with moving policies (1+ moves in 1 year)
- PHA policy determines if a non-resident family of the IHA's jurisdiction is allowed to port within the first 12 months of a lease
- Insufficient funding (must notify HUD Field Office within 10 days for approval)

RHA Responsibilities



Provide Briefing (Common)

Brief incoming portable families on policies, procedures, and expectations during the portability process.



Issue a Voucher

Determine unit size and issue a voucher to the family.



Notify IHA of Extensions

RHA may provide additional search time beyond the mandatory 30-day voucher extension.



Notify IHA of RFTA

Notify the IHA when a family leases or if the family fails to submit the RFTA.



Administer Assistance

Process monthly billing, send annual recertifications (administering), and maintain the appropriate 50058 codes for SPVs.



Update 52665

Generate a 52665 and send to IHA with every action (2, 3, 6, and 7).

Voucher Extensions

- HUD expects the RHA to process the family's paperwork and issue the voucher within **2 weeks of receiving the completed** Portability Packet (Notice PIH 2004-12).
 - For example, it is unacceptable for the RHA to delay processing the family's paperwork and issue a voucher because it wishes the family to attend a group briefing that is not scheduled for 3 weeks (Notice PIH 2004-12).
- HUD regulations specify that the RHA's voucher must provide the family with a mandatory 30-day extension. The RHA's voucher must not expire before 30 calendar days from the expiration date of the IHA's voucher.

VOUCHER ISSUANCE EXAMPLE

IHA's voucher expires 10/30

RHA's voucher may not expire before 11/29

IHA extends voucher until 11/30

RHA's voucher may not expire before 12/30

HUD-52665

- HUD-52665 is the billing document.
 - Part I – Completed by IHA
 - Part II – Completed by RHA
- Initial billing submission must be received within 90 days of the IHA's voucher expiration date.
- The IHA is not required to honor late billings.
 - If the RHA fails to bill on time, it must absorb the family, unless it does not have funds.
- If changes occur, the RHA submits 52665 and 50058 to the IHA within 10 days of the effective date.



Family Portability Information U.S. Department of Housing and Urban Development OMB Approval No. 2577-0169
Housing Choice Voucher Program Office of Public and Indian Housing (exp. 04/30/2018)

Public reporting burden for this collection of information is estimated to average .50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to standardize the information submitted to the receiving Public Housing Agency (PHA) by the initial PHA. In addition, the information is used for monthly billing by the receiving PHA.

Sensitive Information. The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f) and by the Housing and Community Development Act of 1987 (42 U.S.C. 3534(a)). Collection of this information, including SSN and annual income, is mandatory. The information is used to standardize the information submitted to the receiving Public Housing Agency (PHA) by the initial PHA. In addition, the information is used for monthly billing by the receiving PHA. The SSN is used as a unique identifier. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of a family port.

Part I Initial PHA Information and Certification
Instructions: This portion of the form is to be completed by the initial PHA for a family that is moving out of the initial PHA's jurisdiction under the portability procedures.

1. Head of Household Name		2. Head of Household Social Security Number		
3. Voucher Number (if applicable)	4. Bedroom Size	5. Issuance Date (mm/dd/yyyy)	6. Expiration Date (mm/dd/yyyy)	7. Date of Last Income Examination (mm/dd/yyyy)
8. Annual income if new admission (not currently a voucher participant)		\$		
9. Date by which initial billing must be received (90 days following the expiration date of the initial PHA voucher) (mm/dd/yyyy)				
10. Initial PHA administrative fee rate (Note: include proration, if applicable. For example, if the proration factor for the year is 79% and your column 8 rate is \$60, enter \$47.4)		\$		
11. 80% of initial PHA ongoing administrative fee (line 10 x 0.8)		\$		
12. Receiving PHA to which family has been referred: _____				

Attachments:

- A copy of the voucher issued by the initial PHA.
- The most recent form HUD-50058 and copies of all related verification information for the current form HUD-50058. (Note: This is the latest form HUD-50058 completed for either an applicant, a new admission, an annual recalculation, or an interim redetermination. It is not the form HUD-50058 that the initial PHA completes to report the portability move-out.)

Certification Statement:

Part II-A Receiving PHA Information and Certification
Instructions: The receiving PHA must always complete Part II-A.

1. Head of Household Name		2. Head of Household Social Security Number	
3. Voucher Bedroom Size (per receiving PHA's policies)	4. HAP Contract Number (if applicable)		
5. Receiving PHA administrative fee rate (Note: include proration, if applicable. For example, if the proration factor for the year is 79% and your column 8 rate is \$60, enter \$47.4)		\$	

Certification Statement:
I certify that the information contained on Part II of this form and, if applicable, the attached form HUD-50058, is true and correct and that my agency will promptly remit any overpayment to your agency.

Name of Certifying PHA Official _____ Type full Name and Address of Receiving PHA below

Signature _____

Receiving PHA Contact Name _____

Phone Number _____ Email _____

Form Submission Date (mm/dd/yyyy) _____

Part II-B Family Status, Initial HAP Contract Execution and Billing Changes After HAP Contract Execution
Instructions: for initial billings, Part II-B must be completed by the receiving PHA and received by the initial PHA within 90 days following the expiration date of the initial PHA's voucher. For changes in the family status or the billing amount, Part II-B must be completed and sent within 10 working days from the effective date of the change. **The receiving PHA does not submit the billing form each month unless the monthly amount due changes or both PHAs agree to a different billing schedule that requires a more frequent billing submittal.**

Check all statements below that apply:

- 1. The above family has failed to submit a request for tenancy approval for an eligible unit within the allotted time period. You may therefore reissue your voucher to another family and, if applicable, modify any records concerning local preference usage and income targeting requirements. **STOP. Do not complete remainder of form.**
- 2. We have executed a HAP contract on behalf of the family and are absorbing the family into our own program effective

HUD-50058



Line	Directions for Completion
2a	Complete Action Type 4 for a Port-In. Complete Action Type 1 for a New Admission Port-In.
2b	Include the date of admission (take this date from the IHA's 50058; for a new admission, use the lease-up date).
12a	Indicate the number of bedrooms on the RHA's voucher.
12b	Mark "Yes."
12e	Include the cost billed per month (get from the 52665; If absorbed, mark as \$0).
12f	Add the PHA code of the IHA.

HUD-52646

- HUD-52646 is the voucher.
 - The voucher issued by the IHA.
 - Another voucher is issued by the RHA within 2 weeks of receiving the Portability Packet from the IHA.
- The RHA's subsidy standards apply for the voucher size.
- The voucher should not expire before 30 days from the expiration date of the IHA's voucher.

Voucher
Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0169
(exp. 07/31/2022)

Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names is mandatory. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher issuance.

Please read entire document before completing form Fill in all blanks below. Type or print clearly.		Voucher Number
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)	1. Unit Size	
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.	2. Issue Date (mm/dd/yyyy)	
3. Date Voucher Expires (mm/dd/yyyy) must be at least sixty days after date issued. Voucher is issued. (See Section 6 of this form.)	3. Expiration Date (mm/dd/yyyy)	
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)	4. Date Extension Expires (mm/dd/yyyy)	
5. Name of Family Representative	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)
7. Name of Public Housing Agency (PHA)		
8. Name and Title of PHA Official	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)

1. Housing Choice Voucher Program

A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family

2. Voucher

A. When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.

B. The voucher does not give the family any right to



HUD-52517

- HUD-52517 is the Request for Tenancy Approval, or RFTA.
- The IHA is not required to submit the RFTA with the Portability Packet.

Request for Tenancy Approval
Housing Choice Voucher Program

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 7/31/2022

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection

9. Structure Type

Single Family Detached (one family under one roof)

Semi-Detached (duplex, attached on one side)

Rowhouse/Townhouse (attached on two sides)

Low-rise apartment building (4 stories or fewer)

High-rise apartment building (5+ stories)

Manufactured Home (mobile home)

10. If this unit is subsidized, indicate type of subsidy:

Section 202 Section 221(d)(3)(BMR)

Tax Credit HOME

Section 236 (insured or uninsured)

Section 515 Rural Development

Other (Describe Other Subsidy, including any state or local subsidy) _____

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	



**Initial
Housing Authority**
(IHA)



**Receiving
Housing Authority**
(RHA)

RFTAs and port packets submitted.

If income is outdated, participant
submits updated verifications.

Participant may already occupy
units indicated on the RFTA.



Absorbing and Administering

Overview

When an eligible family ports to another jurisdiction, the RHA has the option to administer (bill) the subsidy on behalf of the IHA or absorb the family into its HCV Program. When the IHA inquires about the RHA's intention to administer or absorb, **the RHA must inform the IHA prior to the family porting to the RHA's jurisdiction.**

If the RHA notifies the IHA that the family's voucher will initially be **absorbed**, the RHA **cannot** reverse its decision at a later date and administer the voucher.

An RHA that initially decides to **administer** a voucher **may change its decision at any time** and absorb the family into its own HCV Program.



Absorbing



Absorbing occurs when the RHA absorbs or incorporates the family's voucher into its program and begins paying for the family's assistance out of its consolidated Annual Contributions Contract (ACC).

The family is no longer considered a ported family. The RHA is fully responsible for the administration of the family's voucher, and there is no ongoing communication between the housing agencies and no billing arrangements.

The IHA may issue that voucher to another eligible family from its waiting list.

Administering



When a family exercises their right under portability and remains under the IHA's voucher allocation, this is called administering or "billing." **The RHA pays for the family's assistance and bills the IHA for the full Housing Assistance Payment (HAP) and a percentage of the ongoing administrative fee.** The administrative fee is paid by HUD to the PHA for administering the HCV Program.

When billing the IHA, there are deadlines that must be met. HUD encourages PHAs to work together to resolve any billing issues to reduce administrative burden and ensure no additional burdens are placed on the family.

If the initial billing is not received by the initial billing deadline, generally, **the RHA will have to absorb the voucher unless the IHA accepts the late billing.** The RHA may absorb the family into its own program if there is funding available under its ACC and will not result in over-leasing for the calendar year.



IHA and RHA

Initial Billing and Payment Deadlines

Summary of Billing Deadlines

30
Days

Initial Billing

IHA must make initial payment 30 days from receipt of initial billing.

5th
Day

Regular Billings

IHA must make subsequent payments no later than the 5th business day each month.

90
Days

RHA Initial Billing Submission Part II Form HUD 52665

90 days from the expiration date of the IHA's voucher.

HUD may transfer ACC funds from IHA to RHA to assist families.

If billing is late, HUD may reduce the PHA's administrative fee.

Summary of Billing Deadlines

10
Days

Change in Billing Amount

RHA must submit the new amount within 10 business days from the effective date of the change.

10
Days

Billing Arrangement: Termination

RHA must submit billing within 10 business days from the effective date of the termination.

Payments



30
Days

Initial Billing

IHA must pay initial billing submission within 30 days.

5th
Day

Regular Billings

IHA must pay regular billings no later than the 5th business day each month.

10
Days

52665 to HUD

If RHA absorbs, send 52665 and billing within 10 business days after the effective date.

HUD may transfer ACC funds from IHA to RHA to assist families.

If billing is late, HUD may reduce the PHA's administrative fee.



Portability and Utilization

Portability's Effect on Utilization



Know your data:

How many ports are coming in on a monthly basis?

How many ports are porting out on a monthly basis?

How much are port-outs costing you?

How much are you earning from port-ins?



Portability's Effect on Utilization

2022	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected to be Issued	Other Planned Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	Actu
Jan-22	100	96	\$28,999					96	\$28,999	
Feb-22	100	95	\$28,392					95	\$28,392	
Mar-22	100	96	\$29,783	3				96	\$29,783	
Apr-22	100	96	\$31,548	4				96	\$31,548	
May-22	100	97	\$30,744	5						
Jun-22	100	98	\$30,915	2						
Jul-22	100			2						
Aug-22	100			2						
Sep-22	100			2						
Oct-22	100			2						
Nov-22	100			2						
Dec-22	100			2						
Total	1,200	578	\$180,381	26						
2023										
Jan-23	100			2						
Feb-23	100			1						
Mar-23	100			2						
Apr-23	100			1						
May-23	100			2						
Jun-23	100			2						
Jul-23	100			2						
Aug-23	100			2						
						1	-1.3	100	\$34,854	
						1	-1.3	100	\$34,898	

Summary Outcomes ✕

Year-End Outcomes

	2022	2023
UML % of ACC (UMA)	98.0%	100.2%
HAP Exp as % All Funds	85.1%	94.3%
HAP Exp as % of Elig.	97.9%	109.9%
Proj. 12/31 Total Reserves	\$66,750	\$25,587
HAP Reserves - % ABA	17.5%	6.8%

1. How many ports are coming in on a monthly basis?

If absorbing, it will potentially augment the number of vouchers you need to issue

Portability



Know your data: How many ports are outgoing on a monthly basis?

1. Port-outs that are absorbed by another PHA are not registered as EOP's (End of Participation) in PIC (PIH Information Center).
2. If you are in a tight market and port out a lot of vouchers that are absorbed, they will not be tracked in your turnover rate percentage.
 - a. This could result in a higher turnover rate of your vouchers than you have in your Two-Year Tool.

Understanding the Cost



VMS and Set-Aside Funding

	Jan	Feb
Portable Vouchers Paid	3	3
Portable Voucher Paid HAP	\$2,083	\$2,083
PUC	\$694	\$694
Total Vouchers	69	69
HAP Total	\$35,629	\$30,954
PUC	\$516	\$448

PUC = Per Unit Cost

Understanding the Cost



VMS and Set-Aside Funding

	Jan	Feb
Portable Vouchers Paid	33	30
Portable Voucher Paid HAP	\$32,295	\$30,907
PUC	\$979	\$1030
Total Vouchers	1832	1811
HAP Total	\$1,087,411	\$1,095,543
PUC	\$594	\$605

PUC = Per Unit Cost

Understanding the Cost



B. Category 2b -Portability: To be eligible for funding under this category, the PHA must have experienced a significant increase in renewal costs due to portability for tenant-based rental assistance under Section 8(r) of the Act. EHV's and Mainstream Vouchers are not eligible for funding under this category.

To determine eligibility and calculate funding under this category for regular HCVs, HUD will compare the average HAP Per Unit Cost (PUC) for the re-benchmarking period (January 1, 2021 to December 31, 2021) to the average Port-out Vouchers HAP PUC based on year-to-date reporting in PIC (as of April 1, 2022). If the portability average HAP exceeds 110 percent of the HCV Program-wide average HAP PUC for the re-benchmarking period, the PHA will be eligible for set-aside funding. The difference between the portability average PUC and 110 percent of the program-wide average PUC is multiplied by the year-to-date total unit months leased (UML) for the "Port Vouchers Paid" reported in PIC, extrapolated to 12 months.

VMS and Set-Aside Funding HAP Expenses

<https://www.hud.gov/sites/dfiles/PIH/documents/PIH2022-14.pdf>

Understanding the Cost

- iii. **Special Fees for Portability:** Receiving PHAs with numbers of portability vouchers that comprise a significant portion of their vouchers under lease are eligible for a special fee. PHAs must have been administering a number of port-in vouchers equal to 20 percent or more of the PHA's total number of leased vouchers as of December 31, 2021, to be eligible for special portability fees. For each eligible port-in voucher, the receiving PHA will receive 12 months of funding equal to **15 percent** of the PHA's 2022 Column A rate for administrative fees. *This is a one-time award of special fees and will be calculated based on*

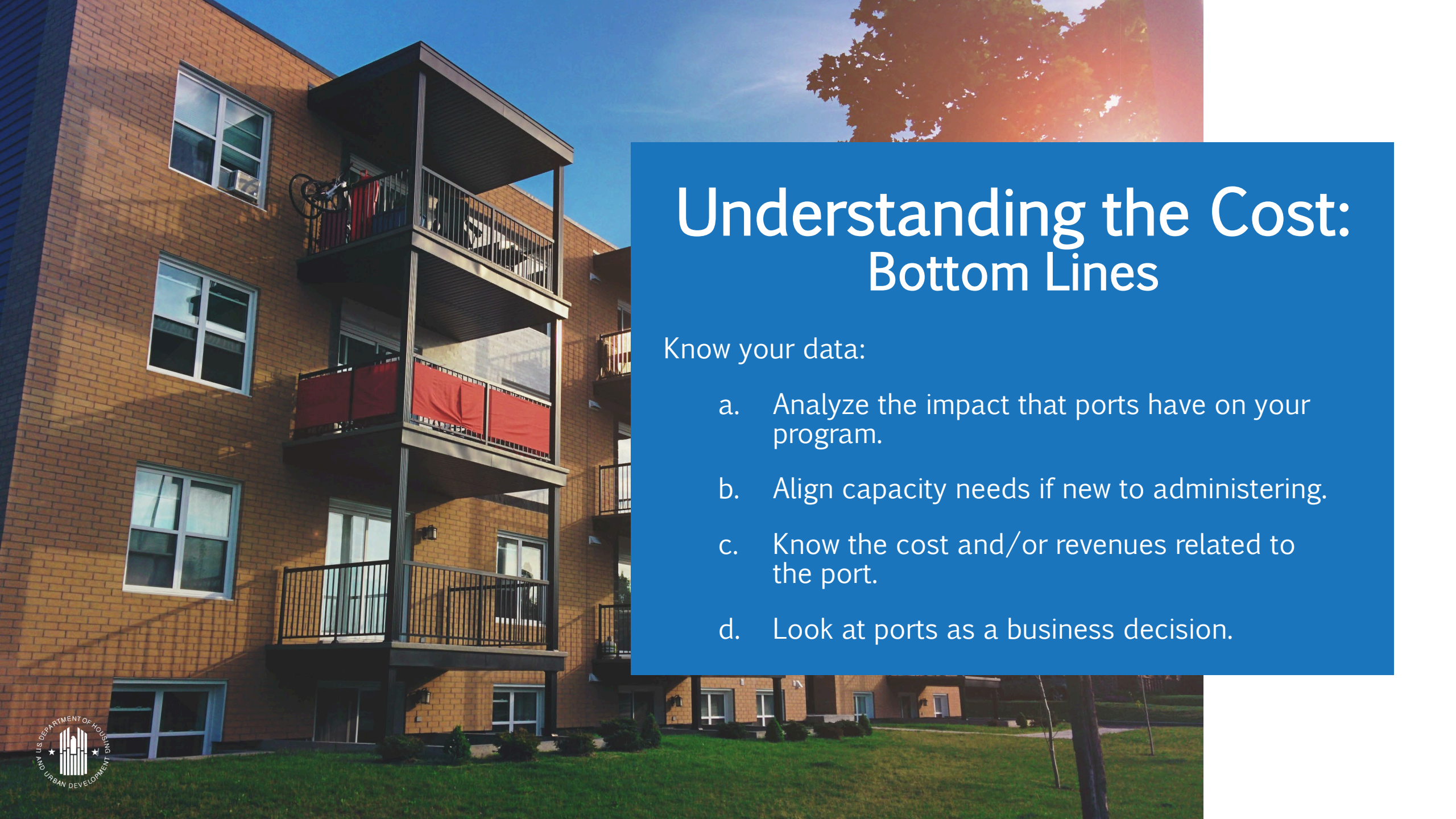
VMS and Set-Aside Funding HAP Expenses

<https://www.hud.gov/sites/dfiles/PIH/documents/PIH2022-14.pdf>

Know your data: What is the value of the port?

1. If you are administering, how much are you receiving in administrative fees from the IHA?
 - a. If the administrative fee is significantly **lower**, consider your options.
 - b. If the administrative fee is significantly **higher**, consider your options.

Understanding
the Cost



Understanding the Cost: Bottom Lines

Know your data:

- a. Analyze the impact that ports have on your program.
- b. Align capacity needs if new to administering.
- c. Know the cost and/or revenues related to the port.
- d. Look at ports as a business decision.



Special Purpose Vouchers (SPVs)

Overview



Housing vouchers have been allocated via SPVs and are targeted to specific populations to end homelessness. If alternative program requirements have been established for SPVs by HUD, PHAs must consider portability requirements unless regulations specifically state or give special authority on how to handle portability for that program. SPVs include:



VASH

Veterans Affairs
Supportive Housing



FUP

Family Unification
Program



NED

Non-Elderly
Disabled

Special Purpose Vouchers



Currently, VASH is the only program that has **alternative portability requirements**.

VASH families who move outside the catchment area must receive case management services by the partnering VAMC (Veterans Affairs Medical Center) or CBOC (Community-Based Outpatient Clinic).

As a result, PHAs must establish special mobility and portability procedures.

Mobility and Portability of HUD-VASH Vouchers

An eligible family that is issued a HUD-VASH voucher must receive case management services provided by the partnering VAMC or CBOC. Therefore, special mobility and portability procedures must be established. HUD-VASH participant families may reside only in those jurisdictional areas that are accessible to case management services as determined by VA HUD-VASH case managers at the partnering VAMC or CBOC. Since the case managers will be identifying homeless veterans eligible to participate in the HUD-VASH program, section 8(r)(1)(B)(i) of the 1937 Act (42 U.S.C. 1437f(r)(1)(B)(i)), which restricts portability in cases where the family did not reside in the jurisdiction of the PHA at the time of application for HCV assistance, and 24 CFR 982.353(a), (b), and (c), which affects where a family can lease a unit with HCV assistance, do not apply. HUD may publish public housing notices from time to time to further explain portability requirements under the HUD-VASH program.

<https://www.federalregister.gov/documents/2012/03/23/2012-7081/section-8-housing-choice-vouchers-revised-implementation-of-the-hud-va-supportive-housing-program>



Best Practices: Managing Portability

Communication between housing agencies is key. Best practices to successful portability transfers include:

- The RHA confirms that the Portability Packet was received.
- The IHA provides the RHA with copies of photo IDs, citizenship status, family's participation in the FSS (Family Self-Sufficiency) Program, reasonable accommodations information, and/or Earned Income Disallowance (EID) status.
- The IHA monitors the family if it remains under the IHA's voucher allocation. Ensure billing deadlines are met and re-issue vouchers.
- Analyze the impact that ports have on your program and consider administrative fee options.
- The IHA informs families of possible challenges of portability to eliminate stalls in the process and expiration of vouchers.
- The RHA should keep the IHA notified of the family's progress and any changes in the family's status.



Thank You

See HUD Exchange for additional documents and resources.