



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

OFFICE OF PUBLIC AND INDIAN HOUSING

February 23, 2026

Kimberly Mack  
Executive Director  
CA126  
HAWTHORNE HOUSING  
4455 W 126TH ST  
HAWTHORNE, CA 90250-0000

Dear Executive Director:

**Subject: Emergency Housing Voucher (EHV) Program's Service Fee Reconciliation and Closeout**

This letter concerns the final reconciliation and closeout of the EHV Program Service Fees funded through the Public and Indian Housing (PIH) PIH Notice 2021-15. This closeout and reconciliation letter also serves as the Office of Housing Voucher Program's official collection letter for unspent Service Fees budget authority owed to the Department of Housing and Urban Development (HUD).

PIH Notice 2021-15 established the EHV Program and authorized the use of EHV Program Service Fees to support housing agencies in administering the program. The notice provided funding to cover eligible administrative and service-related costs, including activities such as housing search assistance, landlord engagement, and coordination with service providers, to ensure successful leasing and long-term housing stability for EHV participants. PHAs were awarded Service Fees based on the number of Emergency Housing Vouchers awarded. Services fees were fully obligated but only 50% of the total amount was disbursed effective June 1st, 2021. The PHA was allowed to request an additional disbursement of their service fees at two points in time. The first was when they had Service Fee expenses equal to or greater than 50% of the initial disbursement. The second point is when they had Service Fee expenses equal to or greater than 100% of their initial disbursement. Each additional disbursement was 25% of the Initial Disbursement. Please note that the threshold for the additional disbursement was based on the fees incurred compared to the initial disbursement and not the total service fee award.

As set forth in PIH Notice 2023-35, PIH will compare funds obligated and disbursed to the PHAs, minus funds spent reported in the EHV Special Fee expense field in VMS through the earlier of the closeout month, or the period of performance (September 30, 2030) to reconcile this program. PIH Notice 2025-19 set the deadlines for the expenditure and reporting of these fees, and PIH Notice 2026-02 finalized the timeline for Services Fees closeout.

Based on your PHA's Service Fee award and Service Fee expense activity reported in VMS, here is the reconciliation result:

<b>EHV Service Fee Award</b>	<b>EHV Service Fee Expense in VMS</b>	<b>EHV Service Fee Disbursed to PHA</b>	<b>Funds Available at HUD (Undisbursed Obligations to be reduced)</b>	<b>Funds PHA will Remit to HUD</b>
<b>\$234,500</b>	<b>\$11,530</b>	<b>\$117,250</b>	<b>\$117,250</b>	<b>\$105,720</b>

If your PHA fully utilized the Service Fees (the amount in “Funds PHA will Remit to HUD” is zero (\$0)), then nothing else is required from your PHA and the EHV Service Fee reconciliation is considered closed. However, if there is a balance in the column “Funds PHA will Remit to HUD”, your PHA is required to remit to HUD the corresponding balance. **This remittance is due by Friday, March 20th, 2026.**

If your PHA reported a higher expense in VMS compared to the EHV service award, your PHA is not eligible for additional fees. Likewise, in this case the column “Funds to Remit to HUD” will show zero (0), and your EHV Service Fee reconciliation is considered closed.

Here are the addresses and bank information for remitting payments by check or Electronic Funds Transfer (EFT):

**A. Payments by cashiers or certified check** should be mailed to the following address:

Housing and Urban Development  
 HUD FAD Collections – Ft. Worth  
 P.O. Box 6200-05  
 Portland, OR 97228-6200

**Memo Notation:** “EHV Service Fee Reimbursement, post to Increment Number CA126ES0001

**B. Payments by Wire transfer** should be sent as follows:

Bank Name: U.S. Treasury FRB New York  
 Bank Address: New York, NY  
 ABA Routing Number: 021030004  
 Beneficiary: D  
 Account Number: 86011101  
 Account Holder: U.S. Department of HUD (Ft Worth, TX)

**Memo Notation:** “EHV Program Service Fee Reimbursement, post to Increment Number CA126ES0001

The Financial Management Center (FMC) will provide amended ACCs to the PHAs when the remittances of funds have been processed and completed.

Thank you for providing housing to the most in need families in your community and for participating in the HCV Program. If you have questions concerning this letter, please contact your

corresponding FMC Financial Analyst, or the Financial Management Division at  
*PIH.Financial.Management.Division@hud.gov*.

Sincerely,

*Todd C. Thomas*

Todd C. Thomas  
Acting Deputy Assistant Secretary  
Office of Public Housing and Voucher Programs