

Attachment 1:

Below is a checklist of the 6 pieces of documentation the field office must provide to headquarters with their request for transfer. This is just for the fields records; however, this may be sent in with a transfer request and can include an explanation as to items that are missing and when they will be provided to headquarters:

- A memo from the field office signed by the Public Housing Director including the following information:**
 - (1) name and code of the divesting and receiving or consolidating PHA(s);
 - (2) the requested effective date of the transfer or consolidation;
 - (3) the number of HCVs that will be divested to each receiving PHA or combined into the new consolidated PHA;
 - (4) confirmation that the field office's legal counsel's has provided their jurisdictional approval, agreeing that the receiving PHA has the legal authority to administer the program within their jurisdiction;
 - (5) the number of leased vouchers; and
 - (6) the number of special purpose vouchers or programs by category (HUD-VASH, FUP, NED, FSS, MS5, Mod Rehab and Single Room Occupancy (SRO)) that will be divested to each receiving PHA or combined into the new consolidated PHA. If the Public Housing Director does not have information on the number of special purpose vouchers of the divesting PHA(s), he or she may contact the respective Financial Analyst at the Financial Management Center for assistance, or you can send an email to the Housing Voucher Financial Management Division, at PIH.Financial.Management.Division@HUD.gov.

- A memo signed by the Executive Director of the divesting PHA that includes the following information (if the PHA is a unit of local government, the appropriate authorized official must sign off on the letter):**
 - (1) executive Director agreeing to transfer their program;
 - (2) name and code of the divesting and receiving or consolidating PHA(s); and
 - (3) the requested effective date of the transfer or consolidation.

- The divesting agency's board resolutions approving the transfer.**

- A memo signed by the Executive Director of the receiving PHA that includes the following information (if the PHA is a unit of local government, the appropriate authorized official must sign off on the letter):**
 - (1) executive Director agreeing to accept the transfer of the divesting agency's program;
 - (2) name and code of the divesting and receiving or consolidating PHA(s); and
 - (3) the requested effective date of the transfer or consolidation.

- The receiving agency's board resolutions approving the transfer.**

- The completed Attachment 2 signed by the field office’s Public Housing Director.**

All the required information and documentation for the transfer/consolidation request must be uploaded to the FYE/Consolidations/Transfers SharePoint site, <http://hudsharepoint.hud.gov/sites/rea/FYE/Fiscal%20Year%20End%20Request%20Upload/Fo rms/AllItems.aspx>. For instructions of how to upload documents to the SharePoint Site: Select **“Guidance”** under **“Documents”** on the left side of the webpage then select the **“HCV Transfer Information File”** to find the **“HCV Transfer and Consolidation Requests – Instructions for Upload to SharePoint”**.