DRAFT FYI PARTNERSHIP LETTER FROM the PCWA

For questions reach out to info@nchcw.org

Your PCWA letterhead

Date

John Smith, Executive Director

Queen Jane County PHA

205 E Water Street Ste 100

Hyattsville, MD 20781

Dear Mr. Smith,

I hope you are well and that you are enjoying your summer. I’m so excited to write to request a lunch or breakfast meeting to discuss HUD’s new Foster Youth to Independence (FYI) Initiative. As you know HUD’s recent notice, PIH 2019-20 (HA), invites all PHAs who have not yet participated in HUD’s Family Unification Program to serve young people leaving foster care or who have aged out and are facing homelessness through their new FYI initiative. Youth referred to PHAs through FYI will not be served by turn-over vouchers from your existing portfolio. Instead, HUD will distribute new funding for each youth referred from the Tenant Protection Account on a rolling application process, or in other words, “on demand.’

Per HUD’s notice, in order to begin this partnership between our two organizations, we must sign a letter of agreement outlining our responsibilities. If you are familiar with FUP, you will know that our role at the public child welfare agency (PCWA), Queen Jane County DSS, is to insure that the young people are prepared to be good renters, locate a unit which will pass the HQS with a landlord willing to accept Housing Choice Vouchers, and provide a robust list of independent living services throughout the life of the 36 month voucher.

The list is below:

• 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).

• 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.

• 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 voucher.

• Job preparation and attainment counseling (where to look/how to apply, dress,

grooming, and relationships with supervisory personnel, etc.).

• 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.

Here PCWAs should calculate (to the extent possible) and add in here how many young people you think you would refer in a year – do not overestimate this number.

In order to apply, HUD requires an email application notifying PIH of your PHA’s interest in serving youth in partnership with our organization. We would be happy to prepare that “application” for your submission as we would like to avoid burdening you with as much of the set up as possible!

Below is the information from the Notice about what this email application must contain:

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Content of the Application. A PHA who wishes to request TPVs under this

notice must email the Office of Housing Voucher Programs (OHVP) at

FYITPV@hud.gov. The subject line of the email should have the following

format [PHA Code\_Request for FYI TPV]. The email must come from the

Executive Director, Chief Executive Officer, or individual of equivalent position

of the PHA.

a. Body of Email. The body of the email must include all of the following

information:

1. PHA Name and PHA Code.

2. Statement that the PHA is requesting vouchers under this notice.

3. Statement that the PHA does not administer FUP.

4. Name of partnering PCWA responsible for making eligibility

determinations and referrals to the PHA.

5. Name of the partnering CoC, as applicable.

6. Name of entity(ies) providing the required supportive services.

7. Certification that the PHA has entered into a partnership agreement

with the PCWA, and CoC (as applicable).

8. Indicate the number of vouchers being requested, identifying the

eligible youth by name.

9. Contact information should HUD need to follow-up.

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b. Form HUD-52515. The email must include the attachment of a

completed form HUD-52515. All required fields unless otherwise noted

in the following instructions must be completed:

1. Area(s) From Which Family to Be Assisted Will be Drawn - Leave

blank.

2. Proposed Assisted Dwelling Units - Do not complete the full chart

by bedroom size. Instead, in the final column "Total Dwelling

Units" enter the number of vouchers requested as included in the

need for housing assistance.

3. Average Monthly Adjusted Income – Leave blank.

4. Need for Housing Assistance – Provide the number of FUP-eligible

youth as determined by the PCWA that have been identified for

referral to the PHA should the PHA receive funding under this

notice.

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We will be a full partner in drafting this email. Please let me know when you would be available to meet. I can be reached via email at [Jxxx@XXXX.gov](mailto:Jxxx@XXXX.gov) or by phone at 301-555-5555. I’m very flexible this summer.



All my very best – I look forward to seeing you.

Respectfully,



Jane Doe, Director

Queen Jane DSS