



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE SPECIAL MEETING
Tuesday, July 24, 2018 at 8:00 A.M.

LOCATION:
THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS
150 Pine Street, Traverse City, Michigan, 49684



**Traverse City
Housing Commission**
a Public Housing Authority

MEETING AGENDA

July 24, 2018



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A SPECIAL MEETING
ON TUESDAY, JULY 24, 2018 AT 8:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: JULY 23, 2018

The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please, contact the Traverse City Housing Commission Office, 150 Pine Street, Traverse City, Michigan, 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements continued in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act (ADA), and the rights provided hereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.

AGENDA


- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III PUBLIC COMMENT**
- IV NEW BUSINESS**
 - A. Consideration of the Resolution to Apply for HUD’s Family Unification Program (FUP) Housing Choice Vouchers
- V PUBLIC COMMENT**
- VI COMMISSIONER COMMENT**
- VII ADJOURNMENT**

NEXT SCHEDULED MEETING: Friday, August 24, 2018 at 8:00 A.M.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: July 24, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: FY 2017/2018 Family Unification Program (FUP) HCV Request for Proposals

MESSAGE:

Attached you will find some information on a recent Notice of Funding Availability (NOFA) from HUD on Family Unification Vouchers. Staff has had several conversations with members of the local Continuum of Care (CoC) and with Department of Health and Human Services (DHHS) about the need for these vouchers and we would like to submit a response to this NOFA with these partner agencies. It is clear that these vouchers could be used in conjunction with the Homeless Youth Prevention Demonstration Grant recently awarded to this region. The formal "ask" to apply for these vouchers was submitted to TCHC staff after several meetings with agency representatives. Since this occurred after our last regular meeting, a Special Meeting of TCHC is required in order to meet the NOFA deadline.

The Governance Committee has reviewed this NOFA and has agreed with staff that there is a need for these vouchers and that it easily fits into our current programming. The Committee recommends that we respond to the NOFA.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO APPLY FOR FY 2017/2018 FAMILY UNIFICATION PROGRAM (FUP) VOUCHERS

July 24, 2018

WHEREAS, the Traverse City Housing Commission has made an effort to expand its mission within our region by creating housing, partnering to create housing, or through the successful management of existing housing; and

WHEREAS, the recent NOFA from the U.S. Department of Housing & Urban Development for Family Unification Vouchers allows us to further the impact of our mission; and

WHEREAS, several partner agencies are assisting us both in the crafting a competitive response to the NOFA and in the implementation of a successful bid for said vouchers; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to respond to this NOFA with the appropriate partner agencies.

NOW, THEREFORE, BE IT RESOLVED by the Traverse City Housing Commission as follows:

The Traverse City Housing Commission encourages its staff to prepare a response to the NOFA for the Family Unification Program and acknowledges that it will include authorizing staff to execute a Memorandum of Understanding (MOU) with the Continuum of Care and the State Department of Health and Human Services. TCHC will also utilize its Family Self-Sufficiency Program as part of this endeavor. TCHC also acknowledges that a formal amendment to the administrative plan will be completed within one calendar year of the award date if necessary.

Program Title	FY 2017 Mainstream Voucher Program	FY2017/2018 Family Unification Program
Key Dates	<ul style="list-style-type: none"> Release Date: 4/25/2018 Application Due Date: 6/18/2018 	<ul style="list-style-type: none"> Release Date: 4/25/2018 Application Due Date: 7/24/2018
Purpose	<ul style="list-style-type: none"> Housing vouchers (tenant or project based) for community based housing for non-elderly persons (households) with disabilities Demonstrated capacity to develop and implement plan to expand integrated housing, assist transitions from institutional care, to prevent/end homelessness 	<ul style="list-style-type: none"> Housing vouchers (tenant or project based) for families with child welfare involvement due to unstable housing, for youth between 18 and 24 years of age who have involvement with foster care program.
Award Prioritization	<ul style="list-style-type: none"> Non-elderly with disabilities transitioning from institutionalization, homelessness, or at risk of homelessness Partnerships with State Medicaid Agencies, and other health and human service agencies Referrals cannot be restricted to a single agency or for persons with a specific disability/diagnosis 	<ul style="list-style-type: none"> Coordination with homeless service system for families and youth Leverage Family Self Sufficiency and other service programs Demonstrated Statement of Need for target population provided by local Continuum of Care (CoC)
Funding Level	<ul style="list-style-type: none"> \$100 million total Minimum \$75,000 /Maximum \$5 million Estimated 40 awards 	<ul style="list-style-type: none"> \$30 million total Minimum 5/maximum 100 vouchers (based on size of PHA voucher program and demonstrated need)
Target Population	<ul style="list-style-type: none"> Household with one or more non-elderly person with disabilities; may include other members who are not non-elderly with disability Emancipated minor as sole member of the household is not eligible 	<ul style="list-style-type: none"> Families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child/children in out-of-home care, or delay of discharge of the child/children to the family from out-of-home care Youth at least 18 and have not reach 25th birthday who are homeless, and have either left the foster care or will leave foster care within the near future (Maximum term of assistance up to 36 months)
Applicant Qualification	<ul style="list-style-type: none"> Public Housing Authorities and non-profit organizations currently administering Housing Choice Vouchers. Program applicants apply directly to PHA without going through a partner agency 	<ul style="list-style-type: none"> Public Housing Authorities with an existing ACC with HUD for HCV administration Demonstrated commitment to administer FUP in collaboration with the public child welfare agency and the local homeless service continuum of care.
Program and Experience Highlights	<ul style="list-style-type: none"> HCV for targeted populations: Section 811, HUD VASH, NED2, Family Unification Admission Preference for target populations; regional or state portability features Documented monitoring and evaluation program 	<ul style="list-style-type: none"> Prior experience in FUP voucher administration Demonstrated experience in administration and existing policies for Family Self-Sufficiency or similar program
Partnership Models	<ul style="list-style-type: none"> Formal partnerships with organizations to coordinate voluntary services/supports for community living. Participation in services cannot be established as a condition for residency or access to voucher eligibility Leverage resources and referrals for transition/move-in coordination, service coordination, tenancy supports and other services 	<ul style="list-style-type: none"> Formal MOU with CoC services including prioritization and referral of FUP homeless youth into coordinated entry Formal MOU with PCWA (Public Child Welfare Agency) for program administration and services Services: housing search, landlord outreach, tenancy supports, education/career advancement, case management, behavioral health Leverage other housing support resources such as move-in resources, community referral services
Resources	CSH PHA Toolkit: http://www.csh.org/phatoolkit	CSH KFT Toolkit: http://www.csh.org/KFTtoolkit

FACT SHEET
HOUSING CHOICE VOUCHER PROGRAM
Family Unification Program (FUP)

Office of Housing Voucher Programs

****January 2017****

What is FUP?

FUP is a program under which Housing Choice Vouchers (HCVs) are provided to:

- Families for whom the lack of adequate housing is a primary factor in either:
 - The imminent placement of the family's child or children in out-of-home care.
 - The delay in the discharge of the child or children to the family from out-of-home care.

There is no time limitation on FUP family vouchers.

- Youth at least 18 years old and not more than 24 years old who:
 - Left foster care at age 16 or older 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 homelessness.

FUP vouchers used by youth are limited, by statute, to 36 months of housing assistance.

Families and youth may use the vouchers provided through FUP to lease decent, safe, and sanitary housing in the private housing market.

How does the program work?

Public housing agencies (PHAs) administer FUP in partnership with Public Child Welfare Agencies (PCWAs). The PCWA initially determines if the family or youth meets the FUP eligibility requirements, certifies that the family or youth is eligible, and refers those families or youths to the PHA. Once the PCWA makes the referral, the PHA places the FUP applicant on its HCV waiting list and determines whether the family or youth meets HCV program eligibility requirements, including income eligibility. The PHA conducts all other processes relating to voucher issuance and administration.

In addition to rental assistance, supportive services must be provided to FUP youths by the PCWA for the first 18 months that the youth participates in the program. Examples of the skills targeted by these services include money management skills, job preparation, educational counseling, and proper nutrition and meal preparation. The program does not require PCWAs to provide supportive services for families; however, PCWAs may make them available to families as well.

While the FUP program is administered in accordance with HCV program regulations, the FUP Notice of Funding Availability (NOFA) issued by HUD provides specific program information and requirements such as the targeted population, the Memorandum of Understanding (MOU) by which PHAs and PCWAs establish their partnership, and rating criteria for review and selection of applications, among others.

Who is eligible?

To be eligible, applicants must meet specific FUP eligibility requirements as well as HCV eligibility requirements.

FUP Eligibility Requirements

The PCWA must certify that the family or youth meets specific program requirements.

For families, the PCWA will certify that this is a family for whom the lack of adequate housing is a primary factor in either the:

- Imminent placement of the family's child or children in out-of-home care, or
- Delay of discharge of a child or children to the family from out-of-home care.

A family meets the definition of "lack of adequate housing" if a family or youth is:

- Living in substandard or dilapidated housing.
- Homeless.
- In imminent danger of losing their home.
- Displaced by domestic violence.
- Living in an overcrowded unit.
- Living in housing not accessible to the family's disabled child or children, or to the youth due to the nature of the disability.

For additional details, please see the most recent [FUP NOFA \(2010\)](#).

For youth, the PCWA will certify that the youth is at least 18 years old and not more than 24 years old (has not reached his/her 25th birthday), that he/she left foster care at age 16 or older or will leave foster care within 90 days, in accordance with a transition plan, and is homeless or at risk of homelessness.

A youth meets the definition of "at risk of homelessness" if the youth:

- (i) Has an annual income below 30 percent of median household income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to

an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness;

A youth may also be “at risk of homelessness” if the youth meets the definition of homeless under a number of other federal programs. For more information, please see 24 CFR 576.2.

HCV Eligibility Requirements

After the PCWA certifies and refers the family or youth to the PHA, the PHA then determines whether the family or youth meets HCV program eligibility requirements, including income eligibility. Once the PHA determines that the family or youth meets HCV eligibility requirements the family or youth may be issued a voucher. Income eligibility for a housing voucher is determined by the PHA based on the total annual gross income and family size compared with the HUD-established income limits for the area. In general, the family's or youth's income may not exceed 50 percent of the median income (very low-income limit) for the county or metropolitan area in which the family or youth chooses to live. By law, a PHA must provide 75 percent of its vouchers to applicants whose incomes do not exceed 30 percent (extremely low-income limit) of the area median income. Median income levels are published by HUD and vary by location.

How do I apply for FUP vouchers?

Because FUP funding is allocated through a competitive process, not all PHAs administer the program. Individuals who are interested in obtaining a FUP voucher can access a list of FUP PHAs and PHA contact information on HUD's website.

Once I have a FUP voucher, what do I do next?

It is the responsibility of the family or youth to find a unit that meets their needs. Once the family or youth finds a suitable unit and the owner is willing to lease the unit under the program, the family or youth must request tenancy approval from the PHA. The family or youth must submit a request for tenancy approval (RFTA) to the PHA no later than the expiration date stated on the voucher.

If the PHA determines that the unit meets housing quality standards, that the rent is reasonable, and that the unit meets other program requirements, the PHA executes a Housing Assistance Payments (HAP) Contract with the property owner. This contract authorizes the PHA to make rent subsidy payments on behalf of the family or youth. The family or youth will then execute a lease with the owner.

Where can I use my FUP voucher?

A family or youth may choose a unit anywhere in the United States where there is a PHA that administers the HCV program. However, new voucher holders not living in the jurisdiction of the PHA at the time the family or youth applied for housing assistance may be required to lease a unit within that PHA's jurisdiction for the first 12 months of assistance.

Can I move from my unit with continued assistance?

A family or youth may move to a new unit with continued assistance if the lease for the old unit has been terminated (the PHA has terminated the HAP contract for the owner's breach or the lease is terminated by mutual agreement of owner and tenant); if the owner has given the tenant notice to vacate; or the tenant has given notice of lease termination in accordance with the lease, among others.

If the family or youth wants to move to a new unit, the family or youth must notify the PHA and the owner before moving from the old unit, unless allowed under the Violence Against Women Act Final Rule. A family or youth may move with continued assistance under the program either inside the PHA's jurisdiction or under portability procedures. The PHA may establish policies that prohibit any move by the family or youth during the initial lease term and policies that prohibit more than one move during any 1-year period.

How much rent do FUP vouchers cover?

The FUP program operates under the same regulations for determining rent as the HCV program. Specifically, the PHA pays the owner the lower of: (a) the payment standard for the family or youth minus the total tenant payment (TTP); or (b) the gross rent (rent and utility allowance) minus the TTP. The TTP is the minimum amount a family or youth must contribute towards rent and utilities. Generally, the TTP is 30 percent of the family's or youth's monthly adjusted income. The payment standard is generally set by the PHA at any level between 90 and 110 percent of the HUD determined Fair Market Rent (FMR) for a particular unit size in each FMR area in the PHA's jurisdiction.

The family or youth may choose a unit with a higher rent than the payment standard and pay the owner the difference. However, where the gross rent of the unit exceeds the applicable payment standard for the family or youth, the family share must not exceed 40 percent of the family's or youth's adjusted monthly income at the time the PHA approves a tenancy for initial occupancy of a dwelling unit.

How is the program funded?

Funding for new FUP vouchers is provided by Congress through Annual Appropriation Acts. If funding is appropriated for new FUP vouchers, HUD allocates funds through a national competition by way of a NOFA. The NOFA announces funding availability and invites PHAs to apply for funding. The NOFA also establishes threshold requirements that all applicants must meet as well as rating and ranking factors that are used by HUD in the review and selection of applications. The total number of vouchers that a PHA may apply for is based on the size of the PHA and the identified need for this type of voucher.

Only PHAs that currently have an Annual Contributions Contract with HUD for HCVs may apply for funding. Individuals that are interested in receiving a FUP voucher do not apply through the FUP NOFA; instead, they must contact their local PHA.

Regulations

HCV program regulations, 24 CFR Part 982.

Reference materials

2010 FUP NOFA

HCV Program

HCV Forms and Guidance

PIH Notices, Rules and Regulations

For additional information about FUP, contact either the local PHA serving your community or the Office of Public Housing within your local HUD office.