

**Memorandum of Understanding - DRAFT**

This Memorandum of Understanding (MOU) has been created and entered into *on [\*\* Insert execution date, which must be between the date the Foster Youth to Independence Competitive NOFO is published and the application deadline date. \*\*]* by and between the following parties in relation to their application.

PHA - **West Palm Beach Housing Authority (WPBHA)**, 3700 Georgia Avenue,  
West Palm Beach, FL 33405

PCWA – **Florida Department of Children & Families (DCF)**, 111 South Sapodilla Avenue, #3  
West Palm Beach, FL 33401

PCWA – **ChildNet, Inc.**, 4100 Okeechobee Boulevard, West Palm Beach, FL 33409

**Introduction and Goals**

1. PHA and PCWA’s commitment to administering the program.
2. PHA and PCWA’s goals and standards of success in administering the program.
3. Identification of staff position at the PHA, PCWA, and if applicable, third-party CoC who will serve as the lead FYI Competitive liaisons. *[\*\* Include the staff position at the PCWA contractor organization if the PCWA has contracted out its functions under applicable state law. \*\*]*
4. Responsibilities of the FYI Competitive liaison in this section. (optional)

Lead Foster Youth to Independence Competitive Liaison:

PHA staff position:     **Teresa Gonzales**  
                                  **Director of Housing Choice Voucher Program**  
                                  **West Palm Beach Housing Authority**

[Name and title of PCWA staff position]

**Statement of cooperation**

The PHA, PCWA, and if applicable, third party or CoC or designated CoC recipient agree to cooperate with any program evaluation efforts undertaken by HUD, HHS, or a HUD or HHS approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests.

**Define the populations eligible for FYI Competitive assistance**

- 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. Eligibility is not limited to single persons. PHAs may not exclude pregnant or parenting youth from service, because excluding families with children would violate the Fair Housing Act. Thus, any pregnant or parenting youth who otherwise meets the definition of youth must be served by the grantee.

### Housing Search Assistance

Include a detailed description of the assistance that will be provided to FYI Competitive youths in locating housing units and working with landlords to secure appropriate eligible units. This includes assistance with locating accessible housing units that meet the accessibility needs of youth with disabilities. List the organization(s) responsible for providing this assistance.

### WPBHA Assistance

The WPBHA will give the eligible youth an oral briefing and provide them with a briefing packet containing written information about the program. The WPBHA will provide a list of landlords who may be willing to lease a unit as well as other resources (e.g., newspapers, organizations, online search tools) known to the WPBHA that may assist the identification of a unit. The WPBHA will ensure that the lists of units are located in areas of low poverty.

Every eligible youth will also have a dedicated Housing Choice Voucher Specialist to support them in their search for appropriate housing. Where appropriate, Landlord introductions will be facilitated by the Housing Choice Voucher Specialist.

Finally, the WPBHA will make available existing resources such as its Family Self-Sufficiency program as well as rental and financial support workshops. The WPBHA is a HUD-Certified Housing Counselling Agency.

### ChildNet Assistance

**To be considered for points, the MOU must also include details about the following Rating Criteria elements: Financial Assistance, Previous Coordination, Post-Move Counseling, and Third-Party Partnerships.**

### Services to be provided to eligible youths

List the services to be provided to 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:

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); while ensuring youth understand such services are voluntary.
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 an eligible youth to rent a unit with a FYI Competitive voucher.
4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).

**RFP #CN2024-02 Independent Living Services for Young Adults**

**Attachment #6**

**DRAFT MOU between ChildNet, Palm Beach Housing Authority & Homeless Continuum of Care**

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 must include a statement that all the above services will be provided for a period of at least 36 months to FYI Competitive-eligible youth receiving rental assistance through the use of a FYI Competitive voucher, regardless of age. For example, an 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 36 months of service, even though after two months the youth no longer meets the initial age of eligibility for participation.

***[\*\*The MOU may include additional services beyond those listed above (1 – 5).\*\*]***

**PHA Responsibilities**

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

1. *Accept youths certified by the PCWA as eligible for the FYI Competitive. The PHA, upon receipt of a referral(s), must compare the names with those of youths already on the PHA's HCV waiting list. Any 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 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 FYI Competitive applicant youth who is not currently on the PHA's HCV waiting list. (The PHA may reopen the waiting list to accept an applicant youth without opening the waiting list for other applicants.)*

WPBHA will open the HCV waiting list to accept applicant eligible foster youth. In order to assist eligible youth, WPBHA will skip families that do not qualify within this targeted funding category. Eligible youth will be assisted in order of their position on the waiting list and in accordance with the WPBHA's admission policies. The waiting list will be comprised of referrals from ChildNet, as well as those applying directly to WPBHA. The waiting list will be open for referrals as long as there are FYI vouchers available. WPBHA, upon receipt of ChildNet's list of eligible youth currently in ChildNet's caseload, will compare the names with those of families and youth already on the HCV waiting list. Any eligible youth on the waiting list that matches with referrals will be assisted in order of their position on the waiting list in accordance with WPBHA's admission policies. Any eligible youth certified by ChildNet as FYI-eligible and not on the waiting list, will be placed on the list.

2. *Determine if any youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FYI Competitive, and refer such applicants to the PCWA and/or third party entity or CoC, as applicable.*

If WPBHA examines its HCV waiting list and determines that there are eligible youth on the waiting list that are living in temporary shelters or are on the street despite qualifying for FYI, WPBHA will refer such applicants to ChildNet.

3. *Determine if youths age 18 through 24 referred by the PCWA are eligible for HCV assistance and place eligible youths on the HCV waiting list.*

RFP #CN2024-02 Independent Living Services for Young Adults

Attachment #6

DRAFT MOU between ChildNet, Palm Beach Housing Authority & Homeless Continuum of Care

WPBHA will determine if families with children or youth ages 18 through 24 who are referred by ChildNet are eligible for HCV assistance, and will place eligible families/youth on the HCV waiting list. WPBHA will ensure that every individual and family who receives HCV assistance meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program.

4. *Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.*

If WPBHA receives FYI vouchers, in accordance with applicable program regulations, WPBHA will amend its HCV administrative plan to include that WPBHA currently administers targeted FYI funding. In addition, if it becomes necessary to do so, WPBHA will include other amendments to the HCV administrative plan.

5. *Administer the vouchers in accordance with applicable program regulations and requirements.*

WPBHA will administer the FYI vouchers in a manner consistent with HUD requirements and in accordance with applicable program regulations and requirements.

6. *Upon notification that vouchers have been awarded, train the PCWA and applicable partner on the PHA's HCV program.*

Upon notification that vouchers have been awarded, WPBHA will provide ChildNet staff with the necessary training on WPBHA's HCV procedures and program rules.

7. *Work with the PCWA and applicable third-party entities to develop necessary data and tracking metrics for tracking and improvement purposes.*

Upon notification that the vouchers have been awarded, WPBHA will work with ChildNet staff to ensure housing outcomes can be measured and tracked.

8. *Conduct regular meetings (at least quarterly) with the PCWA and applicable third-party entities.*

WPBHA will coordinate with ChildNet to schedule quarterly meetings to monitor progress, provide program updates and evaluate outcomes.

9. *Comply with the provisions of this MOU.*

The WPBHA will comply with the provisions of this MOU.

**PCWA Responsibilities**

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

1. *Establish and implement a system to identify eligible youths within the agency's caseload, and to review referrals from the PHA and applicable entity (ies).*

[Include statement]

RFP #CN2024-02 Independent Living Services for Young Adults

Attachment #6

DRAFT MOU between ChildNet, Palm Beach Housing Authority & Homeless Continuum of Care

2. *Establish and implement a system to identify eligible youth not currently within the agency's caseload in cooperation with applicable third-party entity(ies), including integrating the prioritization and referral process for such eligible youth into the thirdparty entities' coordination entry process.*

[Include statement]

3. *Provide written certification to the PHA that a youth qualifies as an eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937 and this NOFO.*

[Include statement]

4. *Commit sufficient staff resources to ensure that eligible 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 FYI Competitive vouchers available) to identify 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.*

[Include statement]

5. *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 faithbased organizations).*

[Include statement]

6. *Comply with the provisions of this MOU.*

[Include statement]

7. *Upon notification that vouchers have been awarded, train PHA, and applicable thirdparty entities staff on the work of the PCWA as it relates to eligible youth.*

[Include statement]

8. *Conduct regular meetings (at least quarterly) with the PHA, and applicable thirdparty entity(ies) CoC.*

[Include statement]

***[\*\*In addition to meeting all of the threshold requirements of the NOFO, applicants can receive points that will be used to rank each applicant for funding. Additional information on the requirements of each Rating Factor element is included in section V.A.1. of the NOFO. This includes instructions on which Rating Factor element must be contained in the MOU.\*\*]***

**RFP #CN2024-02 Independent Living Services for Young Adults**

**Attachment #6**

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[Signed and dated by the official representatives of the PHA, PCWA, PCWA Contractor organization (if applicable), third-party entities (if applicable), and CoC, or a CoC recipient it designates.]

***[\*\* The execution date must be between the publication date and the application deadline date of the NOFO. \*\*]***