

May 10, 2021

Joseph Villarreal, Executive Director  
Housing Authority Of The County Contra Costa (CA011)

Dear Executive Director:

I am pleased to notify you that your public housing agency (PHA) is eligible for new Emergency Housing Vouchers (EHVs) and funding as authorized by the American Rescue Plan Act of 2021 (Public Law No: 117-2). The American Rescue Plan Act allowed the Department of Housing and Urban Development (HUD) to allocate additional vouchers to PHAs through an allocation formula designed to direct emergency vouchers to the PHAs operating in areas where the EHV's eligible populations have the greatest need while also taking into account PHA capacity and the requirement to ensure geographic diversity, including rural areas. The EHVs are provided to help assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless.

The following table provides the details for your agency's EHV award:

Emergency Housing Vouchers Award			
Initial Award Amount	Effective Date	Contract Term	Number of Units
\$4,046,580	7/1/2021	18	197

The effective date of your EHV award will be July 1, 2021 with the exception of certain fees with an effective date of June 1, 2021 as detailed below. These dates cannot be changed. HUD is providing 12 months of budget authority upfront and will provide additional budget authority as necessary based upon actual PHA needs. Once funding for the award has been fully processed, the FMC will provide your agency with an amended Consolidated Annual Contributions Contract (CACC) that reflects the obligation of funds and monthly disbursements will be scheduled. Three months of HAP disbursements will automatically be scheduled beginning July 1, 2021 equal to 1/12<sup>th</sup> of the initial award. Future disbursements will be calculated using actual HAP expenses incurred.

Your agency must follow applicable Housing Choice Voucher (HCV) program requirements, when administering EHV, including the regulations at 24 CFR part 982, and the requirements in Notice PIH 2021-15 (HA), referred to hereafter as Implementation Notice.

The following table provides the details of your agency's administrative fees and other eligible fees under this award:

<b>EHV Eligible Fees</b>		
Category	Effective Date	Fee Amount
Preliminary Fee	6/1/2021	<i>\$400 x Unit Allocation Accepted</i>
Placement/Issuance Reporting Fee <sup>1</sup>	After Reporting Received by HUD <sup>1</sup>	<i>\$500 for HAP contracts in place by 11/1/21; \$250 for HAP contracts in place by 1/1/22; \$100 for each voucher leased provided PHA reported the EHV issuance date in PICNG within the qualifying time period.</i>
On-going Administrative Fee <sup>2</sup>	7/1/2021	<i>Column A Admin Fee Rate x Unit Allocation Accepted</i>
Service Fee <sup>3</sup>	6/1/2021	<i>\$3,500 x Unit Allocation Accepted</i>
<b>Total</b>		

<sup>1</sup> The fee is dependent upon the timeframe in which an EHV family is placed under a HAP contract. \$500 for each EHV family placed under a HAP contract that is in place no later than four months from the award date (11/1/21), \$250 for each EHV family under a HAP contract that is in place no later than six months from the award effective date (1/1/22). An additional \$100 will be provided if the PHA reports or reported the voucher issuance date for a leased voucher in the forthcoming PIC-NG system within 14 days of the later of the voucher issuance date or when PIC-NG system becomes available for reporting. This Issuance Fee can be earned at any time that the voucher is placed under lease, regardless of whether the leased voucher also qualified for the \$500 or \$250 component of the fee. Initially HUD will provide these fees based on information reported in VMS with the exception of the \$100 issuance fee. HUD will collect issuance data in PICNG, once the system is in place later in 2021.

<sup>2</sup> PHAs will receive the full Column A administrative fee amount for each EHV that is under HAP contract as of the first day of each month and reported in VMS. PHAs will receive an initial advance for the first 3 months as per Notice PIH 2021-15 (HA).

<sup>3</sup> One-time fee will be provided for every unit allocation accepted.

Two types of EHV-related funding, preliminary fees and service fees, will be provided in advance in accordance with [Notice PIH 2021-15 \(HA\)](#). The eligible uses of these funds are described in the [Notice PIH 2021-15 \(HA\)](#).

Leasing and expenses for these vouchers should be reported in the Voucher Management System (VMS) under the appropriate fields. The VMS is being updated to reflect fields that will be used to capture this information and additional details will be provided once the fields are available.

This letter has indicated the specific number of vouchers allocated to your PHA in accordance with the allocation formula set forth in [Notice PIH 2021-15 \(HA\)](#). To accept or decline this award, you must respond to HUD by May 24, 2021 using the attached method. While PHAs are encouraged to accept the entire EHV allocation, the PHA may choose to accept a lower number of vouchers than the number offered by HUD in the notification, but not less than the minimum allocation of 25 EHV's, or 15 EHV's, as applicable. Your PHA may also request that if available, HUD provide any additional vouchers that result from reallocation.

Additional information regarding EHV's can be found at: [www.hud.gov/EHV](http://www.hud.gov/EHV), including details on an introductory webinar for PHAs on EHV's that HUD will offer on May 11, 2021 at 4pm ET. Additional support and technical assistance will be offered to support participating communities.

With your direct effort, EHVs will help people experiencing or at risk of homelessness, survivors of domestic violence, and victims of human trafficking.

To accept or decline this award by May 24, 2021, please complete, sign, and email your response [EHVawards@hud.gov](mailto:EHVawards@hud.gov). If you have any questions regarding the EHV Program, please email [EHV@hud.gov](mailto:EHV@hud.gov).

Sincerely,

A handwritten signature in cursive script that reads "Danielle Bastarache".

Danielle Bastarache  
Deputy Assistant Secretary for  
Public Housing and Voucher Programs

Attachment

**Directions:**

1. Accept or Decline vouchers by responding to PHA options in questions 1—3 below.
2. Sign the document by double clicking the “Public Housing Executive Director” signature line.
3. When completed, save as a word file (do not alter file name).
4. Reply to original email from [EHVawards@hud.gov](mailto:EHVawards@hud.gov), attach this saved file, and send before May 24, 2021.

Read the PHA options below and indicate the number of EHV vouchers accepted by the PHA.

**PHA Options** (select a response in the “Choose an item” drop down):

- **Decline, No Vouchers** — PHA does not want any EHV Vouchers.
- **Accept Full Allocation** — PHA wants the full amount as allocated in this letter.
- **Accept Full Allocation, plus more** — PHA wants the full amount as allocated in this letter plus, any additional EHV vouchers that HUD may provide. (HUD expects to have a small amount of additional vouchers to reallocate in early June because of awards declined by other PHAs.)
  - If accepting a full amount **plus more**, up to how many more?
    - **Only if the PHA requests additional** EHV than awarded in this letter, indicate the maximum number of additional vouchers your PHA would accept.
- **Accept, a Lesser Amount** — PHA wants to accept a lesser amount than allocated in this letter, but not less than the minimum allocation of 25 EHV or 15 if your initial allocation was less than 25.
  - If accepting a **lesser amount**, how many?
    - **Only if the PHA is accepting a lesser amount** of EHV than awarded in this letter, indicate the number of vouchers PHA wants to accept, which is less than the award but not less than the applicable minimum allocation.

PHA Accept or Decline Response	
PHA Code	CA011
EHV Award	197
1. PHA options to accept or decline award	Choose an item.
2. If accepting a <b>Full Allocation, plus more</b> , up to how many?	
3. If accepting a <b>Lesser Amount</b> , how many?	

If you have any questions about this process, please email [EHV@hud.gov](mailto:EHV@hud.gov) and write “EHV Award Letter Response Assistance” in the subject line.