

SECTION 8 PORTABILITY

One of the features of the housing choice voucher program is the mobility of the assistance. Section 8(r) of the United States Housing Act of 1937 provides that housing choice voucher participants may choose a unit that meets program requirements anywhere in the United States, provided a PHA administering the tenant-based program has jurisdiction over the area in which the unit is located. The term “portability” refers to the process of leasing or purchasing a dwelling unit with housing voucher tenant-based assistance outside of the jurisdiction of the PHA that initially issues the family its voucher (the Initial PHA). Program regulations covering where a family may move and the responsibilities of the Initial PHA and the Receiving PHA (the PHA with jurisdiction over the area to which the family moves) are found at 24 CFR sections 982.353 through 982.355.

When a family moves under portability, the Receiving PHA may choose to absorb the family into its program or bill the Initial PHA. The program regulations at 24 CFR 982.355(e)(3) require the Initial PHA to promptly reimburse the Receiving PHA for the full amount of the HAP payments and the lesser of 80% of the Initial PHA’s ongoing administrative fee (Column B) or 100% of the Receiving PHA’s ongoing administrative fee (Column B) for each program unit under HAP contract on the first day of the month for which the Receiving PHA is billing the Initial PHA. Initial and Receiving PHAs continue to have discretion to negotiate and agree to a different administrative fee amount.

The regulations further provide that the Initial PHA and Receiving PHA must comply with financial procedures required by HUD, including the use of HUD required billing forms. The Initial PHA and Receiving PHA must also comply with filing and payment deadlines under the financial procedures. HUD may assess penalties against either PHA for violations as determined by HUD of the portability requirements.

The PHA must administer its housing choice voucher program in compliance with all applicable fair housing requirements, including the authorities cited at 24 CFR 5.105(a) and Title II of the Americans with Disabilities Act. The PHA must also affirmatively further fair housing in accordance with 24 CFR 903.7(o) by identifying and addressing any impediments to fair housing choice, including helping families use their vouchers to move to non-minority concentrated areas both within its jurisdiction and through portability moves. See 24 CFR 982.53 for the equal opportunity requirements for the Housing Choice Voucher program.

The Initial PHA is required to **contact the Receiving PHA** via email, telephone, or fax to determine whether the Receiving PHA will **bill** or **absorb** the family’s voucher. Based on the Receiving PHA’s response, the Initial PHA must determine whether the family’s portability request will be approved or denied. Obtain the name, telephone number, and email of the Receiving PHA’s staff responsible for working with incoming portability families and any procedures related to appointments for voucher issuance required by the Receiving PHA because the Initial PHA must provide this information to the family.

Applicant Family Requests Portability

A family that has not yet leased a unit under the housing choice voucher program is eligible for portability if the head of household or spouse was a resident of the Initial PHA’s jurisdiction at the time the application for assistance was submitted. A “resident”, for determining eligibility for portability, is a person who has a legal domicile in the jurisdiction.

A non-resident family may be required to initially lease a unit with its housing choice voucher in the Initial PHA’s jurisdiction. However, the Initial PHA has the authority (but no obligation) to allow a new voucher holder that was not living in its jurisdiction at the time of application to exercise portability. The Initial PHA may decide to allow portability for a family new to its jurisdiction in certain instances, such as when the move would respond to a special family need, but not allow such moves in other instances. It is important for the Initial PHA to establish a policy and document the reasons for discretionary decisions to avoid any perception of discrimination.

The Initial PHA must determine if the applicant family is **income eligible** to move into the area the family wishes to move by comparing the family’s income to the applicable-income limit for the area to which the family wishes to move.

Applicant Family Requests Portability and Fails to Lease-Up

Initial PHA

The family's portability request was approved by the Initial PHA based on the Receiving PHA's response to either bill or absorb the family's voucher.

- Issue a voucher to the applicant family.
- Process an Action **10-Issuance of Voucher** (effective the date of issuance) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**

Contact the Receiving PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of any current income verifications on file.
- In the case of an applicant, the Initial PHA has not completed a **Form HUD-50058** but must provide the family and income information to the Receiving PHA in a format similar to **Form HUD-50058** so that the information is easily available for use by the Receiving PHA.

Receiving PHA

The Receiving PHA must **promptly** inform the Initial PHA if it intends to absorb or bill the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **10-Issuance of Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**

The family fails to lease a unit and the voucher expires:

- **Complete Form HUD-52665 Part II** indicating the family failed to lease a unit and send it to the Initial PHA.
- Process an Action **11-Expiration of Voucher** (effective the same date the voucher expired) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**

Initial PHA

Upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA indicating the family failed to lease a unit and the voucher expired:

- Process an Action **11-Expiration of Voucher** (effective the same date the voucher expired) which **will create a Form HUD-50058 that should be reported to PIC by the Initial PHA.**
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Applicant Family Ports Out and Is Absorbed

Initial PHA

The family's portability request was approved by the Initial PHA based on the Receiving PHA's response to absorb the family's voucher. (Once the Receiving PHA notifies the Initial PHA that they will absorb the voucher, they cannot reverse their decision at a later date.)

- Issue a voucher to the applicant.
- Process an Action **10-Issuance of Voucher** (effective the date of issuance) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**

Contact the Receiving PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of any current income verifications on file.
- In the case of an applicant, the Initial PHA has not completed a **Form HUD-50058** but must provide the family and income information to the Receiving PHA in a format similar to **Form HUD-50058** so that the information is easily available for use by the Receiving PHA.

Receiving PHA

The Receiving PHA must **promptly** inform the Initial PHA if it intends to absorb rather than bill the family's housing choice voucher assistance. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **10-Issuance of Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**
- **After a HAP Contract has been executed on behalf of the family**, process an Action **1-New Admission** which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.
 - **12d Did family move into your PHA jurisdiction under portability?** Yes.
 - **12e Cost billed per month.** Must equal \$0.
 - **12f PHA code billed.** Must be blank.

Complete Form HUD-52665 Part II indicating a HAP contract was executed and the Receiving PHA is absorbing the family and sends it to the Initial PHA **within 10 working days of the HAP Contract execution.**

Initial PHA

Upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA indicating a HAP contract was executed and the Receiving PHA is absorbing the family:

- Process an Action **11-Expiration of Voucher** (effective one day before the HAP contract) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Applicant Family Ports Out and Is Not Absorbed

Initial PHA

The family's portability request was approved based on the Receiving PHA's response to bill the family's voucher.

- Issue a voucher to the applicant.
- Process an Action **10-Issuance of Voucher** (effective the date of issuance) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**

Contact the Receiving PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of any current income verifications on file.
- In the case of an applicant, the Initial PHA has not completed a **Form HUD-50058** but must provide the family and income information to the Receiving PHA in a format similar to **Form HUD-50058** so that the information is easily available for use by the Receiving PHA.

Receiving PHA

The Receiving PHA must **promptly** inform the Initial PHA if it intends to **bill** rather than absorb the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The Receiving PHA must inform the family of its policies and payment standards before they begin their search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **10-Issuance of Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**
- **After a HAP Contract has been executed on behalf of the family, process an Action 1-New Admission which will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.
 - **12d Did family move into your PHA jurisdiction under portability?** Yes.
 - **12e Cost billed per month.** Enter the combined amount for HAP and administrative fee.
 - **12f PHA code billed.** Enter the applicable PHA code for the Initial PHA.

Complete Form HUD-52665 Part II indicating a HAP contract was executed and the Initial PHA will be billed. Send it to the Initial PHA with a current **Form HUD-50058 within 10 working days of HAP Contract execution** and in time that it will be received no later than 90 days from the expiration date of the family's voucher issued by the Initial PHA. Noncompliance generally requires the Receiving PHA to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.

The Receiving PHA is responsible for reporting all changes to PIC and must notify the Initial PHA of any changes in the billing amount.

After each change in billing amount, the Receiving PHA must send the Initial PHA a completed **Form HUD-52665** showing the new HAP amount, copies of **Form HUD-50058** and any related income verifications. The Receiving PHA must notify the Initial PHA of any change in the billing amount no later than 10 working days from the effective date of the change in the billing amount or the Initial PHA is not responsible for paying any increase in the monthly billing amount incurred prior to the notification. The Receiving PHA is responsible for reporting the Form HUD-50058 to PIC timely (no later than 60 days from the effective date).

The Receiving PHA must also send the Initial PHA a copy of the updated **Form HUD-50058** at each annual recertification, regardless of whether there is a change in the billing amount. The purpose of this notification is to serve as a 'reconciliation' to assist both PHAs in fulfilling their accounting and record-keeping responsibilities.

Initial PHA

Upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA indicating a HAP contract was executed on behalf of the family:

- Generate a HAP check and send it to the Receiving PHA within 30 days of receipt of Part II of Form HUD-52665 indicating the billing amount. The Initial PHA must ensure that subsequent billing amounts are received no later than the fifth working day of each month the billing arrangement is in effect.

Participating Family Requests Portability

A participant family electing to move to another jurisdiction with its voucher is eligible to do so but only when the family is able to move out of its current program unit under the terms of the family's lease. A family is not eligible for portability if the family has moved out of its assisted unit in violation of the lease with the exception for a family that is protected under the Violence Against Women and Justice Department Reauthorization Action 2005 (VAWA 2005).

The Receiving PHA does not re-determine income eligibility for a portable family that was already receiving voucher assistance and may not delay the family's housing search in issuing the voucher.

Participating Family Requests Portability and Fails to Lease-up

Initial PHA

The family's portability request was approved was approved by the Initial PHA based on the Receiving PHA's response to either bill or absorb the family's voucher.

- Place the tenant in '**Shop**' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Initial PHA.**
- Stop any future HAP checks from being generated for the old HAP contract.

Contact the Receiving PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA.

- Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications.

Receiving PHA

The Receiving PHA must **promptly** inform the Initial PHA if it intends to absorb or bill the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **10-Issuance of Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**

The family fails to lease a unit and the voucher expires:

- Complete Form HUD-52665 Part II** indicating the family failed to lease a unit and send it to the Initial PHA.
- Process an Action **11-Expiration of Voucher** (effective the same date the voucher expired) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**

Initial PHA

Upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA indicating the family failed to lease a unit and the voucher expired:

- Process an Action **6-End of Participation** (effective no later than the date the voucher expired) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Participating Family Ports Out and Is Absorbed

Initial PHA

The family's portability request was approved by the Initial PHA based on the Receiving PHA's response to absorb the family's voucher.

- Place the tenant in '**Shop**' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Initial PHA.**
- Stop any future HAP checks from being generated for the old HAP contract.

Contact the Receiving PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications.

Receiving PHA

The Receiving PHA must **promptly** inform the Initial PHA if it intends to absorb rather than bill the family's housing choice voucher assistance. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **10-Issuance of a Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**
- **After a HAP Contract has been executed on behalf of the family**, process an Action **4-Portability Move-in** which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058**.
 - **12d Did family move into your PHA jurisdiction under portability?** Yes.
 - **12e Cost billed per month.** Must equal \$0.
 - **12f PHA code billed.** Must be blank.

Complete Form HUD-52665 Part II indicating a HAP contract was executed and the Receiving PHA is absorbing the family and sends it to the Initial PHA **within 10 working days of HAP Contract execution.**

Initial PHA

Upon receipt of the completed **Form HUD-52665** Part II from the Receiving PHA indicating a HAP contract was executed and the Receiving PHA is absorbing the family:

- Process an Action **5-Portability Move-out** (effective one day before the HAP contract effective date) which **will create a Form HUD-50058 that must be reported to PC by the Initial PHA.**
- Stop future HAP checks from being generated to the Receiving PHA.
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Participating Family Ports Out and Is Not Absorbed

Initial PHA

The family's portability request was approved based on the Receiving PHA's response to bill the family's voucher.

- Place the tenant in 'Shop' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Initial PHA.** No future HAP checks should be generated for the old HAP contract based on the effective date of the Action 9.

Contact the Receiving PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA.

- **Form HUD-52665** with Part I completed - the Receiving PHA will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications.

Receiving PHA

The Receiving PHA must **promptly** inform the Initial PHA if it intends to bill rather than absorb the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA's jurisdiction.
- Process an Action **10-Issuance of Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**
- **After a HAP Contract has been executed on behalf of the family**, process an Action **4-Portability Move-in** in which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed on **Form HUD-50058**.
 - **12d Did family move into your PHA jurisdiction under portability?** Yes.
 - **12e Cost billed per month.** Enter the combined amount for HAP and administrative fee.
 - **12f PHA code billed.** Enter the applicable PHA code for the Initial PHA.

Complete Form HUD-52665 Part II indicating a HAP contract was executed and the Initial PHA will be billed. Send it to the Initial PHA with a current **Form HUD-50058 within 10 working days of HAP Contract execution** and in time that it will be received no later than 90 days from the expiration date of the family's voucher issued by the Initial PHA. Noncompliance generally requires the Receiving PHA to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.

The Receiving PHA is responsible for reporting all changes to PIC and must keep the Initial PHA informed of all changes affecting household subsidy.

After each change in billing amount, the Receiving PHA must send the Initial PHA a completed **Form HUD-52665** showing the new HAP amount, copies of **Form HUD-50058** and any related income verifications. The Receiving PHA must notify the Initial PHA of any change in the billing amount no later than 10 working days from the effective date of the change in the billing amount or the Initial PHA is not responsible for paying any increase in the monthly billing amount incurred prior to the notification. The Receiving PHA is responsible for reporting the Form HUD-50058 to PIC timely (no later than 60 days from the effective date).

The Receiving PHA must also send the Initial PHA a copy of the updated **Form HUD-50058** at each annual recertification, regardless of whether there is a change in the billing amount.

Initial PHA

Upon receipt of the completed Form HUD-52665 Part II from the Receiving PHA indicating a HAP contract was executed on behalf of the family:

- Process an Action **5-Portability Move-out** (effective one day before the HAP Contract effective date) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**
- Generate a HAP check and send it to the Receiving PHA within 30 days of receipt of Part II of Form HUD-52665 indicating the billing amount. The Initial PHA must ensure that subsequent billing amounts are received no later than the fifth working day of each month the billing arrangement is in effect.

Participating Family is Absorbed by Receiving PHA at a Later Date

The Receiving PHA may absorb the family into its own program once the HAP contract is executed on behalf of the family, assuming it has funding available under its ACC to do so and such a decision will not result in over-leasing. HUD encourages the Receiving PHA to provide adequate advance notice to the Initial PHA to avoid having to return an overpayment. The Receiving PHA must notify the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

The Receiving PHA may not retroactively absorb families for which the Receiving PHA was previously billing for any period that commences before 10 working days from the time the Receiving PHA notifies the Initial PHA of the absorption, with one exception. If a PHA is experiencing a funding shortfall and needs to take steps to avoid terminations of assistance, Notice 2011-28, Cost-Savings Measures in the Housing Choice Voucher (HCV) Program, allows a Receiving PHA to retroactively absorb families for which the Receiving PHA was previously billing if the Receiving PHA and the Initial PHA agree. In these cases, the Receiving PHA reimburses the Initial PHA for payments made back to the effective date of the absorption but ***only for the current calendar year.***

Receiving PHA

Process either an Action **3-Interim Reexamination** or **2-Annual Reexamination** (whichever is applicable) to show that the voucher has been absorbed. **This action will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.** It is imperative that the following fields are completed as follows on Form HUD-50058.

- **12d Did family move into your PHA jurisdiction under portability?** Yes
- **12e Cost billed per month.** Must equal \$0.
- **12f PHA code billed.** Must be blank.

Complete Form HUD-52665 Part II indicating the Receiving PHA is absorbing the family into their program and sends it to the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

Initial PHA

Upon receipt of the completed **Form HUD-52665 Part II** from the Receiving PHA indicating the Receiving PHA is absorbing the family:

- Stop future HAP checks from being generated to the Receiving PHA.
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Participating Family is Not Absorbed by Receiving PHA and Ends Participation

Receiving PHA

Process an Action **6-End of Participation** which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA.**

Complete Form HUD-52665 Part II indicating the HAP contract has been terminated and sends it to the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

Initial PHA

Upon receipt of the completed Form HUD-52665 Part II from the Receiving PHA indicating the HAP contract has been terminated:

- Stop future HAP checks from being generated to the Receiving PHA.
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Participating Family is Not Absorbed by Receiving PHA and Ports Back into Initial PHA's Jurisdiction

Receiving PHA

- Place the tenant in 'Shop' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Receiving PHA.**
- Stop any future HAP checks from being generated.

Contact the Initial PHA on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Initial PHA.

Complete Form HUD-52665 Part II indicating the HAP contract has been terminated and the family will not be remaining in the Receiving PHA's jurisdiction and send it to the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

Initial PHA

The Initial PHA must inform the Receiving PHA **immediately** that it will absorb the family's housing choice voucher assistance. The Initial PHA's payment standards are used when the portable family leases a unit. The family will need to be informed of the Initial PHA's policies and payment standards before it begins its search.

Upon receipt of the completed Form HUD-52665 Part II:

- Stop future HAP checks from being generated to the Receiving PHA.

- Promptly issue a voucher to the family to enable the family to search in the Initial PHA's jurisdiction.
- Process an Action **10-Issuance of a Voucher** (effective the same as the Initial PHA's issuance date) which **will create a Form HUD-50058 that should be reported to PIC by the Initial PHA.**
- **After a HAP Contract has been executed on behalf of the family, process an Action 4-Portability Move-in** which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.** It is imperative that the following fields are completed as follows on **Form HUD-50058.**
 - **12d Did family move into your PHA jurisdiction under portability?** Yes.
 - **12e Cost billed per month.** Must equal \$0.
 - **12f PHA code billed.** Must be blank.

Receiving PHA

Upon notification from the Initial PHA that a HAP contract was executed on behalf of the family:

- Process an Action **5-Portability Move-out** (effective one day before the HAP contract) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**
 - ❖ The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate Action Type is processed and submitted to PIC

Participating Family is Not Absorbed by Receiving PHA1 and Ports into Receiving PHA2's Jurisdiction and Fails to Lease-up

Receiving PHA1

Refer the family back to the Initial PHA.

- Place the tenant in 'Shop' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Receiving PHA1.**
- Stop any future HAP checks from being generated.

Complete Form HUD-52665 Part II indicating the HAP contract has been terminated and the family will not be remaining in the Receiving PHA1's jurisdiction and send it to the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

Initial PHA

Upon receipt of the completed **Form HUD-52665 Part II**:

- Stop future HAP checks from being generated to the Receiving PHA1.

Process an Action **10-Issuance of Voucher** (effective the date the family is authorized to begin their search) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**

Contact the Receiving PHA2 on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA2.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA2.

- Form HUD-52665** with Part I completed - the Receiving PHA2 will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications previously completed by the Receiving PHA1.

Receiving PHA2

The Receiving PHA2 must promptly inform the Initial PHA if it intends to absorb or bill the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA2's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA2's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA2's jurisdiction.
- Process an Action **10-Issuance of Voucher** (effective the same date as the Initial PHA's issuance date) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA2.**

The family fails to lease a unit and the voucher expires:

- Complete Form HUD-52665 Part II** indicating the family failed to lease a unit and send it to the Initial PHA.
- Process an **Action 11-Expiration of Voucher** (effective the same date the voucher expired) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA2.**

Initial PHA

Upon receipt of the completed **Form HUD-52665 Part II** from the Receiving PHA2 indicating the family failed to lease a unit and the voucher expired:

- The Initial PHA must notify the Receiving PHA1 so they can process an Action **6-End of Participation.**
- Process an **Action 11-Expiration of Voucher** (effective the same date the voucher expired) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Receiving PHA1

Upon notification from the Initial PHA that the family failed to lease a unit and the voucher expired:

- Process an Action **6-End of Participation** (effective the same date the voucher expired) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA1.**
 - The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate Action Type is processed and submitted to PIC.

Participating Family is Not Absorbed by Receiving PHA1 and Ports into Receiving PHA2's Jurisdiction and Is Absorbed

Receiving PHA1

Refer the family back to the Initial PHA.

- Place the tenant in 'Shop' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Receiving PHA1.**
- Stop any future HAP checks from being generated.

Complete Form HUD-52665 Part II indicating the HAP contract has been terminated and the family will not be remaining in the Receiving PHA1's jurisdiction and send it to the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

Initial PHA

Upon receipt of the completed **Form HUD-52665** Part II:

- Stop future HAP checks from being generated to the Receiving PHA1.

Process an Action **10-Issuance of Voucher** (effective the date the family is authorized to begin their search) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**

Contact the Receiving PHA2 on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA2.

- Form HUD-52665** with Part I completed - the Receiving PHA2 will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current Form HUD-50058 and supporting income verifications previously completed by the Receiving PHA1.

Receiving PHA2

The Receiving PHA2 must **promptly** inform the Initial PHA if it intends to **absorb** rather than **bill** the family's housing choice voucher assistance. The Receiving PHA2's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA2's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA2's jurisdiction.
- Process an Action **10-Issuance of a Voucher** (effective the same as the Initial PHA's issuance date) which **will create a Form HUD-50058 that should be reported to PIC by the Receiving PHA2.**
- After a HAP Contract has been executed on behalf of the family**, process an Action **4-Portability Move-in** which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA2.** It is imperative that the following fields are completed as follows on **Form HUD-50058.**
 - **12d Did family move into your PHA jurisdiction under portability?** Yes.
 - **12e Cost billed per month.** Must equal \$0.
 - **12f PHA code billed.** Must be blank.

Complete Form HUD-52665 Part II indicating a HAP contract was executed on behalf of the family and the Receiving PHA is absorbing the family into its program, and sends it to the Initial PHA **within 10 working days of HAP Contract execution.**

Initial PHA

Upon receipt of the completed **Form HUD-52668** Part II from the Receiving PHA2 indicating a HAP Contract was executed and the Receiving PHA2 is absorbing the family:

- The Initial PHA must notify the Receiving PHA1 so they can process an Action **5-Portability Move-out.**
- Process an Action **11-Expiration of Voucher** (effective one day before the HAP contract) which **will create a Form HUD-50058 that should be reported to PIC by the Initial PHA.**
- Change the voucher status to 'Available' so that it may be issued to another applicant.

Receiving PHA1

Upon notification from the Initial PHA that the Receiving PHA2 executed a HAP Contract on behalf of the family:

- Process an Action **5-Portability Move-out** (effective one day before the HAP contract) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA1.**
 - ❖ The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate Action Type is processed and submitted to PIC.

Participating Family is Not Absorbed by Receiving PHA1 and Ports into Receiving PHA2's Jurisdiction and Is Not Absorbed

Receiving PHA1

Refer the family back to the Initial PHA.

- Place the tenant in 'Shop' by processing an Action **9-Annual Reexamination Searching** (effective no later than the 1st of the month HAP is stopped). This action will change the family's voucher status from 'leased' to 'issued'. **The Form HUD-50058 must be reported to PIC by the Receiving PHA1.**
- Stop any future HAP checks from being generated.

Complete Form HUD-52665 Part II indicating the HAP Contract has been terminated and the family will not be remaining in the Receiving PHA1's jurisdiction and send it to the Initial PHA no later than 10 working days following the effective date of the termination of the billing arrangement.

Initial PHA

Upon receipt of the completed **Form HUD-52665 Part II**:

- Stop future HAP checks from being generated to the Receiving PHA1.

Process an Action **10-Issuance of Voucher** (effective the date the family is authorized to begin their search) which **will create a Form HUD-50058 that must be reported to PIC by the Initial PHA.**

Contact the Receiving PHA2 on the family's behalf and notify them to expect the family. Advise the family how to contact and request assistance from the Receiving PHA.

Complete Part I of Form HUD-52665.

Send the following via fax, mail, or email to the Receiving PHA2.

- **Form HUD-52665** with Part I completed - the Receiving PHA2 will complete Part II.
- A copy of the family's voucher issued by the Initial PHA.
- Copies of the current **Form HUD-50058** and supporting income verifications previously completed by the Receiving PHA1.

Receiving PHA2

The Receiving PHA2 must **promptly** inform the Initial PHA if it intends to **bill** rather than **absorb** the family's housing choice voucher assistance and if it approves an extension to the voucher term or changes the unit size of the family's voucher. The Receiving PHA2's payment standards are used when the portable family leases a unit. The family will need to be informed of the Receiving PHA2's policies and payment standards before it begins its search.

- Promptly issue a voucher to the family to enable the family to search in the Receiving PHA2's jurisdiction.
- Process an Action **10-Issuance of a Voucher** (effective the same as the Initial PHA's issuance date) which **will create a Form HUD-50058 that should be reported to PIC by the Receiving PHA2.**

After a HAP Contract has been executed on behalf of the family, process an Action **4-Portability Move-in** which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA2.** It is imperative that the following fields are completed on **Form HUD-50058.**

- **12d Did family move into your PHA jurisdiction under portability:** Yes.
- **12e Cost billed per month.** Enter the combined amount for HAP and administrative fees.
- **12f PHA code billed.** Enter the applicable PHA code for the Initial PHA.

Complete Form HUD-52665 Part II indicating a HAP contract was executed and the Initial PHA will be billed and send it to the Initial PHA with a current **Form HUD-50058 within 10 working days of HAP Contract execution** and in time that it will be **received** no later than 90 days from the expiration date of the family's voucher issued by the Initial PHA. Noncompliance generally requires the Receiving PHA2 **to absorb** the family into its own program unless the Initial PHA is willing to accept the late submission.

The Receiving PHA2 is responsible for reporting all changes to PIC and must keep the Initial PHA informed of all changes affecting household subsidy.

After each change in billing amount, the Receiving PHA2 must send the Initial PHA a completed **Form HUD-52665** showing the new HAP amount, copies of **Form HUD-50058** and any related income verifications. The Receiving PHA2 should notify the Initial PHA of any change in the billing amount no later than 10 working days following the effective date of the billing amount or the Initial PH is not responsible for paying any increase in the monthly billing amount incurred prior to the notification. The Receiving PHA2 is responsible for reporting the Form HUD-50058 to PIC timely (no later than 60 days from the effective date).

The Receiving PHA2 must also send the Initial PHA a copy of the updated **Form HUD-50058** at each annual recertification, regardless of whether there is a change in the billing amount.

Initial PHA

Upon receipt of the completed Form HUD-52665 Part II from the Receiving PHA2 indicating a HAP contract was executed on behalf of the family:

- The Initial PHA must notify the Receiving PHA1 so they can process an Action **5-Portability Move-out.**
- Generate a HAP check and send it to the Receiving PHA2. This payment must be made within 30 days of receipt of Part II of Form HUD-52665 indicating the billing amount. The Initial PHA is also responsible for ensuring that subsequent billing amounts are received no later than the fifth working day of each month for which the monthly billing amount is due.

Receiving PHA1

Upon notification from the Initial PHA that the Receiving PHA2 executed a HAP Contract on behalf of the family,

- Process an Action **5-Portability Move-out** (effective one day before the HAP contract) which **will create a Form HUD-50058 that must be reported to PIC by the Receiving PHA1.**
 - ❖ The Receiving PHA1 should keep in contact with the Initial PHA until a HAP Contract is executed or until the family fails to lease a unit. This will ensure that the appropriate Action Type is processed and submitted to PIC.

Special Notes

Summary of Portability Billing Deadlines:

Submission of Initial Billing Amount (Part II of the Form HUD- 50058) -- Receiving PHA must complete and mail the initial billing notice (1) no later than 10 working days following the date the HAP contract was executed and (2) in time that it will be received no later than 90 days from the expiration date of the Initial PHA's voucher term.

In cases where suspension of the voucher term will delay the initial billing submission, the Receiving PHA must notify the Initial PHA of the delayed billing before the billing deadline and document that the delay is due to the suspension of the voucher term. If the Receiving PHA meets these requirements, the Initial PHA must extend the billing deadline by 30 days. If the Initial PHA has not received the portability form within the new 30-day deadline, the initial billing is late.

- Noncompliance generally requires the Receiving PHA to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.
- The Initial PHA is generally not obligated to honor initial billings that are not completed and mailed by the Receiving PHA within 10 working days after the date the HAP contract is executed.
- The Initial PHA must immediately inform the Receiving PHA in writing of its decision not to accept the late billing submission.

Notice by Initial PHA to not honor a late billing submission – The Initial PHA is generally not required to honor an initial billing that is not received by the initial billing deadline.

- If the Initial PHA has not received a billing notice by the deadline and determines that it will not accept a late billing, the Initial PHA must inform the Receiving PHA of this decision in writing. If the Initial PHA still subsequently receives a late billing notice on behalf of the family, the Initial PHA returns the late HUD-52665 to the Receiving PHA. A Receiving PHA that fails to send the initial billing by the billing deadline is generally required to absorb the family into its own program unless the Initial PHA is willing to accept the late submission.
- HUD may require the Initial PHA to accept the late billing in certain cases (such as where the Receiving PHA does not have the funds to support the voucher and the family would be terminated if the Initial PHA refused to accept the late billing). In such cases, HUD may subsequently transfer units and funding from the Receiving PHA to the Initial PHA when it is feasible. The Initial PHA may contact HUD to report the Receiving PHA's failure to submit the bill in accordance with these procedures. HUD may take action to address the Receiving PHA's failure to submit the bill on time, including reducing the Receiving PHA's administrative fee.

Payment of First Billing Amount -- Initial PHA makes payment within 30 days of receipt of Part II of the Form HUD 50058 indicating billing amount.

Payment of Subsequent Billing Amounts – The Initial PHA is responsible for ensuring that subsequent billing amounts are received no later than the fifth business day of each month for which the monthly billing amount is due.

Notification of Change in Billing Amount or Other Action – The Receiving PHA must notify the Initial PHA of any change in the billing amount along with Form HUD-50058. As it relates to changes in the HAP amount, both options 4 and 10 under Part II-B Form HUD-52665 must be completed. The Receiving PHA must notify the Initial PHA of changes in the billing amount no later than 10 business days following the effective date of the change.

- If the Receiving PHA fails to send the Form HUD-52665 and Form HUD-50058 within 10 business days following the effective date of the HAP change, the Initial PHA is not responsible for paying any increase in the monthly billing amount incurred prior to the notification. If the change resulted in a decrease in the monthly billing amount, the Initial PHA will offset future monthly payments until the difference is reconciled.
- The Receiving PHA may not retroactively absorb families for which the Initial PHA was previously billing for any time period that commences before 10 working days from the time the Receiving PHA notifies the Initial PHA of the absorption, with one exception. If an Initial PHA requests the Receiving PHA to absorb ported vouchers as a way of avoiding terminations of assistance due to a funding shortfall, the Receiving PHA may retroactively absorb families for which the Receiving PHA was previously billing. In these cases, the Receiving PHA reimburses the Initial PHA for payments made back to the effective date of the absorption but **only for the current calendar year**.
- In all cases where the Receiving PHA receives payments for billing arrangements no longer in effect, the Receiving PHA is responsible for returning the full amount of the overpayment (including HAP and administrative fee) to the Initial PHA.

Denying Family Requests to Move under the Portability Procedures

A PHA may only deny a family's request to move under portability if it has grounds to do so under the program regulations, which are as follows:

- PHAs must deny the move for applicants who are not income eligible in the Receiving PHA's jurisdiction. Moves must also be denied for families that have moved out of their assisted unit in violation of the lease. The exception is VAWA.
- A family's request to move may be denied if the family's action or failure to act as described in 982.552 or 982.553.
- The family is a non-resident applicant or the family was a non-resident applicant that has not yet been assisted in the Initial PHA jurisdiction for twelve months since being admitted to the program (see 982.353(c)). Initial PHAs may allow the move before the end of this 12-month period.
- The PHA has established policies on the timing and frequency of moves in accordance with 982.354(c)(2), and the requested move does not comply with those policies.
 - The PHA may establish policies that prohibit any move by the family during the initial lease term and prohibiting more than one move by the family within the initial lease term and prohibiting more than one move by the family during any one-year period.
- The PHA does not have sufficient funding for continued assistance to support the move in accordance with 982.354(e)(1).

The Initial PHA must deny a family's request to move if the family has moved out of its assisted unit in violation of the lease, with one exception.

- The Violence Against Women and Justice Department Reauthorization Act 2005 (VAWA 2005) amended section 8(r) of the US Housing Act to provide an exception to the prohibition against a family moving under the portability provisions in violation of the lease. VAWA 2005 provides that a family may receive a voucher and move in violation of the lease under portability procedures if the family has complied with all other obligations of the voucher program and has moved out of the assisted unit in order to protect the health or safety of an individual who is or has been the victim of domestic violence, dating violence, or stalking and who reasonably believed (s)he was imminently threatened by harm from further violence if (s)he remained in the assisted unit.

Denying Portability Moves Due to Insufficient Funding

A PHA may only deny a request to move to a higher cost unit (for moves within the {PHA's jurisdiction) or to a higher cost area (for portability moves).

A higher cost unit is a unit that requires a higher subsidy amount due to an increase in the gross rent for the new unit. A PHA **may not** deny requests to move due to insufficient funding if the subsidy for the new unit is equal to or less than the current subsidy being paid for the family.

For moves within the Initial PHA's jurisdiction, a "higher cost unit" is defined as a unit in which the PHA would have to pay a higher subsidy amount due to an increase in the gross rent for the new unit.

Portability moves to a "higher cost area" is an area where the PHA would have to pay a higher subsidy amount due to higher payment standards or more generous subsidy standards of the Receiving PHA. (e.g. the Receiving PHA issues a 3-bedroom voucher to a family that received a 2-bedroom voucher from the Initial PHA). A PHA **may not** deny requests to move due to insufficient funding if the area the family has selected is not a higher cost area.

A PHA **may not** deny a family to move under portability if the Receiving PHA has confirmed that they will absorb the family. In such cases, the Initial PHA has no grounds to deny the portability move under 24 CFR 982.354(e)(1).

The PHA **must not** deny the move for families moving within the PHA's jurisdiction (even if the new unit is a higher cost unit) if the family must move from their current unit (e.g. the unit failed HQS, the owner failed to renew the lease, etc.). If the family is moving under portability, the PHA **may not** deny the move under these circumstances if the family is moving to a higher cost area under portability and the Receiving PHA **is not** absorbing the family into their program.

A PHA **may not** deny a family's request to move due to insufficient funding because it wishes to admit additional families from its waiting list into its voucher program, regardless of whether it has unit months available (UMA) to do so. If the PHA denies a family's request to move, it may not subsequently admit any additional families to its voucher program until families with open requests to move (based on PHA policy) are processed.

The PHA is required by regulation to provide written notification to the local PIH Field Office within 10 business days of the date on which the PHA determines it is necessary to deny family moves due to insufficient funding. The notification must include the following documentation:

- A financial analysis that demonstrates insufficient funds are projected to meet the current calendar year projection of expenses. The projection must not include vouchers that have been issued but are not yet under contract. The PHA may consider any reported changes in family income or composition that may result in a decreased subsidy amount.

- A statement certifying the PHA has ceased issuing vouchers and will not admit families from their waiting list while the limitation on moves is in place.
- A copy of the PHA's policy stating how the PHA will address families who have been denied moves. The requirements of the policy are described below.

The PHA must establish policies in its Administrative Plan which state how the agency will address families who have requested a move and were denied due to lack of funding one the PHA has determined funds are available for those moves. At a minimum, the PHA policy must address:

- How the PHA will inform families of the PHA's local policy regarding moves denied due to insufficient funding (e.g. information contained in briefing packets or in a letter to the tenant at the time the move is denied.
- How long the family's request to move will be open for consideration and how the PHA will notify families with open requests when funds become available.

If a PHA approves a family's request to move then subsequently experiences a funding shortfall, the PHA may only rescind the voucher if the family would be allowed to remain in their current unit. If the family cannot remain in the unit, (e.g. family has already vacated the unit or family has already notified the owner of their intent to vacate and the owner has re-let the unit to another family) the PHA must not rescind the voucher. This requirement applies to moves both within the PHA's jurisdiction and to portability moves.

An Initial PHA may not terminate a portability voucher under a billing arrangement with a Receiving PHA for insufficient funding because the Initial PHA is not a party to the HAP contract. The Initial PHA may not impose a cap on the amount of HAP they will pay for a family that has moved under portability.

Penalties for Improperly Denying Requests to Move on the Basis of Insufficient Funding

In general, if HUD determines that a PHA did not follow the policies established in Notice PIH 2016-09 and has improperly denied a family's request to move due to insufficient funding (e.g., sufficient funding was in fact available at the time of the family request to support the move; PHA failed to comply with request for additional information to support the insufficient funding from the Field Office), HUD may impose a sanction on the PHA, which may include a reduction in the PHA's administrative fee of up to 10 percent for the two quarters following the quarter that HUD identified the improper denial, taking into consideration the circumstances of the particular case. The Office of Public Housing in the HUD Area Office with jurisdiction over the PHA will inform the PHA by letter and will send a copy to the HUD Financial Management Center (FMC) and the Financial Management Division (FMD) to effectuate the fee reduction.

PIC Portability Billing Report

Form 50058->Viewer->Reports->Portability Billing

The Portability Billing Report consists of two reports that allow a PHA to monitor the reporting status of voucher families involved in portability:

- The **PHA Billing Report** allows the **Selected PHA** to review a list of families that it is billing the Initial PHA.
- The **PHA Billed Report** allows the **Selected PHA** to review the status of families that a Receiving PHA is billing the **Selected PHA**.

The HUD Form-50058 data fields driving this report are fields 11e/12e – Cost Billed per Month (must be greater than \$0) and 11f/12f – PHA Code Billed (must report a valid PHA Code).

The **Selected PHA** can generate the reports by selecting one of the following Program Types:

- Tenant-based Vouchers
- Homeownership Vouchers
- All Relevant Programs

As a reminder, exercise patience when generating the PHA Billed Report because PIC must search the entire national current database before generating the report.

HUD PIH Notices Involving Portability

PIH Notice 2016-09: Housing Choice Voucher (HCV) Family Moves with Continued Assistance, Family Briefing, and Voucher Term's Suspension -

This notice updates previous guidance relating to family moves with continued assistance and incorporates other related changes resulting from publication of the rule "Housing Choice Voucher Program: Streamlining the Portability Process" (hereafter portability rule) (80 FR 50564, published in the Federal Register on 08/20/2015).

PIH Notice 2016-08: Inventory Management System/PIH Information Center (IMS/PIC) Family Self-Sufficiency (FSS) Reporting and FSS Program Portability Provisions -

The purpose of this notice is to provide information to PHAs on how to improve the accuracy of the FSS information submitted into IMS/PIC.

Federal Register – 03/23/2012 - Section 8 Housing Choice Vouchers: Revised Implementation of the HUD-VA Supportive Housing Program

<https://www.gpo.gov/fdsys/pkg/FR-2012-03-23/pdf/2012-7081.pdf>

PIH Notice 2011-53: Reporting and Portability Requirements for the HUD-Veterans Affairs Supportive Housing (VASH) Program -

The purpose of this notice is to revise and extend **PIH Notice 2010-12**. The revisions occur in section 2. (Operating Requirements) regarding Moving to Work (MTW) agencies, section 2.b. (Leasing and Ongoing Reporting) regarding portability, and section 3.d. (PHA Tracking) regarding Voucher Management System (VMS) reporting.