



Foster Youth To Independence



Walkthrough of the FYI Form Submission Process

Demonstration by Michelle Daniels

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AGENDA

- **Accessing the FYI Form**
- **Completing the FYI Form (pages 1-2)**
- **Submitting Supporting Documentation**
- **Submitting the Funding Application (Form HUD-52515)**
- **Submitting the FYI Form (page 3)**
- **Resources**





ACCESSING THE FYI FORM

➤ A PHA that wishes to request vouchers under this notice must complete the FYI Form located on the FYI webpage: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fyi

FYI VOUCHERS FOR THE FOSTER YOUTH TO INDEPENDENCE INITIATIVE

The Foster Youth to Independence (FYI) initiative makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with Public Child Welfare Agencies (PCWAs). Under FYI, PHAs provide housing assistance on behalf of:

Youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday) who 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 are homeless or are at risk of becoming homeless at age 16 or older.

As required by statute, an FYI voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

In addition to providing up to 36 months of rental assistance, youth must be provided supportive services to assist the young person on their path to self-sufficiency.

Funding Opportunities

HUD makes FYI available in two ways:

- **1. Non-Competitive:** PHAs may request assistance on a rolling basis under [Notice PIH 2023-04](#). See the notice for an explanation of eligibility and application requirements.
 - **(New) Please click [here](#), to submit your agency's request using the [FYI Application Request Form](#) (only PHAs may submit a request). *Google Chrome is the best platform to use this form.***
- **2. Competitive:** The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within the NOFO. Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

Contact Us

If your question has not been answered in the FAQ, you may email your question to FYI@hud.gov

FYI Webinar Presentations

Technical Assistance for PHAs

Voucher Program

Administration, (Recording now available)

Jan. 25, 2022, 2 - 3PM(EST)

Peer-to-Peer Convening:

Jan. 26, 2022, 2 - 3PM(EDT)

Intro to Child Welfare, (Recording now available)

Aug. 17, 2021, 3 - 4PM(EST)

Peer-to-Peer Convening:

Aug. 18, 2021, 2 - 3:00 PM(EST)

Partnership Development & Maintenance, (Recording now available)





The PHA's Foster Youth to Independence (FYI) Application Request Form

Please complete this form and submit your agency's request for FYI vouchers. **Only PHAs may request these vouchers.**

* Required

Identity of PHA and Third Party Partners

Please include details of the PHA, the PCWA and other partnering entities working to assist the FYI youth.

1. What is the PHA's Code (this should be just five characters-e.g. PH123)? *

EX099

2. What type of submission is this? *

New

Update to a prior submission **An Update to a prior submission is only to be used when your agency has received an email requesting an update to their original submission. For example, did you forget to submit your agency's funding application? Or did your agency provide an incorrect response to a question on the FYI Form?**

3. Is the PHA requesting FYI vouchers under the Foster Youth to Independence (FYI) initiative per the requirements outlined in the most recently published Foster Youth to Independence (FYI) notice? *

Yes

No

COMPLETING THE FYI FORM (PAGES 1-2)





4. What is the name of partnering PCWA responsible for making eligibility determinations and referrals to the PHA? *

Grace PCWA

5. What are the names of the third-party partners, as applicable? *

Praise Third-Party Partner, Blessing Third-Party Partner, and Faith Entity

6. What is the name(s) of the entity(ies) that will be providing the supportive services outlined in the notice? *

Encouraging Support Services and Helping Hand Support Services

Next

Page 1 of 3

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COMPLETING THE FYI FORM (PAGES 1-2, cont'd)





The PHA's Foster Youth to Independence (FYI) Application Request Form

* Required

Certifications and Contact Details

Please certify to the PHA's partnership agreements (identified in Section 1) and the utilization of existing FUP and/or FYI vouchers.

7. The PHA must provide a statement that it is certifying to the partnership. Complete the following sample certification statement with your agency's and partner's information:

In submission of this form, I am certifying that *Sample City PHA* has entered into a partnership agreement with *Sample PCWA*, and as applicable, *Sample Third-Party Partner 1*, *Sample Third-Party Partner Entity 2*, and *Sample Third-Party Partner 3*. *

In submission of this form, I am certifying that *Great City PHA (EX099)* has entered into a partnership agreement with *Grace PCWA*, and as applicable, *Praise Third-Party Partner*, *Blessing Third-Party Partner*, *Faith Entity*, *Encouraging Support Services*, and *Helping Hand Support Services*.

8. Please select one of the following pertaining to the utilization of your agency's FUP and/or FYI vouchers: *

- In submission of this form, I am certifying that my agency has a FUP and/or FYI (as applicable) utilization of at least 90 percent at the time of this request.
- In submission of this form, I am certifying that my agency administers a combined FUP and/or FYI (as applicable) size of no more than ten (10) vouchers, and has leased at least 50% of its FUP and/or FYI (as applicable) vouchers at time of request.
- My PHA believes that it does not meet the utilization requirement and therefore, has submitted additional documentation: a narrative and/or PBV confirmation email to FYI@hud.gov with appropriate subject line(s).

COMPLETING
THE FYI FORM
(PAGES 1-2,
cont'd)





9. How many vouchers are being requested (please express in numeric form, e.g. 4)? *

2

10. Identify the eligible youth by code, alias, initials, or full name.

- a. Sally Jones
- b. Bobbie Webster
- c. Adam Quest
- d. Wendy Smith *

Jack Smith
Jill Brown

11. Did your agency receive certification of eligibility for the youth(s) named above? *A request for assistance may not be made until the PHA has received a referral of an eligible youth from the partnering PCWA.* *

- Yes
- No

12. PHAs that have been awarded the initial maximum cap of 25 vouchers in this fiscal year and are requesting additional vouchers (up to 25), must not exceed the maximum annual award of 50. *

- In submission of this form, I am certifying that my agency will not be awarded more than 50 FYI non-competitive vouchers in this federal fiscal year.
- N/A. My agency has not been awarded the initial maximum cap of 25 vouchers in this fiscal year through the non-competitive process.

COMPLETING THE FYI FORM (PAGES 1-2, cont'd)





13. Please include the contact's name should HUD need to follow-up. *

Peter Parker

14. Please include the contact's email should HUD need to follow-up. *

PeterParker@GreatCityPHA.com

15. Please include the contact's phone number should HUD need to follow-up. *

555-555-5555

16. Who completed this application form? *

- Executive Director
- Chief Executive Officer
- Individual of equivalent position of the PHA

17. Please enter the email of the individual completing this form. *

PeterParker@GreatCityPHA.com

COMPLETING THE FYI FORM (PAGES 1-2, cont'd)





SUBMITTING SUPPORTING DOCUMENTATION



A PHA that wishes to request vouchers under this notice must complete the FYI Form located on the FYI webpage.

- Great City PHA does not meet the utilization threshold requirement described under Section 6.B.1, and 2 of Notice PIH 2023-04 and has selected the following for Question #8:
 - *My PHA believes that it does not meet the utilization requirement and therefore, has submitted additional documentation:*
- A narrative and/or PBV confirmation email must be submitted to FYI@hud.gov with appropriate subject line(s).
- Peter Parker’s agency meets the following **Exception: *Families Searching for a Unit.***
- Peters must submit a **Narrative**, *of no more than 2 pages, in 12 points, providing the reason his agency does not meet the utilization threshold and has a need for FYI vouchers.*
- It must be submitted to FYI@hud.gov, with **subject field entitled “PHA Code Narrative”**





Great City PHA submitted its Narrative to FYI@hud.gov, with subject field entitled “EX099 Narrative”

| | | |
|---|--------|--|
|  Send | From ▾ | PeterParker@GreatCityPHA.com |
| | To | FYI@hud.gov |
| | Cc | |
| Subject | | EX099 Narrative |
|  Narrative.pdf 167 KB ▾ | | |

Attached, please find the Narrative for EX099.

Sincerely,

Peter Parker


ED of *Great City PHA*
555-555-5555

**SUBMITTING
SUPPORTING
DOCUMENTATION
cont'd)**






SUBMITTING THE FUNDING APPLICATION (FORM HUD-52515)

 PeterParker@GreatCityPHA.com

[FYI](#)

EX099 Form HUD-52515 Request for FYI Vouchers

 Form HUD-52515_Funding Application docx.pdf
26 KB

Attached, please find the funding application (Form HUD-52515) for EX099.

Sincerely,

Peter Parker

ED of *Great City PHA*
555-555-5555





SUBMITTING THE FYI FORM (PAGE 3)



The PHA's Foster Youth to Independence (FYI) Application Request Form

* Required

Funding Application (Form HUD-52515) Attachment & Additional Documentation (as applicable)

WARNING: DO NOT navigate from this site before you click submit! Please open a new window or tab to complete this step. If you navigate from this site before clicking submit you will lose all your information.

Complete page one of the Form HUD-52515. Please remember to sign and date the form.

You may copy and paste the following link (in a new window or tab) to access the funding application:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/52515.PDF>.

Additional Documentation: (Narrative and/or PBV Confirmation Email (as applicable)). A PHA may be eligible for exceptions to the utilization criteria if it does not meet the utilization threshold and requires the award of FYI vouchers. Please email the narrative and/or PBV confirmation email (as applicable) as an attachment to FYI@hud.gov. Please see Section 6.B.3.a and b. for more details regarding the required documentation including required subject line content.

18. Email your completed Form HUD-52515 with **Subject line: PHA Code Form HUD-52515 Request for FYI Vouchers** to FYI@hud.gov. Then type "Ok" below and submit your agency's application. *

OK

Back

Submit

Page 3 of 3

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FYI RESOURCES

➤ Notice PIH 2023-04

➤ Notice PIH 2023-04 URL:

➤ <https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-04pihn.pdf>

➤ FYI Webpage

➤ FYI Webpage URL: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fyi

➤ FYI Form

➤ Please use this form to submit your PHA's request for FYI vouchers through the Non-Competitive process.





QUESTIONS?



➤ Please send questions to FYI@hud.gov.

