



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

OFFICE OF PUBLIC AND INDIAN HOUSING

**Dear PHA Executive Director:**

August 4, 2015

Thank you for your commitment and efforts in ending veteran's homelessness in communities across the country. We have made strides towards our goal of ending homelessness among Veterans, but we need your continued support and partnership to achieve our goal. Several weeks ago, you received a letter describing the additional tools at your disposal for administering HUD-VASH program. This letter provides further guidance and simplifies requests of HUD-VASH Extraordinary Administrative Fees (EAF) funding, and includes a sample budget request form. We strongly encourage your agency to consider applying for these funds and implement varied, innovative strategies to end homelessness amongst veterans in your community.

**Background on Extraordinary Administrative Fees (EAF):** As described in Notice PIH 2015-03, HUD has Set-Aside \$10,000,000 from the Administrative Fee account that could be allocated to PHAs that need additional funds to administer their Section 8 programs. The Program Office usually allocates this Set-aside for special fees for housing conversion actions, Homeownership fees, and Special Fees for specific small PHAs for Audit Costs (unit of a larger organization with different FYE). A portion of these funds is also earmarked for other Extraordinary Administrative Fees (EAF), under the Secretary's discretion.

**I. Eligible Activities:** Your agency may apply for EAF to cover necessary additional or extraordinary related expenses incurred to increase lease-up success rates, or decrease the time it takes for a Veteran to locate and move-in to a unit. In order to apply for these funds, your agency must justify or document actions specifically for administering the HUD-VASH program. Eligible activities could include, **but are not limited to,**

- Hosting a "VASH Day", a one-stop for intake, issuing provisional vouchers, etc.;
- Providing housing search assistance;
- Hosting Landlord Recruitment Fairs and other activities to engage landlords to participate in the HUD-VASH program;
- Holding extra briefings for HUD-VASH clients,
- Hiring temporary staff to process Request for Tenancy Approvals (RFTA) forms,
- Hiring temporary staff to serve as a Portability Coordinator for HUD-VASH clients;
- Funding pre-inspections for units that HUD-VASH clients are likely to rent; or
- Other services to ensure that HUD-VASH clients can move into their new homes with a voucher in the shortest time-period possible.

Though these requests do not need to be exclusively for HUD-VASH participants, the services should focus on HUD-VASH clients.

**Due to the limited nature of the funds available, payments made directly to Veterans, such as transportation reimbursement, security deposit assistance, etc., ARE NOT eligible expenses.**

For additional ideas on effective strategies and innovative ideas for administering HUD-VASH, please visit the [Tools and Resources](#) section of the *HUD-VASH website*; also found here: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/hcv/vash](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/vash)

**II. Application Requirements:** To apply for these funds, please submit:

- a statement describing an activity that is being proposed, underway or has been completed;
- a description of the local need that the activity is meeting;
- data on the number of veterans the activity will help;
- how the activity will lead to an increase in leasing success rates and/or reduce processing time;
- a budget justification. The budget justification must support the need for additional administrative expenses. The expenses must be *above what can be supported by your PHA's earned or anticipated ongoing administrative fees for the year*. In order to streamline the process, a sample request form is attached.
- the estimated Unrestricted Net Asset (Administrative fee reserve) balance as of the day of the request.

**III. Application Due Date:** Applications will be processed on a first-come, first-serve basis, until the money set-aside for this purpose is exhausted. However, all applications must be received no later than 11:59pm EST, November 13, 2015. All applications must be sent to [VASH@hud.gov](mailto:VASH@hud.gov). The subject line of the email should include the PHA Number, Name VASH EAF Application (**Example: AB123, AB Housing Agency – EAF VASH Application**).

**IV. Selection of Applications:** Applications will be processed and funded on a first-come, first-serve basis, until the funding has been exhausted.

**V. Information Contact:** Inquires about this letter or proposed uses of funds should be directed to [VASH@hud.gov](mailto:VASH@hud.gov).

Regards,

**Amy Ginger**

Digital signed by Amy Ginger  
DN: CN = Amy Ginger C = US.  
O = Housing Voucher Programs.  
OU = Director  
Reason: I am approving this document

Amy Ginger, Director  
Housing Voucher Programs  
Office of Public Housing and Voucher Programs

Sample Request Form

Actual Expenses			
May-15	Jun-15	Jul-15	Total

**Revenue**

HUD Extra Ordinary Administrative Fees	\$37,708	\$37,708	\$37,709	\$113,125
Other:				\$0
<b>Total Income:</b>	<b>\$37,708</b>	<b>\$37,708</b>	<b>\$37,709</b>	<b>\$113,125</b>

**Expenditures**

Salaries

Project Oversight & Coordination	\$2,583	\$2,583	\$2,583	\$7,749
Project Manager				\$0
Administrative Assistant	\$333	\$333	\$333	\$999
VASH Landlord/Education Liasion	\$3,000	\$5,000	\$2,000	\$10,000
VASH Real Estate Specialist	\$0	\$2,518	\$5,168	\$7,686
Project Director				\$0
Family Advisor/Mobility Counselor	\$2,389	\$2,389	\$2,389	\$7,167
Workshop Waitlist Education Coordinator				\$0
Follow-up Staff/Supportive Services Coordinator				\$0
Other:	\$626	\$626	\$626	\$1,878
Other:				\$0
<b>Total Salary Expenditures:</b>	<b>\$8,931</b>	<b>\$13,449</b>	<b>\$13,099</b>	<b>\$35,479</b>

Overhead & Supplies

Printing/Copying				\$0
Accounting			\$256	\$256
Supplies			\$444	\$444
Travel				\$0
Credit Checks				\$0
Postage			\$67	\$67
Telephone			\$202	\$202
Rent/Utilities/Furniture			\$1,287	\$1,287
Equipment/Maintenance			\$187	\$187
Insurance			\$113	\$113
IT Services			\$4,874	\$4,874
Other:				\$0
Other:				\$0
Other:				\$0
Other:				\$0
<b>Total Operating Expenditures:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,430</b>	<b>\$7,430</b>

PHA Support

HA002 Blue HA				\$0
HA024 Green HA				\$0
HA025 Yellow County HA				\$0
HA026 Red County HA				\$0
HA027 Orange HA				\$0
HA078 Pink HA				\$0
HA043 Purple HA				\$0
<b>Total PHA Support Expenditures:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Total Expenditures:</b>	<b>\$8,931</b>	<b>\$13,449</b>	<b>\$20,529</b>	<b>\$42,909</b>
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<b>Net Income Surplus/Deficit:</b>	<b>\$28,777</b>	<b>\$24,259</b>	<b>\$17,180</b>	<b>\$70,216</b>
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