

SAMPLE MEMORANDUM OF UNDERSTANDING - FAMILY UNIFICATION PROGRAM

/** This sample document demonstrates the Memorandum of Understanding requirements listed in Section III.C.8, and the optional rating factor elements listed in Section V.A.1 of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018. /**

*This Memorandum of Understanding (MOU) has been created and entered into on ***/** Insert execution date, which must be between the date the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018 is published and the application deadline date. /***** by and between the following parties in relation to their application.*

[PHA Name and Address]

[PCWA Name and Address]

[PCWA contractor organization Name and Address]

/** Include only if the PCWA has contracted out its functions to another organization under applicable state law. /**

[CoC Name and Address]

I. Introduction and Goals (*the following elements, listed in a. – d., are threshold requirements*):

- a. PHA and PCWA’s commitment to administering the program.
- b. CoC’s commitment to cooperate with and assist the PHA and PCWA.
- c. PHA and PCWA’s goals and standards of success in administering the program.
- d. Identification of staff position at the PHA, PCWA, and CoC who will serve as the lead FUP liaisons. ***/** Include the staff position at the PCWA contractor organization if the PCWA has contracted out its functions under applicable state law. /*****
- e. Responsibilities of the FUP liaison in this section. **(optional)**

Lead FUP Liaison:

Name and title of PHA staff position:

Name and title of PCWA staff position:

Name and title of CoC staff position:

II. Statement of cooperation (threshold requirement):

The PHA and PCWA agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

III. Define the two populations (families and youth) eligible for FUP assistance (threshold requirement):

- **FUP-Eligible Family** is defined as a family that the Public Child Welfare Agency (PCWA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the PHA has determined is eligible for a Housing Choice Voucher (HCV).
- **FUP-Eligible Youth** is defined as a youth that the PCWA has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

IV. Housing Search Assistance (threshold requirement):

Include a detailed description of the assistance that will be provided to FUP families and youths in locating housing units and working with landlords to secure appropriate eligible units. List the organization(s) responsible for providing this assistance.

V. Services to be provided to FUP-eligible youths (the following elements, listed in a. – e., are threshold requirements) [** FUP-eligible youth cannot be excluded from the FUP program. **]:

List the services to be provided to FUP-eligible youth by the PCWA or another agency/organization under agreement/contract with the PCWA and list the organizations to provide the services and resources. This list must include all the following services:

- a. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
- b. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- c. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.
- d. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- e. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

The MOU **must** include a statement that all the above services will be provided for a period of at least 18 months to FUP-eligible youth receiving rental assistance through the use of a FUP voucher, regardless of age. For example, a FUP-eligible youth enters the program at age 24 and 10 months, the PCWA or another agency/organization under agreement/contract with the PCWA must still provide 18 months of service, even though after two months the youth no longer meets the initial age of eligibility for FUP youth.

[*The MOU may include additional services beyond those listed above (a – e).* **]**

VI. PHA Responsibilities (*the following elements, listed in a. – h., are threshold requirements*):

Address how the PHA will fulfill each of the following responsibilities:

- a. Accept families and youths certified by the PCWA as eligible for the FUP. The PHA, upon receipt of the PCWA list of families and youths currently in the PCWA caseload, must compare the names with those of families and youths already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's list must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list. If the PHA has a closed HCV waiting list, it must reopen the waiting list to accept a FUP applicant family or youth who is not currently on the PHA's HCV waiting list. (The PHA may reopen the waiting list to accept a FUP applicant family or youth without opening the waiting list for other applicants.)
- b. Determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and refer such applicants to the PCWA.

- c. Determine if families with children, or youths age 18 through 24 referred by the PCWA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list.
- d. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.
- e. Administer the vouchers in accordance with applicable program regulations and requirements.
- f. Comply with the provisions of this MOU.
- g. Upon notification that vouchers have been awarded, train PCWA staff on the PHA's HCV procedures.
- h. Conduct regular meetings (at least quarterly) with the PCWA and CoC.

VII. PCWA Responsibilities (*the following elements, listed in a. – h., are threshold requirements*)

Address how the PCWA will fulfill each of the following responsibilities:

- a. Establish and implement a system to identify FUP-eligible families and FUP-eligible youths within the agency's caseload, and to review referrals from the PHA and CoC. For families, the statement should state the system used for prioritizing families with an open case, along with a substantiated report of child abuse and neglect, and whose children are already in out-of-home care, at high risk for experiencing additional negative child welfare outcomes (e.g., long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), and where housing assistance could help the parent(s) to stabilize and participate in any other services necessary for subsequent reunification. The MOU should clarify that referrals

should be made for priority families as soon as they are identified and not only upon successful completion of other aspects of families' case management plans.

- b. Establish and implement a system to identify FUP-eligible youth not currently within the agency's caseload in cooperation with the CoC.
- c. Provide written certification to the PHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.
- d. Commit sufficient staff resources to ensure that eligible families and youths are identified and determined eligible in a timely manner. This commitment must include a process to ensure that the PCWA's active caseload is reviewed at least once a month (when the PHA has FUP vouchers available) to identify FUP-eligible families and FUP-eligible youths, and refer them to the PHA. Additionally, the PCWA must be prepared to provide referrals to the PHA within 30 working days of receiving notification from the PHA about voucher availability.
- e. Commit sufficient staff resources to provide follow-up supportive services after the youth leases a unit, documenting the source for funding for these services (PCWA's are encouraged to leverage non-Federal funds, including State, local, philanthropic, and faith-based organizations).
- f. Comply with the provisions of this MOU.
- g. Upon notification that vouchers have been awarded, train PHA staff on the PCWA's referral procedures.
- h. Conduct regular meetings (at least quarterly) with the PHA and CoC.

VIII. CoC Responsibilities (*the following elements, listed in a. – d., are threshold requirements*)

Address how the CoC will fulfill each of the following responsibilities:

- a. Integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process.
- b. Identify services to be provided using CoC program funds to families and youth who qualify for CoC program assistance.
- c. Participate in regular meetings conducted by the PHA and PCWA (at least quarterly).
- d. Comply with the provisions of the MOU.

IX. **Rating Factors (optional)** *The following is not a comprehensive list of the rating factors as it only includes elements pertinent to the MOU.*

In addition to meeting all the threshold requirements of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018, applicants can receive points that will be used to rank each applicant for funding. Additional information on the requirements of each rating factor are included in section V.A.1. of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.

- a. **PCWA's commitment to FUP-eligible youth** – The MOU must describe the process for identifying and referring FUP-eligible youth in the community to the PHA, who are no longer part of the PCWA's active case load.
- b. **Housing search assistance in low-poverty census tracts** – The MOU must describe the housing search assistance being funded, provided, or otherwise being made available to all FUP eligible families and FUP-eligible youth; and list who is providing the assistance.
- c. **Cash assistance** – The MOU must identify financial assistance resources that may be leveraged to assist families and youth successfully lease-up with a FUP voucher. Financial assistance may include, but is not limited to, moving cost assistance, security deposit assistance, utility startup (including utility arrears). The MOU must identify the source of this assistance.
- d. **Post-move counseling** – The MOU must list the post move counseling the PHA, PCWA, and/or CoC will provide, fund, or otherwise make available to FUP-eligible families and FUP-eligible youth or, in the case of CoC Program assistance, to FUP-eligible families and youth who are also CoC Program-eligible.

- e. **Case management to FUP families** – The MOU must describe the case management provided, funded, or otherwise made available by the PCWA, including a list of organizations to which the PCWA routinely refers families for service, and the length of time case management will be made available.

Signed By:

Executive Director, PHA

Date

Executive Director, PCWA

Date

Executive Director, PCWA Contractor organization (if applicable)

Date

CoC Board Chair

Date

CoC Collaborative Applicant Authorized Representative

Date

[*The execution date must be between the publication date and the application deadline date of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.* **]**