

**SANTA FE COUNTY
HOUSING AUTHORITY BOARD
RESOLUTION NO. 2021 - 4 - HB**

**A RESOLUTION APPROVING AMENDMENT NO. 2 TO THE
SANTA FE COUNTY HOUSING AUTHORITY'S
ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING
CHOICE VOUCHER PROGRAM, AND ADOPTING CHAPTER
18, ADMINISTRATION OF TARGETED HOUSING CHOICE
VOUCHER PROGRAMS**

WHEREAS, on or about June 28, 2012, the Board of Housing Commissioners of Santa Fe County adopted Resolution No. 2012-18-HB, a resolution approving the Santa Fe County Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher Program; and

WHEREAS, from time to time, the United States Department of Housing and Urban Development ("HUD") provides notices of funding availability ("NOFAs") for Targeted Housing Choice Voucher ("HCV") Programs and requires Public Housing Authority's ("PHAs") to amend the Administrative Plan for their Housing Choice Voucher Program to be eligible for Targeted HCV funding; and

WHEREAS, Targeted HCV Programs provide housing voucher funding for specific subsets of the general population, of which HUD has identified a disproportional housing need; and

WHEREAS, On October 6, 2020, HUD issued Notice PIH 2020-28 (the "Notice"), which included a NOFA for Targeted HCVs for the Foster Youth to Independence ("FYI") Initiative; and

WHEREAS, the FYI Initiative provides Targeted HCV funding for youth between the ages of eighteen (18) and twenty-four (24) who have left or will leave foster care within the next ninety (90) days, and are or are at risk of becoming homeless; and

WHEREAS, Section 8 of the Notice requires PHAs to enter into a partnership agreement with their local public child welfare agency and their local continuum of care in order to administer Targeted HCVs through the FYI Initiative; and

WHEREAS, on October 14, 2020, the Santa Fe County Housing Authority Board approved a Memorandum of Understanding between the Santa Fe County Housing Authority, the New Mexico Department of Children, Youth and Families, and the New Mexico Coalition to End Homelessness, fulfilling the partnership requirement mandated by the Notice; and

WHEREAS, Section 6.F of the Notice requires PHAs to amend their Administrative Plan for the HCV Program in accordance with program regulations and requirements of the FYI Initiative; and

WHEREAS, the Santa Fe County Housing Authority meets all other eligibility criteria identified in the Notice.

NOW, THEREFORE, BE IT RESOLVED that the Santa Fe County Housing Authority Board adopts Amendment No. 2 to the Santa Fe County Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher Program, attached hereto as Exhibit A, to include Chapter 18, Administration of Targeted Housing Choice Voucher Programs.

PASSED, APPROVED, AND ADOPTED THIS 13th DAY OF January, 2021.
SANTA FE COUNTY HOUSING AUTHORITY BOARD

By: [Signature]
Henry P. Roybal, Chair

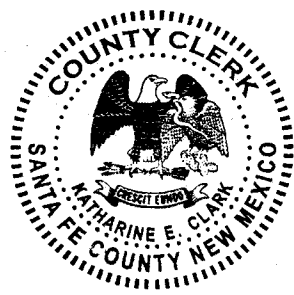
ATTEST: [Signature]
Katharine E. Clark, Santa Fe County Clerk

Date: 03/11/21



APPROVED AS TO FORM:

[Signature] for
Gregory S. Shaffer, Santa Fe County Attorney



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING RESOLUTION
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I Hereby Certify That This Instrument Was Filed for Record On The 15TH Day Of March, 2021 at 10:38:31 AM And Was Duly Recorded as Instrument # 1946479 Of The Records Of Santa Fe County

Deputy [Signature] [Signature]
Witness My Hand And Seal Of Office
Katharine E. Clark
County Clerk, Santa Fe, NM

SFC CLERK RECORDED 03/15/2021

CHAPTER 18

ADMINISTRATION OF TARGETED HOUSING CHOICE VOUCHER PROGRAMS

INTRODUCTION

From time to time, HUD publishes PIH notices regarding targeted Housing Choice Voucher programs. These PIH notices contain notifications of funding availability (NOFAs), as well as the application and program requirements for the targeted Housing Choice Voucher programs. Targeted HCV programs are programs designed to target a specific subset of the general population, and program requirements are created to address the particular needs of the targeted population.

These PIH notices frequently mandate that in order to apply for and administer Targeted HCV programs, a PHA must amend its Housing Choice Voucher Administrative Plan, to include its intent to administer the Targeted HCV program, to identify HUD required program regulations, and to identify the PHAs internal policies regarding program administration.

This Chapter identifies Target Housing Choice Voucher programs the PHA currently administers or intends to administer.

PART I: FOSTER YOUTH TO INDEPENDENCE INITIATIVE

18-I-A. OVERVIEW [Notice PIH 2020-28 (HA)]

On October 6, 2020, HUD published Notice PIH 2020-28 (the Notice), which provided guidance to PHAs regarding the implementation of the Foster Youth to Independence (FYI) initiative under the Family Reunification Program (FUP). The FYI Initiative provides Housing Choice Vouchers to qualifying youth, subject to the availability of funding. Furthermore, the Notice provides eligibility requirements for PHAs, as well as the PHAs' roles and responsibilities regarding the implementation of the FYI Program.

18-I-B. PHA COLLABORATION WITH COMMUNITY PARTNERS [Notice PIH 2020-28 (HA)]

The FYI Initiative requires a cross-system collaborative effort to prevent and end homelessness among youth with a current or prior history of child welfare involvement. Furthermore, the FYI Initiative requires that community partners coordinate effectively to identify, target, and connect eligible youth at risk of or experiencing homelessness with housing and related supportive services. The Notice calls for PHAs, public child welfare agencies (PCWAs), and continuums of care (CoCs) to work together to determine the most appropriate intervention for each young person. As such, the Notice provides the responsibilities of each partner agency involved in the FYI HCV application process.

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18-I-C. PARTNERSHIP AGREEMENT REQUIRED FOR FYI VOUCHER APPLICATION AND ADMINISTRATION [Notice PIH 2020-28 (HA)]

PHAs applying for assistance for the FYI Initiative must enter into a partnership agreement with their local PCWA. HUD strongly encourages adding other important partners, such as the State, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates, to the partnership. The partnership agreement may take the form of a Memorandum of Understanding (MOU) or letters of intent between the parties. At a minimum, the partnership agreement must clearly address the following:

- Define youth eligible to receive assistance under the Notice using the criteria in Section 7 of the Notice.
- List the supportive services to be provided to eligible youth receiving rental assistance through the FYI Initiative.
 - All of the services identified in Section 6 of the Notice must be provided for a period of 36 months. The organization(s) to provide these services must be identified in the partnership agreement between the PHA and its community partners.
- The partnership agreement must address the following responsibilities of the PHA:
 - The PHA, upon receipt of a referral(s) from the PCWA of an eligible youth, must 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.
 - PHA must amend the administrative plan in accordance with applicable program regulations and requirements.

Santa Fe County Housing Authority Policy

It is the policy of the Santa Fe County Housing Authority to maintain a partnership with State of New Mexico Department of Children, Youth and Families (CYFD), as the PCWA, and the New Mexico Coalition to End Homelessness, as the CoC, in accordance with the requirements of the Notice. This partnership shall be in the form of a MOU entered into by the parties, and the MOU shall be in place for the duration of the Housing Authority's administration of the FYI HCV Program. The Santa Fe County Housing Authority shall amend its administrative plan and/or MOU in accordance with additional regulatory guidance provided by HUD.

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18-I-D. PHA ELIGIBILITY REQUIREMENTS [Notice PIH 2020-28 (HA)]

A PHA requesting assistance for the FYI program must meet all of the eligibility requirements described below.

- PHA currently administers the Housing Choice Voucher (HCV) Program and must have an existing Annual Contributions Contract (ACC) with HUD for HCVs. A contract administrator that does not have an ACC with HUD for HCVs but constitutes a PHA under 24 CFR 982.4 by reason of its administering HCVs on behalf of another PHA, is not eligible to submit an application under the Notice. Nonprofit administrators of HCV mainstream assistance, which by statute are classified as PHAs solely for the purpose of administering HCV mainstream assistance, are also ineligible for FYI.
- Eligibility for PHAs administering FUP is limited to PHAs with a FUP utilization of at least 90 percent at the time of the request. This must be reflected in Voucher Management System (VMS) reporting.
- The PHA must have a partnership with a PCWA. This partnership must assist the PHA in using assistance under the Notice.

Santa Fe County Housing Authority Policy

The Santa Fe County Housing Authority meets the requirements for application for FYI HCV assistance under the Notice, and is not otherwise ineligible for requesting funding through the FYI Initiative. The Santa Fe County Housing Authority currently operates a HCV program, has a current ACC with HUD, and has a MOU with CYFD and the New Mexico Coalition to End Homelessness. The Santa Fe County Housing Authority has amended its administrative plan in accordance with the FYI program regulations and requirements. It is the intent of the Santa Fe County Housing Authority to accept referrals for FYI eligible youth and to apply to HUD for FYI voucher assistance for those referrals as needed.

18-I-E. ROLES AND RESPONSIBILITIES OF PARTIES TO THE AGREEMENT [Notice PIH 2020-28 (HA)]

18-I-E-1. PHA responsibilities. The following PHA responsibilities must be identified:

- The PHA, upon receipt of a referral(s) from the PCWA of an eligible youth, must 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

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reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants.

- PHA must amend the administrative plan in accordance with applicable program regulations and requirements.

18-I-E-2. PCWA Roles and Responsibilities. The partnering PCWA must meet the following requirements.

- PCWA must have a system for identifying eligible youth within the agency's caseload and review referrals from the PHA, and other important partners, such as the State, local, philanthropic, faith-based organizations, and CoC, or CoC recipient it designates, as applicable.
- PCWA must 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.
- PCWA must provide written certification to the PHA that a youth is eligible.
- PCWA must provide or secure a commitment for the provision of required supportive services, including:
 - 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.

18-I-E-3. Third-Party Responsibilities. HUD strongly encourages participation of State, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates. These parties may play a critical role in identifying eligible youth in the community at risk of or experiencing homelessness that are no longer part of the child welfare system. Further, these parties may provide or leverage supportive services on behalf of the youth. Through the CoC's coordinated entry process, referrals of eligible youth to the PCWA are able to be made based on prioritization of need and appropriateness of the intervention. Further, CoC recipients may provide supportive services using CoC program funds to youth who qualify for CoC program assistance. Youth who are part of the PCWA's active caseload do not have to be added to the CoC's coordinated entry process.

Where other partners, such as the State, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates, will be party to the partnership agreement, the responsibilities of the entity must be identified:

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

Santa Fe County Housing Authority Policy

It is the policy of the Santa Fe County Housing Authority to maintain a MOU with CYFD and the New Mexico Coalition to End Homelessness, which shall identify the roles and responsibilities of each party to the MOU in accordance with FYI Program regulations and requirements. As the administrators of the FYI Voucher Program, the Santa Fe County Housing Authority shall work with CYFD and the New Mexico Coalition to End Homelessness to ensure all requirements identified in the Notice are met.

18-I-F. YOUTH ELIGIBILITY AND PRIORITIZATION [Notice PIH 2020-28 (HA)]

18-I-F.1. Youth Eligibility. Youth eligibility for the FYI program is defined as follows:

- Has attained at least 18 years and not more than 24 years of age;
- 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. For example, pregnant and/or parenting youth are eligible to receive assistance under this notice assuming they otherwise meet eligibility requirements.

18-I-F-2. Youth Prioritization. Given the limited nature of FYI vouchers, the PCWA is encouraged to consider how they are prioritizing youth for referrals. The intent of prioritization should be to ensure that youth are prioritized for housing resources and related services based upon level of need and appropriateness of the intervention. For youth still involved in the child welfare system, the permanency goals of the young person should be taken into account.

Santa Fe County Housing Authority Policy. The Santa Fe County Housing Authority shall only submit applications for FYI youth which meet the definition of eligible youth as defined in the Notice. The Santa Fe County Housing Authority shall submit applications for eligible youth in accordance with the prioritization methods established by CYFD.

**18-I-G. APPLICATION PROCESS AND REQUIREMENTS FOR FYI VOUCHERS
[Notice PIH 2020-28 (HA)]**

Applications for FYI Vouchers must meet the application requirements listed below to be considered.

18-I-G-1. Content of the Application. A PHA who wishes to request vouchers under this notice must email the Office of Housing Voucher Programs (OHVP) at FYI@hud.gov, copying the Field Office Public Housing Director. The subject line of the email should have the following format [PHA Code_Request for FYI vouchers]. The email must come from the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA. The following section identifies what must be included in the email requesting FYI assistance.

- Body of Email. The body of the email must include all of the following information:
 - PHA Name and PHA Code.
 - Statement that the PHA is requesting vouchers under this notice.
 - Name of partnering PCWA responsible for making eligibility determinations and referrals to the PHA.
 - Name of third-party partners, as applicable.
 - Name of entity(ies) providing the required supportive services.
 - Certification that the PHA has entered into a partnership agreement with the PCWA, and any third party(ies) it designates (as applicable). The PHA must provide a statement that it is certifying to the partnership.
 - For PHAs that administer FUP, a certification that the PHA has a FUP utilization of at least 90 percent at the time of request. This element is only applicable to PHAs that administer FUP.
 - Indicate the number of vouchers being requested, identifying the eligible youth by code, alias, initials, or full name.
 - For PHAs that have been awarded the initial maximum cap of 25 vouchers in a fiscal year and are requesting additional vouchers (up to 25), a certification that the PHA has achieved at least a 90 percent utilization of the previously awarded FYI vouchers. This element is only applicable to PHAs that have already received 25 FYI vouchers in the fiscal year. Note: An application for vouchers under this notice may not occur until the PHA has received a referral of an eligible youth by the partnering PCWA.
 - Contact information should HUD need to follow-up.
- The email must include the attachment of a completed form HUD-52515. This form was recently updated. PHAs should use the form HUD-52515 with an expiration of July 31, 2022. Only complete the first page of the form.

18-I-G-2. Processing of Applications. Before a PHA's request for assistance may be approved, the following steps must occur.

- Eligibility Review. The PHA's request for assistance will be reviewed to verify that:

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- All of the required information identified above has been submitted; and
- The PHA is eligible to administer HCVs.
- Eligibility Determination. After review of the application, HUD will:
 - Advise the PHA to modify its request to meet the requirements of this notice;
 - Deny any request that fails to meet the requirements of this notice and notify the PHA by email of the denial; or
 - Determine that the request meets the requirements of this notice

Santa Fe County Housing Authority Policy

It is the policy of the Santa Fe County Housing Authority to submit applications for FYI vouchers in accordance with the Notice and any additional requirements as required by HUD.

18-I-H. ADDITIONAL PROGRAM REQUIREMENTS [Notice PIH 2020-28 (HA)]

The following notice-specific program requirements apply:

- HUD will monitor the utilization of vouchers awarded through this notice on an annual basis and any unutilized voucher assistance that is no longer needed will be recaptured and reallocated as authorized under the 2020 Act.
- Should a youth fail to use the voucher, the PHA may issue the voucher to another eligible youth if one has been identified.
- PHAs must continue to use FYI vouchers awarded under this notice for eligible youth upon turnover. If another eligible youth is not available, the PHA must notify HUD, and HUD will reduce the PHA's HCV assistance to account for the removal of the FYI assistance from the PHA's HCV baseline. Notification should be provided to FYI@hud.gov and the PHA's respective Financial Management Center Financial Analyst.
- PHAs must maintain a special program code for FYI voucher participants in line 2n of the Family Report (form HUD-50058) or line 2p of the MTW Family Report (form HUD-50058), as applicable. The special program code is "FYI." PHAs must also properly record the date the PHA issues the voucher to the youth, and the date of admittance to the program in line 2a. Line 2h must be used to report the date the PHA initially admitted the youth into the program.
- PHAs must also report leasing and expense information for these vouchers in the VMS, Form HUD-52681B. The "Family Unification 2008/Forward -MTW" or "Family Unification - Non MTW" category, as appropriate for your PHA, must be used.
 - *Length of Assistance.* As required by statute, a FYI voucher may only be used to provide housing assistance for youth for a maximum of 36 months.
 - *Administrative Plan.* The PHA administrative plan must be amended in accordance with applicable program regulations and requirements.

Santa Fe County Housing Authority Policy

Exhibit A

It is the policy of the Santa Fe County Housing Authority to comply with all FYI requirements pertaining to FYI program administration and reporting as required by HUD. Furthermore, the Santa Fe County Housing Authority shall comply with all additional requirements of the Notice pertaining to the program administration, reporting, funding restrictions and program participation.

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