Sample Memorandum of Understanding – Foster Youth to Independence

***[\*\* This sample document demonstrates the partnership agreement requirements of Notice PIH 2023-04. \*\*]***

*This Memorandum of Understanding (MOU) has been created and entered into on* ***[\*\* Insert execution date \*\*]*** *by and between the following parties in relation to their request for assistance under the Foster Youth to Independence initiative and the requirements of Notice PIH 2023-04.*

[PHA Name and Address]

[PCWA Name and Address]

[Third-party Name and Address]

***[\*\*Include only if the third-party will be a party to the agreement\*\*]***

1. Statement of Cooperation ***[\*\*Optional\*\*]***
	1. Commitment to administering the program.
	2. Goals and standards of success in administering the program.
	3. Identification of staff position at the PHA, PCWA, and third-party partner who will serve as the lead FYI liaisons.

Lead FYI Liaison:

Name and title of PHA staff position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and title of PCWA staff position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of third-party partner staff position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Youth Eligibility ***[\*\*Required\*\*]***

The population eligible to be assisted under this agreement are youth certified by the PCWA as meeting the following conditions:

1. Has attained at least 18 years and not more than 24 years of age (have not reached their 25th birthday);
2. 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
3. Is homeless or is at risk of becoming homeless as these terms are defined at 24 CFR 578.3 and 24 CFR 576.2, at age 16 or older.

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance under this notice assuming they otherwise meet eligibility requirements.

1. Supportive Services ***[\*\*Required\*\*]***

***[\*\*Insert name of supportive service provider(s)\*\*]*** will provide the following supportive services for a period of 36 months to youth assisted through this program. Youth will not be required to participate in these services as condition of receipt of the voucher.

1. 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).
2. 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.
3. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent a unit with a voucher.
4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
5. 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 may include additional services beyond those listed above (A – E)\*\*]***

1. PHA Responsibilities ***[\*\*The following elements, listed in A. – C., are required\*\*]***

The ***[\*\*Insert PHA name\*\*]*** will be responsible for the following activities:

1. Upon receipt of a referral(s) from the PCWA of an eligible youth, compare the name(s) with youth already on the PHA's HCV waiting list. Any youth on the PHA's HCV waiting list that matches with the PCWA's referral must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination). If the PHA has a closed HCV waiting list, it must reopen the waiting list and place on the waiting list a FYI applicant youth who is not currently on the PHA's HCV waiting list. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants.
2. Document that youth are informed of their eligibility for supportive services and the duration of the availability of those services.
3. Amend the administrative plan in accordance with applicable program regulations and requirements.[[1]](#footnote-2)
4. PCWA Responsibilities **[\*\*T*he following elements, listed in A. – D., are threshold requirements*\*\*]**

The ***[\*\*Insert PCWA name\*\*]*** will be responsible for the following activities:

1. Have a system for identifying eligible youth within the agency’s caseload and review referrals from the PHA and third-party partners.
2. Have a system for prioritization of referrals to ensure that youth are prioritized for a FYI voucher based upon level of need and appropriateness of the intervention.
3. Provide written certification to the PHA that a youth is eligible.
4. Provide or secure a commitment for the provision of required supportive services.
5. Third-Party Responsibilities ***[\*\*Include only if a third-party will be a party to the agreement\*\*]***

The ***[\*\*Insert third-party name\*\*]*** will be responsible for the following activities:

1. Integrate the prioritization and referral process for eligible youth into the third-party or CoC’s coordinated entry process.
2. Identify services to be provided using third party or CoC program funds to youth who qualify for third-party or CoC program assistance.
3. Make referrals of eligible youth to the PCWA.

Signed By:

Executive Director, PHA Date

Executive Director, PCWA Date

Executive Director, PCWA contractor organization ***[\*\*If applicable\*\*]***  Date

Executive Director, Third-Party ***[\*\*If applicable\*\*]*** Date

1. This includes the responsibility for the PHA to comply with the time limit for FYI vouchers, including any extension of this time limit that the youth is entitled to under the Fostering Stable Housing Opportunities (FSHO) amendments (Section 103 of Division Q of the Consolidated Appropriations Act, 2021 (Pub. L. 116-260)) and HUD’s FSHO implementation notice published in the Federal Register on January 24, 2022 (87 FR 3570) or subsequent notice. [↑](#footnote-ref-2)