

COMMISSION INFORMATION MEMORANDUM #03-2025

To: YHRC Commissioners
From: Camille Mertens, Executive Director
Subject: Yankton Housing and Redevelopment Commission's Monthly Meeting for May 2025
Date: April 24, 2025

Just a reminder that we will have our regular monthly meeting at noon on Thursday, May 1, 2025, this will be held in **Meeting Room A**.

I will be attaching our current Administrative Plan and By-Laws to the same email as this CIM. Tamiah has gone through and updated the formatting of the Administrative Plan to clean it up. We will also bring hard copies of these to the meeting for your review. Any suggested changes will be considered by the YHRC Commissioners. I will be proposing the addition for the FYI Voucher information, wording changes to our Mission Statement, I would like to add the FYI additions as soon as approved and the other changes can be discussed more at the Annual Meeting in June.

I would recommend you review the Administrative Plan for items we spoke about at recent meetings such as attendance, proxy etc. as those items are included already.

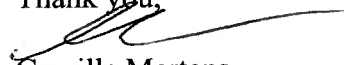
Tamiah has created an FYI referral application as well as updated our hard copy, she spoke with Sioux Falls HA as well as, Pennington County HA to get guidance on their process as we would like to keep it similar since, we are all working with the same agencies. We are meeting with LSS and CPS on May 5th to go through best practices.

Also, for upcoming meetings, I would like to consider who can be in attendance, with summer approaching and conferences I know some of us may not be available. Please review your calendars for June 5 (Annual Meeting) , July 3rd, August 7th and September 4th. If we need to reschedule any of those dates, I would like to get that taken care of sooner rather than later.

Please email and let me know if you plan to attend.

I look forward to speaking with all of you.

Thank you,


Camille Mertens

AGENDA
Yankton Housing and Redevelopment Commission
Monthly Meeting
Thursday, May 1, 2025
12:00 pm
City Hall Meeting Room A, 416 Walnut Street, Yankton, SD 57078

Call to Order

1. Roll Call
2. Welcome and Introductions
3. Approval of Minutes of the March 6, 2025 Monthly Meeting

New Business

1. 2025 Administrative Fees Released-Ms. Mertens
2. Administrative Plan and By-Law Review
3. YHRC Current Mission Statement Review and Suggestions

Old Business

1. Foster Youth to Independence Follow Up and Review for Administrative Plan FYI Additions-Ms. Mertens

Reports

1. Financial Report Monthly Review- Ms. Mertens
2. Lease-Up Report – Ms. Mertens
3. Waiting List Report – Ms. Bagola

Other Business

1. EVMS Wave 3-Ms. Mertens
2. NSPIRE Inspections App Eliminated, New HQS Protocol- Ms. Mertens

Next Meeting

YHRC's ANNUAL meeting to be held on June 5, 2025.

Adjournment

Yankton Housing and Redevelopment Commission
Board Minutes for March 6th, 2025
Microsoft Teams, Yankton, SD

ROLL CALL: Chairman Shontell Mason, Treasurer Audrea Hecht, Commissioner Thomas Stanage, Commissioner Joseph Tielke, Camille Mertens Executive Director, Tamiah Barnett HCV Specialist, Amber Bagola Program Assistant

ABSENT: Mason Schramm City Liaison, Secretary Ashley Dimmer

WELCOME AND INTRODUCTIONS: Meeting called to order at 12:04 pm

MOTION TO APPROVE MEETING MINUTES: Chairman Mason, seconded by Treasurer Hecht

ROLL CALL: Voting “aye” — all members present. Voting “nay” — none

NEW BUSINESS

FYE 2024 Audit Review – ELO CPA’s

At the March board meeting, Yankton Housing and Redevelopment Commissioners and staff reviewed their FYE 2024 Audit. Terri Post presented the audit, which received an unmodified opinion - the highest level of assurance. The audit highlighted a lack of segregation of duties in the internal control letter. Key points included city contributions and federal services revenue, as well as a significant rise in cash and restricted cash. The balance sheet noted items such as prepaid insurance, unearned revenue, and restricted HUD fees. A detailed REAC report was submitted on December 2, 2024. The report provided a comprehensive breakdown of the financial statements. Board members discussed the unrestricted net position history and its relevance.

MOTION TO APPROVE FYE 2024 Audit: Commissioner Tielke, seconded by Treasurer Hecht.

Roll Call: Voting “aye”-all members present. Voting “nay”-none.

OLD BUSINESS

Foster To Youth Independence Follow Up-Ms. Mertens

Following a call with Lutheran Social Services and Child Protection, Ms. Mertens reported positive support for their initiative. However, they are currently awaiting the required Memorandum of Understanding (MOU) letter necessary for applying for the vouchers. The Child Protection representative informed Ms. Mertens that they are seeking approval from Department of Social Services leadership before proceeding with the MOU. Ms. Mertens expects to receive more information about the MOU by the end of the week or early the following week. Despite the delay, there have been no reported changes to the voucher funding. Ms. Mertens remains hopeful for a more substantial update by their next meeting and continues to monitor the situation closely.

REPORTS

Financial Report Monthly Review- Ms. Mertens

As of the end of January, our Unrestricted Net Assets or unspent admin is \$ 126,394.32 (UNP) the Net Restricted Position is \$5,240.69 HAP (NRP) CASH and investments at \$ 131,191.63

MOTION TO APPROVE Monthly Financial Report: Commissioner Tielke, seconded by Commissioner Stanage.

Roll Call: Voting “aye”-all members present. Voting “nay”-none.

Lease-Up Report – Ms. Mertens

Ms. Mertens stated that we have 142 leased, and 8 outstanding vouchers as of March 6th. YHRCs waitlist is currently 6-8 months out. Ms. Mertens continues ongoing conversations with YHRC’s PMS support on statuses of voucher issuance.

Waiting List Report- Ms. Bagola

Ms. Bagola stated that there were 18 preferences and 13 non-preferences on the current waitlist. She also stated that there were 23 applications under review.

OTHER BUSINESS

Next Meeting

The next meeting is tentatively scheduled for April 3rd, 2025.

Adjournment

The meeting was adjourned at 12:35 pm.

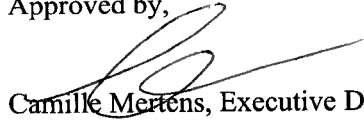
MOTION TO ADJOURN: Chairman Mason moved, seconded by Treasurer Hecht

Roll Call: Voting "aye"-all members present. Voting "nay"-none.

Respectfully submitted,

Tamiah Barnett, HCV Specialist

Approved by,



Camille Mertens, Executive Director

Calendar Year (CY) 2025 Administrative Fee Rates

PHA Num	A Rate	B Rate
SC026	\$ 84.47	\$ 78.83
SC027	\$ 82.77	\$ 77.25
SC028	\$ 78.26	\$ 73.04
SC029	\$ 82.77	\$ 77.25
SC030	\$ 78.26	\$ 73.04
SC031	\$ 78.26	\$ 73.04
SC032	\$ 82.77	\$ 77.25
SC033	\$ 78.26	\$ 73.04
SC034	\$ 82.77	\$ 77.25
SC035	\$ 78.26	\$ 73.04
SC036	\$ 93.37	\$ 87.13
SC037	\$ 82.77	\$ 77.25
SC046	\$ 93.37	\$ 87.13
SC056	\$ 89.70	\$ 83.73
SC057	\$ 89.70	\$ 83.73
SC059	\$ 78.08	\$ 72.87
SC911	\$ 90.68	\$ 84.63
SD010	\$ 89.04	\$ 83.11
SD011	\$ 84.47	\$ 78.83
SD014	\$ 84.47	\$ 78.83
SD016	\$ 89.04	\$ 83.11
SD026	\$ 84.47	\$ 78.83
SD034	\$ 84.47	\$ 78.83
SD035	\$ 91.78	\$ 85.65
SD036	\$ 84.47	\$ 78.83
SD037	\$ 84.47	\$ 78.83
SD039	\$ 89.04	\$ 83.11
SD043	\$ 84.47	\$ 78.83
SD045	\$ 89.04	\$ 83.11
SD047	\$ 84.47	\$ 78.83
SD048	\$ 84.47	\$ 78.83
SD055	\$ 84.47	\$ 78.83
SD056	\$ 84.47	\$ 78.83
SD057	\$ 84.47	\$ 78.83
SD058	\$ 84.47	\$ 78.83
SD059	\$ 84.47	\$ 78.83
TN001	\$ 87.03	\$ 81.22
TN002	\$ 82.26	\$ 76.78
TN003	\$ 82.26	\$ 76.78
TN004	\$ 88.45	\$ 82.55
TN005	\$ 96.44	\$ 90.01
TN006	\$ 82.26	\$ 76.78

Calendar Year (CY) 2024 Administrative Fee Rates

PHA Num	A Rate	B Rate
SC023	\$ 79.50	\$ 74.20
SC024	\$ 86.15	\$ 80.41
SC025	\$ 79.50	\$ 74.20
SC026	\$ 81.13	\$ 75.71
SC027	\$ 79.50	\$ 74.20
SC028	\$ 78.26	\$ 73.04
SC029	\$ 79.50	\$ 74.20
SC030	\$ 78.26	\$ 73.04
SC031	\$ 78.26	\$ 73.04
SC032	\$ 79.50	\$ 74.20
SC033	\$ 78.26	\$ 73.04
SC034	\$ 79.50	\$ 74.20
SC035	\$ 78.26	\$ 73.04
SC036	\$ 91.20	\$ 85.11
SC037	\$ 79.50	\$ 74.20
SC046	\$ 91.20	\$ 85.11
SC056	\$ 86.15	\$ 80.41
SC057	\$ 86.15	\$ 80.41
SC059	\$ 78.26	\$ 73.04
SC911	\$ 87.09	\$ 81.28
SD010	\$ 84.30	\$ 78.68
SD011	\$ 81.74	\$ 76.29
SD014	\$ 81.74	\$ 76.29
SD016	\$ 84.30	\$ 78.68
SD026	\$ 81.74	\$ 76.29
SD034	\$ 81.74	\$ 76.29
SD035	\$ 88.82	\$ 82.89
SD036	\$ 81.74	\$ 76.29
SD037	\$ 81.74	\$ 76.29
SD039	\$ 84.30	\$ 78.68
SD043	\$ 81.74	\$ 76.29
SD045	\$ 84.30	\$ 78.68
SD047	\$ 81.74	\$ 76.29
SD048	\$ 81.74	\$ 76.29
SD055	\$ 81.74	\$ 76.29
SD056	\$ 81.74	\$ 76.29
SD057	\$ 81.74	\$ 76.29
SD058	\$ 81.74	\$ 76.29
SD059	\$ 81.74	\$ 76.29
TN001	\$ 80.99	\$ 75.59
TN002	\$ 76.56	\$ 71.45
TN003	\$ 76.56	\$ 71.45

**BY-LAWS OF THE
YANKTON HOUSING AND REDEVELOPMENT COMMISSION
AMENDED AND RESTATED AUGUST 5, 2021**

ARTICLE I - THE COMMISSION

Section 1. Name of Commission. The name of the Commission shall be the "Yankton Housing and Redevelopment Commission", hereinafter referred to as "Commission". The effective date of the Commission's activation by the Yankton City Commissioner was Thursday, November 24, 1994.

Section 2. Seal of Commission. The Commission shall not have a seal.

Section 3. Office of Commission. The offices of the Commission shall be at the City Hall in the City of Yankton, South Dakota.

Section 4. Meetings. The Commission may hold its meetings at such places and times as it may designate.

Section 5. Composition, Appointments, Terms and Tenure of Commissioners; Commission Powers. The composition, appointment, terms, and tenure of Commissioners shall be in accordance with SDCL 11-7-11 through 11-7-13 and the Commission shall have all the powers bestowed upon it in SDCL Chapter 11-7.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Commission shall be a Chairperson, a Treasurer, a Secretary, and an Executive Director.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission, the Chairperson shall sign all contracts, deeds and other instruments made by the Commission. At each meeting the Chairperson shall submit such recommendations and information as the Chairperson may consider proper concerning the business, affairs and policies of the Commission. The Chairperson shall be one of the elected officers directed to sign money orders, checks or other disbursements of Commission funds.

In the absence or incapacity and in the case of death or resignation of the Chairperson, another member of the Commission shall be elected Temporary Chairperson. The Temporary Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Commission elects a new Chairperson or until the duly elected Chairperson can return to duty.

Section 3. Secretary. The Secretary shall keep all records of the Commission. The Secretary shall attest to all resolutions, contracts and other documents as directed by the Commission.

Section 4. Treasurer. The Treasurer shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. The Treasurer shall be one of the elected officers directed to sign all financial authorizations, checks, and other disbursements of Commission funds. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Commission, at each regular

meeting (or more often when requested), an account of all financial transactions and also of the financial condition of the Commission.

Section 5. Executive Director. The Commission shall employ or appoint an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Commission. The Executive Director shall be charged with the management of all projects undertaken by the Commission.

The Executive Director shall submit such recommendations and information as may be proper concerning the business, affairs and policies of the Commission.

As assistant to the Secretary, the Executive Director shall keep the records of the Commission, shall act as Secretary of the meetings of the Commission and record all votes, and shall keep a written record of the proceedings of the Commission.

As assistant to the Treasurer, the Executive Director shall have the care and custody of all funds of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such funds under the direction of the Commission. Except as otherwise authorized by resolution of the Commission, all such orders and checks for the payment shall be countersigned by the Chairperson or Treasurer. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall provide the Commission at every meeting (or more often when requested), an account of all financial transactions and also of the financial condition of the Commission.

The compensation of the Executive Director shall be determined by the Commission.

Section 6. Additional Duties. The officers of the Commission shall perform such other duties and functions as may from time to time be required or allowed by the Commission these by-laws or other policies of the Commission.

Section 7. Election or Appointment. The Chairperson, Secretary and Treasurer shall be elected at the annual meeting of the Commission from among the commissioners of the Commission, and shall hold office for one (1) year or until their successors are elected and qualified.

Section 8. Vacancies. Should the offices of Chairperson, Secretary or Treasurer become vacant, the Commission shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

Section 9. Additional Personnel. The Commission may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by SDCL 11-7 and all other laws of the State of South Dakota applicable thereto. The selection and compensation of such personnel shall be determined by the Commission subject to the laws of the State of South Dakota.

Section 10. Resident Advisor. MOTION TO APPROVE: Commissioner Michels moved to Add A Resident Advisor Board Member, seconded by Commissioner Hecht. Approved 6/13/2024

ARTICLE III - MEETINGS

Section 1. Annual Meetings. The annual meeting of the Commission shall be in June at the regular meeting time and place.

Section 2. Regular Meeting. Regular meetings shall be held each month at a regular meeting time and place as determined by the Commission. All regular meetings are open to the public unless a majority of the Commissioners vote to enter into executive session. Minutes will reflect decisions made during executive sessions and all process shall be in compliance with South Dakota open meeting laws.

Section 3. Special Meeting. The Chairperson of the Commission may when the Chairperson deems it expedient, or upon the written request of three (3) members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Commission or may be mailed to the business or home address of each member of the Commission at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Commission are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Commission shall be vested in the Commissioners thereof in office from time to time. Three (3) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Commission upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Commission the following shall be the order of business:

1. Call to Order
2. Reports
3. Old Business
4. New Business
5. Other Business
6. Next Meeting
7. Adjournment

Section 6. Manner of Voting. The voting on all questions coming before the Commission shall be by voice vote unless requested by one (1) Commissioner that a roll call vote be taken.

ARTICLE IV - AMENDMENTS

Amendments to By-Laws. The by-laws of the Commission shall be amended only with the approval of at least three (3) of the members of the Commission at a regular or a special meeting. A written statement of the proposed amendment must be provided to all Commissioners at least fifteen (15) days before the next scheduled meeting.

Modified Mission Statement Suggestion

See current mission statement on page 9 of the Admin. Plan

Yankton Housing & Redevelopment Commission is committed to serving the needs of our communities by providing safe, sanitary, and affordable housing to the elderly, disabled, and low-income families within our jurisdiction.

MEMORANDUM OF UNDERSTANDING – FOSTER YOUTH TO INDEPENDENCE

This Memorandum of Understanding (MOU) has been created and entered into during April 2025, by and between the following parties in relation to their request for assistance under the Foster Youth to Independence initiative and the requirements of PIH Notice 2019-20 (HA).

Public Housing Authority (PHA)
Yankton Housing & Redevelopment Commission
416 Walnut St
Yankton, SD 57078

Public Child Welfare Agency (PWCA)
South Dakota Department of Social Services
Division of Child Protection Services
700 Governors Drive
Pierre, SD 57501-2291

Continuum of Care (CoC)
South Dakota Housing for the Homeless Consortium
South Dakota Housing Development Authority
PO Box 1237
Pierre SD 57501-1237

I. Statement of Cooperation

- A. Commitment to administering the program.
- B. Goals and standards of success in administering the program.
- C. Identification of staff position at the PHA, PCWA, and CoC, Joseph Tielke, Continuum of Care Administrator for the SD Housing for the Homeless Consortium, who will serve as the lead FYI liaison.

Lead FYI Liaison: Joseph Tielke, Continuum of Care Administrator – SD Housing for the Homeless Consortium

Name and title of PHA staff position: Camille Mertens, Executive Director

Name and title of PCWA staff position: Tanya Septka, ILS Program Specialist, Department of Social Services, Child Protection

Name and title of CoC staff position: Joseph Tielke, Continuum of Care Administrator – SD Housing for the Homeless Consortium

II. Youth Eligibility

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;

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 at age 16 or older; 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.

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.

III. Supportive Services

Lutheran Social Services (LSS) 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.

- A. 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).
- B. 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.
- C. 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.
- D. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- E. 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.

IV. PHA Responsibilities

The Yankton Housing & Redevelopment Commission will be responsible for the following activities:

- A. Accept referrals of youth certified by the PCWA as eligible for assistance under this notice.
- B. Determine if youth referred by the PCWA are eligible for HCV assistance.
- C. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.

V. PCWA Responsibilities

The South Dakota Department of Social Services – Division of Child Protection Services will be responsible for the following activities:

- A. Have a system for identifying FUP - eligible youth within the agency's caseload and review referrals from the PHA and CoC.
- B. Have a system for prioritization of referrals to ensure that youth are prioritized for a FYI TPV based upon level of need and appropriateness of the intervention.
- C. Provide written certification to the PHA that a youth is FUP - eligible.
- D. Provide or secure a commitment for the provision of required supportive services.

VI. CoC Responsibilities

The South Dakota Housing Development Authority as the lead agency for South Dakota Housing for the Homeless Consortium will be responsible for the following activities:

- A. Integrate the prioritization and referral process for FUP - eligible youth into the CoC's coordinated entry process.
- B. Identify services to be provided using CoC program funds to youth who qualify for CoC program assistance.
- C. Make referrals of FUP - eligible youth to the PCWA.

Signed By:

Camille Mertens E.D. YHRC 4/2/2025
Camille Mertens, Executive Director, PHA Date

Tanya Septka, ILS program specialist 4-2-25
Tanya Septka, Executive Director, PCWA Date

Amy Witt 4/3/2025
Amy Witt, Executive Director, PCWA, contractor organization Date

Joe Tielke 4-3-25
Joseph Tielke, CoC Date

PHA Policy

*In addition to the PCWA, the PHA will implement the FYI program in partnership with **South Dakota Dept. of Social Services, South Dakota Housing for Homeless Consortium, South Dakota Housing Development Authority***

YOUTH ELIGIBILITY CRITERIA [Notice PIH 2023-04; FYI Q&As; FYI FAQs]

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. As determined by the PCWA, eligible youth:

- Are at least 18 years of age and not more than 24 years of age (have not yet reached their 25th birthday);
 - Youth must be no more than 24 years of age at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Have 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;
 - Placements can include, but are not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576;
- Are homeless or at risk of becoming homeless at age 16 and older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution). Therefore, youth being discharged from an institution may be eligible for an FYI voucher [FYI FAQs].

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

SUPPORTIVE SERVICES [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar; FYI Q&As]

Supportive services may be provided by the PHA, PCWA, or a third party. The PCWA must provide or secure a commitment to provide supportive services for participating youth for the period of time defined in the NOFA/O for which the funding was made available. At a minimum, the following supportive services must be offered:

- 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 eligible youth to rent a unit with a voucher;
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.); and

- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED) or attendance/financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

PHA Policy

Additional supportive services may be offered on a case-by-case basis as resources become available.

Since participation in supportive services is optional, but strongly encouraged, an FYI participant may decline supportive services.

REFERRALS AND WAITING LIST MANAGEMENT [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar FYI FAQs]

Referrals

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. Once the PCWA sends the PHA the referral certifying the youth is program-eligible, the PHA determines HCV eligibility.

The PCWA must have a system for identifying eligible youth within the agency's caseload and reviewing referrals from other partners, as applicable. The PCWA must also have a system for prioritization of referrals to ensure that youth are prioritized for an FYI voucher based upon their level of need and appropriateness of the intervention.

Referrals may come from other organizations in the community who work with the population, but the PCWA must certify that the youth meets eligibility requirements, unless the PCWA has vested another organization with this authority.

The PHA is not required to maintain full documentation that demonstrates the youth's eligibility as determined by the PCWA but should keep the referral or certification from the PCWA. The PCWA is not required to provide the PHA with HCV eligibility documents.

PHA Policy

The PHA and PCWA have identified staff positions to serve as lead FYI liaisons. These positions will be responsible for transmission and acceptance of referrals. The PCWA must commit sufficient staff and resources to ensure eligible youths are identified, prioritized, and determined eligible in a timely manner.

When vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the PCWA liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison must provide the PHA with a list of eligible referrals, a completed release form, and a written certification for each referral indicating the referral is eligible. The list will include the name, address, and contact phone number for each adult individual who is being referred.

The PHA will maintain a copy of each certification from the PCWA in the participant's file along with other eligibility paperwork.

Waiting List Placement [Notice PIH 2023-04 and FYI FAQs]

The PHA must use the HCV waiting list for the FYI program. Youth already on the HCV program may not be transferred to an FYI voucher since they are not homeless or at-risk of homelessness.

Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.

If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new referrals. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants; however, the requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply (*see page 24 Opening and Closing the Waiting List of this administrative plan*).

PHA Policy

Within 10 business days of receiving the referral from the PCWA, the PHA will review the HCV waiting list and will send the PCWA a list confirming whether or not referrals are on the waiting list.

Referrals that are already on the list will retain their position and the list will be notated to indicate the applicant is FYI-eligible.

For those referrals not already on the waiting list, the PHA will work with the PCWA to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FYI-eligible.

Waiting List Selection

The PHA selects eligible youths based on the PHA's regular HCV waiting list selection policies on pages 23-27, including any preferences that may apply.

PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]

Once an eligible youth is selected from the HCV waiting list, the PHA must determine whether the youth meets HCV program eligibility requirements. Applicants must be eligible under both FYI eligibility requirements and HCV eligibility requirements as outlined in Eligibility and Targeting of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the youth's criminal history.

PHA Policy

Subject to privacy laws, the PCWA will provide any available information regarding the applicant's criminal history to the PHA.

The PHA will consider the information in making its eligibility determination in accordance with the PHA's policies in ELIGIBILITY AND TARGETING

Additional Eligibility Factors

Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FYI voucher.

PHA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Eligibility and Targeting or any eligibility criteria listed in this section will be notified by the PHA in writing following policies in YHRC DENIAL OR TERMINATION OF ASSISTANCE updated 11/4/2021, HUD REQUIRED DENIAL OF ADMISSION OR TERMINATION, including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the youth will be issued an FYI voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FYI voucher holder of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- The supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FYI assistance.

PHA Policy

Eligible applicants will be notified by the PHA in writing following policies in Section YHRC DENIAL OR TERMINATION OF ASSISTANCE updated 11/4/2021, HUD REQUIRED DENIAL OF ADMISSION OR TERMINATION of this policy. FYI youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in BRIEFING PACKET.

Vouchers will be issued in accordance with PHA policies in ISSUING A HOUSING CHOICE VOUCHER, except that the PHA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in THE VOUCHER TERM.

Once the youth locates a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations.

Should a youth fail to use the voucher, the PHA may issue the voucher to another eligible youth if one has been identified [Notice PIH 2023-04].

Turnover [Notice PIH 2023-04]

Awards of FYI Tenant Protection Vouchers (TPVs) continue to be administered under the requirements of Notice PIH 2019-20. This includes turnover requirements and the requirement to inform HUD should a youth not use a voucher or leave the program. For example, FYI TPVs

awarded under Notice PIH 2019-20 “sunset” when a youth leaves the program. This means that the PHA cannot reissue FYI TPV assistance issued under that notice to another youth when an initial youth exits the HCV program. HUD does not have the authority to allow the voucher to be used for a youth other than the one identified in the request.

MAXIMUM ASSISTANCE PERIOD [Notice PIH 2023-04 and FYI FAQs; FR Notice 1/24/22]

Vouchers are limited by statute to a total of between 36 months and 60 months of housing assistance. At the end of the statutory time period, assistance must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the limitation. It is not permissible to reissue another FYI TPV to the same youth upon expiration of their FYI assistance.

Participants do not “age out” of the program. A participant may continue with the program until they have received the period of assistance for which they are eligible. Age limits are only applied for entry into the program.

Extension of Assistance

FYI voucher holders who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FYI voucher holders cannot be required to participate in the Family Self-Sufficiency

(FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FYI voucher holders must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

FYI voucher holders will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA’s FSS program if they certify that they meet one of the exceptions below:

- The FYI voucher holder is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

PHA Policy

*The PHA defines **incapacitated** person as any person who is incapable of giving informed consent to health care; The PHA will apply this exception in a manner that provides extensions of FYI assistance to the broadest population possible consistent with the statutory requirements.*

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

The child or incapacitated person is not required to reside in the household in order for the FYI voucher holder to certify they meet this exception. For example, a child in

a joint custody arrangement under the age of six who resides in the household only part time may qualify the FYI voucher holder for this exception.

- The FYI voucher holder is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

PHA Policy

*The PHA will define **regular and active participation** in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with the statutory requirements.*

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

- The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

PHA Policy

The PHA will apply this requirement in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

An FYI voucher holder that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FYI voucher holders. An FYI voucher holder may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FYI voucher holder an FSS slot during their first 36 months of receiving FYI assistance, the FYI voucher holder is considered to have been "unable to enroll" in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- The FYI voucher holder was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.

PHA Policy

The PHA will use the definitions of recognized postsecondary credential and secondary school diploma or its recognized equivalent under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a recognized postsecondary credential as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate's degree, bachelor's degree, occupational licensure, or

occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10-16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a secondary school diploma or its recognized equivalent as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

- The FYI voucher holder was enrolled in an institution of higher education, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a proprietary institution of higher education or a postsecondary vocational institution under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

PHA Policy

The FYI voucher holder must be enrolled in education activities on at least a half-time basis, as defined by the institution which they attend. However, the PHA may make exceptions to this requirement if the FYI voucher holder is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where they are enrolled.

- The FYI voucher holder was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).
- The FYI voucher holder was employed.

PHA Policy

The PHA will consider the FYI voucher holder to be employed if they work a minimum of 20 hours per week. The PHA may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HUD encourages the PHA to remind the FYI voucher holder at the 24-month reexamination of the education, workforce development, and employment requirements described above so that they have enough time to meet these requirements prior to the expiration of the 36-month time period for FYI assistance.

PHA Policy

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, the PHA will remind the FYI voucher holder at

their second regular reexamination of the education, workforce development, and employment requirements described above.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to an FYI voucher holder who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the FYI voucher holder previously declined an FSS slot because they met one of the statutory exceptions).
- The PHA must work with the FYI voucher holder to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the FYI voucher holder is engaged in and any statutory exceptions that apply to the FYI voucher holder, as well as the remaining time on their voucher.
- If the FYI voucher holder accepts the FSS slot, the PHA must work with them to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FYI voucher holder is offered an FSS slot prior to the 36-month mark, the FYI voucher holder:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).
- Will not be considered to have been “unable to enroll” in the FSS program, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required, to offer an FYI voucher holder an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the FYI voucher holder will have already received their second and final extension.

PHA Policy

If an FSS slot becomes available between the 48 and 60-month marks, the PHA will not offer the FSS slot to an FYI voucher holder.

Extensions of Assistance

At the 36-month and 48-month reexamination, the PHA must extend FYI assistance if the FYI voucher holder is participating in and in compliance with the FSS program as long as the FYI voucher holder is still eligible for the HCV program.

In any case, the FYI voucher holder cannot receive more than a total of 60 months of FYI assistance even if the FSS Contract of Participation time period extends beyond the voucher 60-month mark.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FYI voucher holder has been unable to enroll in the program during the first 36 months of receiving FYI assistance, the FYI voucher holder is

entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the FYI voucher holder engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the FYI voucher holder may have engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FYI voucher holder written notification informing them that they may receive an extension of their FYI assistance and providing instructions on how the FYI voucher holder may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FYI voucher holder to demonstrate that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FYI assistance.

PHA Policy

The PHA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods prior to the FYI voucher holder's scheduled annual reexamination. The PHA will not verify compliance at the end of the 60-month time period.

The PHA will provide each FYI voucher holder on the PHA's program with a written notification informing them that they may receive an extension of their FYI assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to their scheduled annual reexamination date. When necessary, the PHA will provide this notification in a format accessible to FYI voucher holders with disabilities and in a translated format for FYI voucher holders with limited English proficiency in accordance with Chapter 2.

The PHA will use the following verification methods to verify an FYI voucher holder's eligibility for voucher extensions:

To verify compliance with the FSS requirement, the PHA will examine its records to confirm, or obtain confirmation from the PHA's FSS program staff, that the FYI participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, the PHA will verify that the FYI voucher holder was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of the 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FYI voucher holder may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FYI voucher holder will still be considered to have met the requirements.

In order for the FYI voucher holder to meet one of the statutory exceptions described above, the FYI voucher holder must submit a certification to the PHA that they meet one of these exceptions. This certification is the only documentation that the FYI voucher holder must submit in order to demonstrate that they meet one of the statutory exceptions.

An FYI voucher holder who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FYI voucher holder may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the FYI voucher holder meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the FYI voucher holder is still eligible for the HCV program, the PHA must provide the FYI voucher holder the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FYI voucher holder to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FYI assistance prior to the annual reexam.

If the FYI voucher holder does not meet any of the statutory conditions described in in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FYI voucher must be terminated once they reach this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the FYI voucher holder entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the FYI voucher holder, not the number of months that they are in the FYI program. Prior to termination, the PHA must offer the FYI voucher holder the opportunity to request an informal hearing, in accordance with INFORMAL HEARING FOR PARTICIPANTS.

TERMINATION OF ASSISTANCE [FYI FAQs]

Termination of a FYI voucher is handled in the same way as with any HCV; therefore, termination of a FYI voucher must be consistent with HCV regulations at 24 CFR Part 982, YHRC DENIAL OR TERMINATION OF ASSISTANCE updated 11/4/2021, HUD REQUIRED DENIAL OF ADMISSION OR TERMINATION. Given the statutory time limit that requires FYI vouchers to sunset, a PHA must terminate the youth's assistance once the limit on assistance has expired.

A PHA cannot terminate a FYI youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for a FYI youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of FYI voucher holders to regular HCV assistance upon the expiration of the limit on assistance. However, the PHA may issue a regular HCV to FYI voucher holders if they were selected from the waiting list in accordance with PHA policies. The PHA may also adopt a waiting list preference for FYI voucher holders who are being terminated for this reason.

PHA Policy

The PHA will not provide a selection preference on the PHA's HCV waiting list for FYI voucher holders who are terminated due to the time limit on assistance.

PORTABILITY [FYI FAQs]

Portability for an FYI youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for an FYI youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

An FYI youth does not have to port to a jurisdiction that administers FYI vouchers.

If the receiving PHA absorbs the voucher, the PHA may absorb the youth into its regular HCV program if it has vouchers available to do so. If the receiving PHA absorbs the youth into its regular HCV program, that youth becomes a regular HCV participant with none of the limitations of an FYI voucher.

The initial and receiving PHA must work together to initiate termination of assistance upon expiration of the time limit on assistance.

PROJECT-BASING FYI VOUCHERS [FYI FAQs; FR Notice 1/24/22; Notice PIH 2024-03]

PHAs that have initiated the selection process to project-base FYI and/or FUP vouchers may be eligible to project-base FYI and FUP units formally identified for project basing in accordance with all applicable PBV regulations and PHA policies in Chapter 17. This includes FYI vouchers awarded under Notices PIH 2020-28, PIH 2021-26, and PIH 2023-04. Assistance awarded under Notice PIH 2019-20 is prohibited from being project-based.

PHA Policy

The PHA reserves the right to project base FYI vouchers.

Meeting Date:

Board Approval:

FYI Questions and Answers

Foster Youth to Independence (FYI) Initiative

Frequently asked questions (FAQs) submitted to FYI@hud.gov will be answered in this document. The document will be updated periodically and reposted with the date it was update.

Note: On March 15, 2023, HUD issued Notice PIH 2023-04. This notice replaces Notice PIH 2021-26. HUD is no longer accepting requests for FYI vouchers under Notice PIH 2021-26 or Notice PIH 2020-28. Please submit requests for FYI voucher using the [FYI Form](#).

Throughout this Q&A document FYI TPV refers to assistance awarded under Notice PIH 2019-20. FYI TPVs are referenced where the question impacts awards under Notice PIH 2019-20. Otherwise, references are to FYI Vouchers under the new notice (Notice PIH 2023-04). Additionally, references to “notice” are to Notice PIH 2023-04, unless specified.

****[Date of last revision: October 30, 2024]****

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Eligibility

- 1. Can I apply for assistance under the notice and submit an application(s) for funding under a Family Unification Program (FUP) Notice of Funding Availability/Opportunity (NOFA/O)?**

Yes. Applying for funds under this notice does not exclude PHAs from pursuing funding under a future NOFA/O, assuming all eligibility requirements of the NOFA/O are otherwise met.
 - 2. Can I apply for funding under a FUP NOFA/O if I've been awarded TPVs or FYI vouchers under this notice?**

Yes. Administering assistance under the notice would not preclude a PHA from applying for funding under a future NOFA/O, assuming all eligibility requirements of the NOFA/O are otherwise met.
 - 3. My PHA administers the FUP, but does not have enough vouchers to serve all FUP-eligible families and FUP-eligible youth, are we eligible to request assistance under the notice? (Updated)**

Eligibility for PHAs administering FUP and/or FYI vouchers awarded in prior federal fiscal years is limited to PHAs with validated VMS utilization of at least 90 percent for PHAs administering more than 11 FUP and/or FYI vouchers, and at least 50% for PHAs administering 10 or fewer FUP and/or FYI vouchers at the time of the request as reported in line 2n of the Family Report (form HUD-50058) or line 2p of the MTW Family Report (form HUD-50058 MTW), as applicable. Please see Section 6.B.3. of PIH Notice 2023-04 for additional eligibility requirements and specific exceptions to the utilization threshold criteria.
 - 4. Can youth in the HCV program be transferred to a FYI voucher?**

No. The funding would not be used appropriately if a regular HCV youth is transferred to a FYI voucher. In this particular situation, these youth are not homeless or at-risk of homelessness because their housing need has already been met through the existing HCV program.
 - 5. What happens to the status of an FYI-eligible youth if that youth gives birth after she has leased up under a FYI TPV or FYI voucher? (Updated)**

The youth is still eligible for the full 36 months of assistance and for an extension of assistance in accordance with the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#) (as long as the youth meets the requirements of FSHO). (Note: FSHO only applies to FYI-eligible youth who first leased a unit with FYI assistance after December 27, 2020.)
 - 6. In order to qualify, must a youth have lived only in foster care or would any residential placement by the PCWA qualify them for the FYI voucher?**
-

Under the federal definition of foster care, placement can include, but is not limited to, “placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes.” (See 45 CFR 1355.20.)

7. Are youth being discharged from a publicly funded institution eligible for FYI?

A youth being discharged from an institution may meet the definition of being at risk of homelessness. The definition includes, among others, a person that 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). (See 24 CFR 576.2) The youth must also:

- i. Have an annual income below 30 percent of median family income for the area, as determined by HUD; and
- 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 at 24 CFR 576.2.

To be eligible for FYI, the youth must also meet the age requirement for participation and have had qualifying foster care involvement as verified by the PCWA.

8. At which point must a youth be no more than 24 years old? (Updated)

A youth must be no more than 24 years old at the time of PCWA certification as FYI-eligible **and** also at the time of HAP contract execution. Timing of the referral is particularly important in this case. For example, a PCWA may be planning to refer a youth that is still 24 years old at the time of referral but is close to turning 25 years old. Although the youth meets the age requirement at the time of referral, there could be a strong likelihood that, at the time of HAP contract execution, the youth may no longer meet the age requirement. If the PHA receives a referral of an FYI-eligible youth that is near their 25th birthday, the PHA should take steps to ensure that the youth does not reach the age requirement limit before the effective date of the HAP contract. PHAs are encouraged to detail the time sensitivity of the process leading up to HAP contract execution. For example, if the youth is issued an FYI voucher 45 days before their 25th birthday, they would have less than 45 days to search, as the PHA approval of the tenancy, including unit inspection, and execution of the HAP contract must be accommodated in the timeline. The PHA is encouraged to identify strategies to expedite the lease up process, such as additional unit search assistance, and prioritizing unit inspections for the FYI-eligible youth approaching their 25th birthday. HUD understands that there are sometimes barriers outside of the young person’s control that may prevent leasing with the voucher before their 25th birthday. In such circumstances, HUD encourages PHAs to

explore all available options to ensure youth receive assistance. PHAs should contact FYI@hud.gov to discuss acceptable, available options if they have any questions.

- 9. What documentation is the PHA required to have in their file regarding the eligibility determination made by the PCWA? Is the referral sufficient or do we need to have the full documentation that demonstrates their eligibility?**
In order to maintain an audit trail, the PHA should keep the referral or certification from the PCWA.

- 10. Can organizations other than PHAs administer FYI vouchers?**
No. The PHA must have an existing 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 this 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.

- 11. What is the minimum number of vouchers that may be requested?**
There is no minimum request size. As few as one FYI voucher may be requested.

- 12. If foster youth have a criminal record, are they eligible to participate in the program?**
In most cases, PHAs and owners have discretion to decide whether or not to deny admission to an applicant with certain types of criminal history, or terminate assistance or evict a household if a tenant, household member, or guest engages in certain drug-related or other criminal activity on or near the premises (in the case of the HCV program). HUD regulations outline the limited instances where denial of admission or termination of assistance is required. (See 24 CFR 982, subpart L.) In deciding whether to exercise their discretion to admit or retain an individual or household that has engaged in criminal activity, PHAs and owners may consider all of the circumstances relevant to the particular admission or eviction decision, including but not limited to: the seriousness of the offending action; the effect that eviction of the entire household would have on family members not involved in the criminal activity; and the extent to which the leaseholder has taken all reasonable steps to prevent or mitigate the criminal activity. Additionally, when specifically considering whether to deny admission or terminate assistance or tenancy for illegal drug use by a household member who is no longer engaged in such activity, a PHA or owner may consider whether the household member is participating in or has successfully completed a drug rehabilitation program, or has otherwise been rehabilitated successfully.

For more information on this topic, see [Notice PIH 2015-19](#).

13. When a young person leaves the program, can the PHA request an FYI voucher on behalf of another young person? (Updated)

Yes, if it does not have an FYI available to issue to the young person and meets the requirements under PIH Notice 2023-04. For PHAs awarded FYI TPVs under Notice PIH 2019-20 where the recipient of the FYI TPV leaves the program, the PHA may request an FYI voucher under the requirements of Notice PIH 2023-04. Only FYI TPVs sunset and cannot be used for another eligible youth. HUD is no longer issuing FYI TPVs. PHA should also be mindful of the requirement to inform HUD should a youth not use a voucher or leave the program.

For PHAs awarded FYI vouchers under Notice PIH 2020-28, Notice PIH 2021-26, or PIH Notice 2023-04 where the recipient of the FYI voucher leaves the program, the PHA must continue to use the FYI voucher for eligible youth upon turnover. Where there are more eligible youth than available FYI turnover vouchers, the PHA may request an FYI voucher under the requirements of Notice PIH 2023-04.

If another eligible youth is not available, the PHA must notify HUD before the end of the calendar year, 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.

14. Our PHA is a large agency and/or our jurisdiction covers a wide area, are we still limited to 25 vouchers in a federal fiscal year? (Updated)

Per Notice PIH 2023-04, PHAs that have been awarded the initial maximum cap of 25 vouchers in a federal fiscal year that have achieved at least 90 percent utilization of these vouchers may request up to an additional 25 vouchers in the federal fiscal year. PHAs will not be awarded more than 50 non-competitive vouchers in any given federal fiscal year. Appropriations language in FY 2024 directed HUD to remove this cap, and HUD is in the process of updating PIH 2023-04 to implement this directive in early 2025.

15. Are youth exiting the juvenile justice system eligible to participate in the program? Youth exiting the juvenile justice system will need to meet the eligibility requirements for the program (see Question #20).

16. What would a PHA do under this program if the legal age to sign a lease is 21 in the state where the PHA is located?

PHAs must administer assistance under FYI consistent with state law. A best practice is for the PHA to educate the PCWA on the HCV program, including eligibility requirements. The PHA may incorporate into the partnership agreement a condition that the PCWA only refer in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and meets all other requirements. (See Section 7 of the notice.) The PHA must not enter into a Housing Assistance Payment Contract (HAP contract) with the youth until the youth reaches the age of

18. As a result, when requesting assistance on behalf of such young person, the PHA-identified effective date for the voucher should be no sooner than the youth's 18th birthday.

17. Does a youth's decision not to participate in extended foster care make the youth ineligible for FYI? No. Having participated in extended foster care is not an eligibility requirement for participation in FYI.

18. May a request be made for a youth who has not reached 18 years of age? A request for assistance may be submitted on behalf of a youth who will leave foster care within 90 days, in accordance with a transition plan.

19. Does the youth have to have been in custody of the PCWA making the eligibility determination, or may the youth have been in custody of another PCWA? The youth does not have to have been in the custody of the PCWA that is partnering with a PHA to administer FYI vouchers. The partnering PHA has the responsibility of verifying the youth meets all eligibility requirements.

20. If the youth exited foster care before their 18th birthday, are they still eligible? Leaving foster care before a youth's 18th birthday does not preclude their participation. The youth must meet all of the following eligibility requirements:

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 at age 16 or older

21. If a youth family member qualifies for the FYI vouchers, can the whole family be supported? (Updated)

The youth must first meet the eligibility requirements per Notice PIH 2023-04. Then, all applicants must meet the PHA's eligibility requirements for the HCV program. After voucher issuance, the FYI voucher holder is treated the same as any other voucher holder on the PHA's program. For example, if the PHA would allow a family member to be added after voucher issuance, and the individual was otherwise eligible for assistance, the PHA could permit the individual to be added as a household member following the PHA's Administrative Plan.

22. Is a youth that is 16 years of age eligible for the program? (Updated)

To be issued a voucher the youth must be between the ages of 18 – 24.

In FAQs# 20 HUD says that a request for assistance may be submitted on behalf of a youth who will leave foster care within 90 days, in accordance with a transition

plan. As a result, a youth may be referred for FYI prior to reaching 18 years of age, but such youth may not be issued a voucher until the youth turns 18.

- 23. Does the public housing authority also need to determine eligibility based on HCV criteria upon placing the youth on the HCV waiting list?** Yes, the notice says, “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).”
- 24. The notice does not lay out any requirements on timeliness of notifying HUD if another youth is not available for a voucher at turnover or in the case where a youth with a voucher does not lease up. Is that information located elsewhere, or is there a practice PHAs should abide by?**
 HUD did not provide guidance on the timeframe for notification of the unused FYI voucher. However, this can impact a PHA’s utilization therefore, notification should be provided to allow sufficient time for HUD to 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.
- 25. When should a PHA determine the youth’s eligibility? The PHA only has 60 days to issue a voucher once they receive the completed application from the youth. The notice says the PHA can request assistance from HUD once they “received a referral of an eligible youth.” Does this use of “eligible” refer to eligible according to FYI eligibility requirements or eligible for voucher assistance? (Updated)**
 In accordance with Notice PIH 2023-04, a request for assistance may not be made until the PHA has received a referral of an eligible youth from the partnering PCWA. The word “eligible” is addressing the youth’s prior qualifying foster care involvement. Once the youth is certified by the PCWA the youth must meet the PHA’s eligibility requirements for voucher assistance. In the FYI Questions and Answers, HUD clarified that a request for assistance may be submitted on behalf of a youth who will leave foster care within 90 days, in accordance with a transition plan. The PHA should follow its Administrative Plan policies for when it determines eligibility.
- 26. How does homeless or is at risk of becoming homeless at age 16 or older relate to eligibility for youth, given that youth have to be 18 to receive the voucher? (Updated)**
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 at age 16 or older.

A request cannot be made for a youth who has not reached 18 years of age. If the youth meets eligibility under 1, 2, and is homeless or at risk of becoming homeless, they would qualify. For FYI, HUD has defined “homelessness” to mean the population included in the definition of this term at 24 CFR 578.3 and “at risk of homelessness” to mean the population included in the definition of this term at 24 CFR 576.2.

27. The extended foster care (EFC) stipend may or may not be counted as income that is depended on guidelines within the Housing Authority and their Admin plan, correct?

Youth participating in the title IV-E foster care program are entitled to receive or have paid on their behalf a title IV-E foster care maintenance payment to cover the costs of food, clothing and shelter, among other costs. Supplementing title IV-E foster care with the housing assistance under the FYI program is not a permitted use of this resource. The PHA will want to determine whether payments, outside the title IV-E foster care program, fall under 24 CFR 5.609(c)(8)(iii) or are otherwise excluded from annual income.

28. Are Extended Foster Care youth eligible for FYI? (Updated)

No. Supplementing title IV-E foster care with the housing assistance under the FYI is not a permitted use of this resource. To receive assistance under Notice PIH 2023-04, the youth must meet the eligibility requirements specified in the notice. This is inclusive of, “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.”

29. Is an FYI youth who is participating in an Extended Foster Care (EFC) program that is not funded through the Title IV-E foster care program, but is State-funded, eligible for an FYI voucher? (New)

No. A youth must meet all FYI eligibility requirements, inclusive of the requirement to have 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. If a state considers a youth to be in Extended Foster Care, then they have not left foster care. This is regardless of whether the Extended Foster Care program is funded using Title IV-E foster care funds or State funds.

30. Youth eligibility is listed as age 18-24 and homeless or at risk of being homeless or homeless at age 16 or older. Is the at risk of homeless or homeless only applicable to youth ages 16 and older? Can any youth age 18 and older apply for the voucher if transitioning out of care? (Updated)

If a youth meets eligibility under 1 *Has attained at least 18 years and not more than 24 years of age*, 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 is homeless or at risk of becoming homeless, they would qualify.

31. To be eligible for FYI, could the youth have been involved with the foster system at any age? (Updated)

Yes. A youth's initial foster care involvement could have occurred at any age. See Question #20 and #22 for further information on age of eligibility. If a youth meets eligibility under 1, 2, and is homeless or at risk of becoming homeless, they would qualify.

32. Are foster youths eligible for this program if they are applying as a household. For example, the mother and the child are also on the application? (Updated)

The youth must first meet the eligibility requirements per Notice PIH 2023-04. Then, all applicants in the household must meet the PHA's eligibility requirements.

33. Are youth who left foster care because they were adopted eligible for FYI? (New)

Yes, a youth who was in foster care but left foster care because they were adopted would meet the FYI eligibility requirement to have "left foster care." The youth would be eligible for FYI as long as they have a history of foster care involvement and meet the other FYI eligibility and HCV eligibility requirements.

Title IV-E

34. The Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351) amended the title IV-E program to enable states and tribes to provide extended foster care through a federal option to youth up to the age of 21, as the state/tribe may elect. Are youth participating in the extended federal foster care program eligible for FYI? (Updated)

Supplementing title IV-E foster care with the housing assistance under the FYI program is not a permitted use of this resource. The purpose of the title IV-E foster care program is to provide partial reimbursement to states/tribes for the costs associated with safely maintaining children in foster care. States and tribes operating the program have the option to serve eligible youth ages 18 – 21 in foster care. An otherwise eligible youth age 18 or older in foster care must be placed in a licensed foster family home, child-care institution, or a supervised independent living setting. Youth participating in the title IV-E foster care program are entitled to receive or have paid on their behalf a title IV-E foster care maintenance payment to cover the costs of food, clothing and shelter, among other costs.

35. Are young people who receive title IV-E Foster Care funds without any housing support still eligible to receive an FYI voucher? (Updated)

To receive assistance under Notice PIH 2023-04, the youth must meet the eligibility requirements specified in the notice. This is inclusive of 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. The purpose of the title IV-E foster care program is to provide partial reimbursement to states/tribes for the costs associated with safely maintaining children in foster care. Youth participating in the title IV-E foster care program are entitled to receive or have paid on their behalf a title IV-E foster care maintenance payment to cover the costs of food, clothing and shelter, among other costs. Supplementing title IV-E foster care with the housing assistance under the FYI program is not a permitted use of this resource. If the state considers the youth in title IV-E foster care, then they have not left foster care. Please also see FAQ #34

Application Process

36. Is there a formal application for this program through [grants.gov](https://www.grants.gov)? (Updated)

When Congress appropriates FYI funding competitively, HUD publishes a Notice of Funding Opportunity (NOFO) on grants.gov. Funding remains available for non-competitive FYI awards, and the application requirements are explained in Section 16 of Notice PIH 2023-04.

37. Is the PHA required to submit the partnership agreement prior to submitting the individual request for vouchers? (Updated)

No. PHAs are not required to submit the partnership agreement. Rather, they are required to certify that the PHA has entered into a partnership agreement with the PCWA, and CoC (as applicable). The application requirements are explained in Section 16 of Notice PIH 2023-04.

38. What is the deadline to apply for assistance under the notice?

Subject to the conditions outlined in Section 5 of the notice, HUD will accept

PHA requests for FYI vouchers under the notice on a rolling basis.

39. Is there an emergency referral process?

HUD has not established an “emergency referral process.” HUD processes requests in order of receipt.

40. Our PCWA has concerns with privacy and its internal protocols in providing the names of the youth they want to use these vouchers for. Can a code be assigned to each youth for application purposes? (Updated)

Yes. A code, alias, initials, or full name of the youth may be used in the request for assistance. Additionally, the PHA must receive certification of eligibility for the

youth from the PCWA. PHAs must use the FYI Form to submit their request(s) for FYI vouchers and send any supporting documentation (including Form HUD-52515) to FYI@hud.gov.

- 41. Does the partnership agreement (MOU or letter of intent) with the PCWA need to be included in the request for assistance?**
No. The partnership agreement does not need to be included in the request for assistance. The request for assistance must include a certification that the PHA has entered into a partnership agreement with the PCWA, and as applicable, third-parties.
- 42. If my PHA has previously submitted a form HUD-52515 with a request for FYI assistance, does a new form HUD-52515 need to be submitted with subsequent requests?**
Yes. Each submission must include a unique form HUD-52515.
- 43. How can a PHA verify that it is using the most current funding application (Form HUD-52515)? What information is required? (Updated)**
PHAs submitting a request for assistance under the notice should use the newly revised form HUD-52515. The revised form has an expiration of April 30, 2026. Only the first page of the document needs to be included. Items E through L which appear on page two of the form do not need to be completed. The most recent funding application (Form HUD-52515) is accessible on [HUDCLIPS](#).
- 44. Does utilization impact a PHA's eligibility to request FYI vouchers in the current FY? (Updated)**
Yes, a PHA's current FYI and/or FUP utilization rate does impact the PHA's eligibility to request FYI vouchers in the current FY. Eligibility for PHAs administering FUP and/or FYI vouchers awarded in prior federal fiscal years is limited to PHAs with validated VMS utilization of at least 90 percent at the time of the request as reported under the FUP VMS field, the "Foster Youth to Independence – HAP and Leasing" or "MTW - Foster Youth To Independence HAP Expenses After the First of the Month" category, as appropriate for your PHA. Where the PHA has a combined FYI and/or FUP (as applicable) size of no more than 10 vouchers, the PHA may request FYI vouchers if the validated VMS data reflects at least 50 percent utilization under the FUP VMS field, the "Foster Youth to Independence – HAP and Leasing" or "MTW - Foster Youth To Independence HAP Expenses After the First of the Month" category, as appropriate for your PHA. PIH Notice 2023-04 outlines additional eligibility requirements and specific exceptions to the utilization threshold criteria (see Section 6.B).
- 45. How many vouchers should a PHA with previously awarded FYI vouchers lease to reach the 90% utilization? (Updated)**
PIH Notice 2023-04 outlines specific exceptions to the utilization threshold criteria with the submission of a PHA narrative (see Section 6.B). The percentage

calculation should round to the nearest whole number. For example, a PHA with an award of 25 FYI and/or FUP vouchers may request additional vouchers when it has 22 or more FYI/FUP vouchers leased.

46. When is the submission of the FYI application due? (Updated)

Per Notice PIH 2023-04, subject to the following conditions, HUD will accept PHA requests for FYI vouchers under this notice on a rolling basis:

A. Funding remains available. Funding under this notice is dependent on the availability of appropriations. HUD will utilize up to \$25 million of the FUP appropriated amount under the 2024 Act for FYI.

B. Notice remains in effect. Until HUD rescinds or suspends this notice, it remains in effect.

Please have the Executive Director, Chief Executive Officer, or individual of equivalent position of the PHA use the FYI Form to submit your agency's request. More resources are available on our FYI webpage at the following link:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fyi.

General Program Operation

47. Do PCWAs have an obligation to inform PHAs of a referral's criminal history?

HUD policies and regulations do not and cannot impose an obligation on PCWAs to provide information regarding an applicant's criminal history to the PHA. However, it is in the best interest of the PHA and the PCWA for this information to be made known during the referral process, subject to any privacy laws, since an applicant's criminal history, such as a prior conviction for drug-related criminal activity, could make the applicant ineligible for assistance under PHA policy. PCWAs often know the details and circumstances surrounding an applicant's criminal activity including, among others, whether the applicant is participating in or has successfully completed a supervised drug or alcohol rehabilitation program. Such details are helpful to the PHA in determining an applicant's eligibility and may result in the applicant being determined eligible under PHA policy.

48. May PHAs collaborate with more than one PCWA?

Yes, PHAs may collaborate with more than one PCWA. This may be especially useful for state-level PHAs, where there are multiple PCWAs serving different parts of the PHA's jurisdiction. PHAs considering this option must have a partnership agreement with each PCWA to administer FYI vouchers.

49. May referrals come from agencies other than the PCWA?

Yes. In cases where a referral comes from another organization in the community, the PCWA must certify that the youth meets the eligibility requirements under the notice, unless the PCWA has vested another organization with this authority.

50. Can a youth awarded a tenant-based FYI voucher be required to lease at a specific development?

No. When the housing assistance is provided in the form of a tenant-based voucher on behalf of the young person, they are able to find their own housing on the private market. The young person may be provided information about a specific location, but they cannot be required to use their assistance at the development.

51. Do private child welfare agencies count or is it only public agencies? For states that have privatized child welfare, the agency designated to conduct child welfare on behalf of the state may be considered a PCWA.

52. For how long is rental assistance provided? (Updated)

Youth may receive up to 36 months of assistance unless it's extended for up to an additional 24 months beyond the 36-month time limit, if the youth first leased a unit with their FYI voucher after December 27, 2020, and meets the requirements of the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#).

53. During the young person's participation in the program, is there a requirement that the participant make efforts toward maintaining sustainability?

The notice does not establish metrics of "sustainability." The program is designed to offer the young person a minimum set of supportive services for the length of their participation in the program. A participant cannot be required to participate in these services as condition of receipt of the voucher.

54. Can the PHA service an otherwise eligible youth from an area outside of its jurisdiction?

In the case of providing a voucher to a youth that resides outside of the PHA's jurisdiction and that does not plan on residing in the PHA's jurisdiction upon receipt of a voucher, the PHA should review its discretionary policies on this subject. This includes reviewing whether it has a residency requirements or preference in place that may impact its ability to serve an otherwise eligible youth from outside of its jurisdiction. (See 24 CFR 982.207(b)(1).)

55. Will encrypted emails be used to transmit individual cases to protect client confidentiality?

The PHA and PCWA must determine applicable confidentiality requirements for making and receiving referrals for assistance.

56. What changes to the administrative plan are required to implement these vouchers?

PHAs should review administrative plan requirements at 24 CFR 982.54. Of particular note, 24 CFR 982.54 (d)(1) addresses selection and admission of applicants from the PHA waiting list.

57. If the youth is eligible for a program which offers case management with a wide array of supports, could that qualify as meeting the supportive services requirement? (Updated)

The PCWA must determine whether the supportive services offered meet the requirements found in Section 8 of the notice.

58. May assistance under Notice PIH 2023-04 be project-based? (Updated)

Yes. HOTMA added a new section 8(o)(13)(O) to the 1937 Act, that allows PHAs to project-base Family Unification Program vouchers without requiring additional HUD approval. This includes FYI vouchers awarded under Notice PIH 2023-04. All statutory and regulatory requirements that apply to the PBV program apply to vouchers awarded under Notice PIH 2023-04 that have been project-based.

Assistance awarded under Notice PIH 2019-20 is prohibited from being project-based.

59. If a PHA administers FYI TPV vouchers under Notice PIH 2019-20 and FYI vouchers under Notice PIH 2023-04, how should the vouchers be recorded in PIC? (Updated)

For FYI TPVs awarded under Notice PIH 2019-20, the following instructions apply. PHAs must maintain a special program code for FYI TPV 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 “FYITPV.” PHAs must also properly record the date the PHA issues the voucher to the youth, the date of admittance to the program, and expiration of said voucher in line 2a.

For FYI vouchers awarded under Notice PIH 2021-26 and Notice PIH 2023-04, the following instructions apply. 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.

- 60. Can a Housing authority skip others on the PHA's waiting list not eligible for the FYI voucher to issue a FYI voucher to a waiting youth who is eligible? If that is the case, would a youth eligible for an FYI voucher receive the FYI voucher while others on the wait list, who are not eligible for this program, maintain their position and be issued a regular HCV in the order that their name appears?**

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.

- 61. If an eligible youth is NOT currently on the HCV waiting list, could the PHA open the waiting list, place the eligible youth as #1 on the HCV waiting list, and then immediately issue the eligible youth the FYI voucher (pending approval from HUD)? Or does, the Notice require that the eligible youth be placed on the waiting list like other new applicants (i.e., at the bottom of the list) and wait until they are called from the list?**

The scenarios described could be possible if there are no other youth on the waiting list that have been referred by the PCWA for FYI. While there is one HCV waiting list, by the nature of the eligibility requirements, a PHA would filter the waiting list for eligible youth that have been referred by the PCWA. In terms of youth on the waiting list, the PHA's regular policy would apply.

- 62. If the eligible youth is currently on the HCV waiting list, are they served in order of the entire HCV waiting list? For example, an eligible youth is referred from the PCWA and the youth is currently #80 on the HCV waiting list. Are individuals #1-79 on the HCV waiting list served in order and then the eligible youth as #80?**

If individuals 1-79 are not eligible for FYI, but individual 80 is, then individual 80 would be selected assuming that assistance is made available by order on the waiting list.

- 63. If the eligible youth is currently on the HCV waiting list, must the PHA remove the youth from the HCV waiting list if provided with an FYI voucher?**

PHAs must administer a single waiting list for the HCV program. If a youth is selected for FYI, they will have been selected from the waiting list for HCV assistance. If the concern is what happens at 36 months should the youth continue to need rental assistance, a PHA could adopt a waiting list preference

to assist youth leaving FYI that are at-risk of homelessness.

- 64. If there are multiple eligible youth on the HCV waiting list, are they served in order of the entire HCV waiting list? For example, assume eligible FYI youth “A” is #10 on the HCV waiting list and then another eligible FYI youth “B” is #20 on the HCV waiting list. Is eligible youth “A” served after #1-9 on the HCV waitlist? And then eligible youth “B” is served after #1-19 on the HCV waitlist?**

When or before the FYI vouchers is available, the PHA should review its waiting list for eligible FYI candidates and call up the first eligible candidates based on PHA policy. A PHA would not wait to serve families 1-9 with regular vouchers before serving an FYI youth if the FYI voucher is available.

- 65. Is it true that once a PHA receives the referral and has an application (including screening/background check) that the PHA will issue a voucher when the agency is ready to lease up? (Updated)**

It is not necessary to wait until your agency is ready to lease up before submitting your request. Per Notice PIH 2023-04, requests determined to meet the requirements of the notice will be referred to the Financial Management Division (FMD) and Financial Management Center (FMC) for further processing. The funding process is intended to result in issuance of an amended ACC to the PHA to administer the FYI voucher(s) within 60 business days.

- 66. The Notice says that upon receiving a referral, the PHA compares the name to see if they are on their HCV waitlist and if not places them on the waitlist. What happens then?**

Placing a youth on the waiting list (pending HCV eligibility) ensures that each youth is assisted in the order of their position on the waiting list in accordance with PHA admission policies. PHAs should review administrative plan requirements at 24 CFR 982.54. Of particular note, 24 CFR 982.54 (d)(1) addresses selection and admission of applicants from the PHA waiting list.

- 67. Must the PHA create a preference to serve these homeless youth? What does Notice PIH 2023-04 envision to operationalize this? (Updated)**

Yes, the PHA would create a waiting list preference for youth referred by the PCWA as eligible for the program. Unless the PHA receives more referrals than vouchers, the youth should not have to wait on the waiting list except from the point of referral to the offering of a voucher. If the PHA received 25 referrals and is awarded 25 FYI vouchers, the PHA would offer vouchers to the 25 eligible youth. The PHA may accomplish this by 1. Creating a limited preference and 2. Only opening the waiting list to youth referred by the PCWA as meeting eligibility for the program. Operationally, the following Admin Plan language is presented as an option for consideration:

The waiting list for FYI vouchers is continually open for referrals from [Insert Child Welfare Agency] as long as there are FYI vouchers available.

Applications meeting the requirements of FYI will be accepted on a referral basis provided there is funding available.

If HUD awards [insert PHA name] FYI vouchers, the [insert PHA name] will use the assistance for FYI-eligible youth only. The [insert PHA name] will maintain records showing that the youth was admitted with HUD-targeted assistance.

68. Are all the waiting list regulations applied to FYI vouchers? Would the PHA be out of compliance with regulations if it fails to assist eligible youths on the existing waiting list that are not referred by the PWCA? Can the PHA's admin plan specify youth are only eligible if certified by the PWCA? (Updated)

Yes. The PHA, upon receipt of a referral(s) 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). Youth not identified and certified as eligible by the PCWA are not eligible to receive assistance under FYI/FUP.

69. If a client that the voucher was originally intended for is unable to be reached and fails to use the voucher or does not meet the requirements, can a PHA fill their place with another client that meets the criteria? (Updated)

Yes. Notice PIH 2023-04 addresses more details into this matter under the Youth Failure to Use Voucher/Turnover (see section 17.B.). These are excerpts from the Notice: Youth Failure to Use Voucher/Turnover. 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.* 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 2024 Act.

70. Are PHAs supposed to enter all FYI vouchers including the FYI TPV vouchers awarded under PIH Notice 2019-20 in VMS?

Yes. PHAs awarded FYI TPVs under Notice PIH 2019-20, received the following information concerning VMS reporting in their ACC letters: PHAs must maintain a special program code for FYI 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 code is “FYITP.” 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. The Tenant Protection category **must not** be used for reporting in the Voucher Management System (VMS). Additional program-specific requirements are outlined in the notice.

71. If a PHA administers an HCV program in one county and have a Foster Youth needing assistance in another county. Can the youth be assisted in another if the PHA has a partnering PCWA in the county the youth is currently in? (Updated)

Unless an alternative requirement is provided for in Notice PIH 2023-04, FYI vouchers are administered under the requirements of the regular HCV program. Your PHA should follow its Administrative Plan and verify its ability to administer assistance in another jurisdiction just as it would for any HCV family.

72. My PHA received FYI vouchers and started leasing. Do we have to submit another application to receive up to the 25 FYI vouchers? (Updated)

If your agency was previously awarded FYI vouchers under a Competitive NOFA/O or Notice PIH 2023-04 and has unleased vouchers, it can issue those vouchers and start leasing immediately. If your agency does not have any FYI/FUP vouchers available to issue or lease, a request for FYI vouchers must be submitted in accordance with Notice PIH 2023-04 via the FYI Form. Note that, in accordance with PIH Notice 2023-04, a PHA may request up to a total of 50 FYI vouchers per federal fiscal year. Note: appropriations language in FY 2024 removed this cap, and HUD is in the process of updating PIH 2023-04 to implement this guidance. Resources are available on our FYI webpage. You may access the FYI webpage at the following link:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/fyi.

73. Can a youth who 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 has been issued an FYI voucher lease up with the voucher before they officially leave foster care? (New)

Yes. The purpose of referring youth for FYI assistance 90 days before leaving foster care is to ensure that youth have enough time to receive a voucher and find suitable housing prior to exiting foster care. HUD recognizes that it is not always possible to align a youth’s exit from foster care with the date of their lease and that any gaps between their exit from foster care and leasing a unit may result in homelessness. Therefore, an FYI youth may lease a unit prior to officially leaving foster care in order to ensure a smooth transition from foster care to independence, as long as all requirements of the FYI program and HCV program are met. Please note that while a youth may be referred for an FYI-voucher before reaching the

age of 18, the PHA must not enter into a HAP contract on behalf of the youth until the youth reaches the age of 18.

74. If a youth has a voucher that will expire in 9 months, can they move to a new home where a 12-month lease is required? (New)

The PHA would need to comply with the requirement that the initial lease term must be for at least one year and the term of the HAP Contract must begin on the first day of the lease term and end on the last day of the lease term, in accordance with 24 CFR 982.309. The PHA may approve a shorter lease term in accordance with 24 CFR 982.309(a)(2). Under this regulation, a PHA may approve an initial lease term of less than one year if the PHA determines that (1) such shorter term would improve housing opportunities for the tenant and (2) such shorter term is the prevailing local market practice. In this scenario, the PHA may enter into a 9-month lease if these regulatory requirements are met and the owner agrees to the 9-month lease term.

75. Are young adults who were in a Tribe's foster care program eligible for the Foster Youth to Independence (FYI) voucher Program? (New)

Yes, young adults formerly in foster care under the placement and care or authority of federally recognized tribe, tribal organization or tribal consortium are eligible for FYI (assuming that they meet all other FYI and HCV eligibility requirements). Federally recognized Tribes may operate foster care programs under title IV-B and IV-E of the Social Security Act and through IV-E agreements with states. Therefore, a Tribe operating a foster care program is a Public Child Welfare Agency, or "PCWA," under the FYI program. As such, the Tribe may refer eligible young adults to a Public Housing Authority for an FYI voucher and/or may serve as the PCWA providing supportive services. State PCWAs may also refer eligible Tribal young adults to FYI and/or agree to provide the supportive services. State child welfare agencies should collaborate and partner with Tribes in order to meet the housing needs of Tribal young adults formerly in foster care.

76. Are FYI applicants required to go through the coordinated entry process? (New)

No. Youth cannot be required to go through the coordinated entry process in order to receive an FYI voucher. Rather, HUD encourages PHAs to partner with the Continuum of Care (CoC) to integrate into the coordinated entry process the identification, prioritization, and referral of an FYI-eligible youth not currently within the PCWA's caseload.

77. Can PHAs use another referral agency (for example their local schools) other than their local PCWAs? (New)

The FYI statute requires that the PCWA must certify that a youth meets the FYI eligibility requirements. Further, the FYI NOFA/Os set forth specific

responsibilities for the PCWA (such as providing or securing supportive services for FYI-eligible youth). Assuming that the PCWA provides the certification of FYI eligibility for the youth and fulfills its responsibilities under the FYI NOFO and its FYI MOU, the FYI statute does not preclude other entities from providing the referral (including the certification received from the PCWA) to the PHA.

Portability

78. Can PHAs restrict portability for youths for the first year or for the full time period of FYI assistance? (Updated)

No. The PHA may not establish separate portability limitations for FYI participants. Portability of a participant is handled in the same way as regular Housing Choice Vouchers (HCVs), so a PHA may not restrict or deny portability for a FYI participant for reasons other than those specified in HCV program regulations (such as restrictions on nonresident applicants under 24 CFR 982.353(c)).

79. Can a PHA restrict portability of an FYI voucher while the PCWA is still providing services to the youth? (New)

No. A PHA may not restrict or deny portability for an FYI participant for reasons other than those specified in HCV program regulations. Participation in case management is voluntary and portability cannot be restricted for this reason.

80. Does a participant that wants to move with continued assistance have to move to a jurisdiction that administers FYI?

No. A participant does not have to move to a jurisdiction that administers FUP or FYI. The referring community would no longer have an obligation to offer supportive services.

81. If the receiving PHA has a FUP program, may the youth move to the jurisdiction?

Yes. A participant is not prohibited from moving to a jurisdiction that administers FUP.

82. Can a PHA absorb a FYI TPV or FYI voucher youth into its regular HCV program? (Updated)

Yes. There is nothing that precludes a PHA from absorbing the youth into its regular HCV program if it has vouchers available to do so. If the receiving PHA absorbs the youth into its regular HCV program, that youth becomes a regular HCV participant with none of the limitations of a FYI TPV or FYI voucher. In the case of absorption, an FYI TPV would sunset under Notice PIH 2019-20. An FYI voucher issued under Notice PIH 2023-04 continues to be made available to eligible youth upon turnover.

83. If a FYI participant ports to another jurisdiction under a billing arrangement, which PHA has the responsibility of terminating the assistance once the 36-month limit expires?

The initial and receiving PHA must work together to initiate termination of assistance upon expiration of the 36-month limit.

Voucher Time Limit

84. Does the limit of assistance mean the number of months of paid HAP or the number of months on the program? (Updated)

If no subsidy (HAP) is being paid on behalf of the youth, that period of time does not count towards the time limit of the FYI voucher, including the time limit of any extension of assistance received under the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#).

85. Is it permissible to reissue FYI assistance for another 36 months to a youth whose voucher has reached the 36-month limit? (Updated)

No. It is not permissible to reissue another FYI voucher to the same youth upon expiration of their 36 months of FYI assistance (which includes FYI TPV assistance) or the expiration of any extension of assistance received in accordance with the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#).

86. Can a youth be issued a regular HCV upon expiration of the 36-month limit or the expiration of the maximum extension of assistance that the youth is entitled to in accordance with the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#)? (Updated)

Yes. However, the youth would have to be selected from the HCV waiting list for a regular HCV. To facilitate this process, PHAs may choose to create a preference in their regular HCV program for persons whose FYI assistance is expiring and will lack adequate housing as a result of their termination from the program, or other similar category.

87. Can the 36-month time limit on a FYI TPV or FYI voucher be waived? (Updated)

No. The 36-month time limit is a statutory requirement under Section 8(x) of the U.S. Housing Act of 1937 and cannot be waived. However, a youth who first leased a unit with their FYI assistance after December 27, 2020, must receive an extension of their assistance for up to an additional 24 months beyond the 36-month time limit if they meet the requirements of the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#). PHAs also may choose to create a preference

in their regular HCV program for persons whose FYI assistance is expiring and will have a lack of adequate housing as a result of the expiration of their assistance, or other similar category.

88. Do program participants age out of the program?

No. A participant may continue with the program until they have received 36 months of assistance. The upper age limit is for entering the program.

89. Does the assistance expire after 36 months? (Updated)

Yes, but only for FYI TPVs awarded under Notice PIH 2019-20. These vouchers “sunset” when the youth leaves the program. This means that the PHA cannot reissue the HCV assistance issued under this notice when the youth exits the HCV program. When the youth exits the HCV program, HUD will reduce the PHA’s HCV assistance to account for the removal of the FYI TPV assistance from the PHA’s HCV baseline inventory.

This is not the case for FYI vouchers awarded under Notice PIH 2023-04. PHAs must continue to use FYI vouchers awarded under this notice for eligible youth upon turnover.

90. If a young person is assisted with an FYI TPV or FYI voucher but leaves the program before having received 36 months of assistance, are they eligible to participate in the program again?

If the young person is otherwise program eligible, they may be re-admitted to the program. This does not mean that the young person is eligible for another 36 months of assistance. The young person is limited to a total 36 months of assistance under the program. For example, if the first time in the program the youth received subsidy (HAP was paid on behalf of the youth) for 24 months, the young person would be eligible to participate in the program up to another 12 months, for a total of 36 months.

91. If the youth is participating in a PHA’s Family Self-Sufficiency (FSS) program, may the youth be assisted for longer than 36 months? (Updated)

Yes. A youth participating in a PHA’s FSS program is not limited to the statutory maximum assistance of 36 months if the youth is participating in the Fostering Stable Housing Opportunities (FSHO) Amendments. Their FYI voucher may be extended for up to 24 months beyond the 36-month time limit of assistance and may not exceed a total of 60 months (see Question #111).

92. Are youth who had some level of child welfare involvement, but were not in foster care, eligible to be assisted under the program? (Updated)

No. Youth eligibility is outlined in Section 9 of the notice. The PCWA must certify that the youth meets all of the following conditions:

1. Has attained at least 18 years and not more than 24 years of age (have not reach 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, at age 16 or older.

93. Are youth sleeping in cars considered homeless?

It is the responsibility of the PCWA to determine youth eligibility. This includes determining whether the youth meets the definition of being homeless or at risk of becoming homeless. These terms are defined at 24 CFR 578.3, and 24 CFR 576.2, respectively. The definition of homeless includes, but is not limited to, an individual or family who lacks a fixed, regular, and adequate nighttime residence, which may include a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings, including a car.

94. How will HCV administration be different than administering regular HCVs? (Updated)

The major administrative differences are outlined in Section 17 of the PIH Notice 2023-04.

Terminations

95. Under what circumstances can a PHA terminate a FYI TPV or FYI voucher? (Updated)

Termination of a FYI TPV or FYI voucher is handled in the same way as with any HCV; therefore, termination of a FYI TPV or FYI voucher must be consistent with HCV regulations at 24 CFR Part 982, Subpart L. Given the statutory time limit, a PHA must terminate the youth's voucher once the 36-month limit on assistance has expired, unless it is extended under the FSHO amendments.

Funding

96. Are administrative fees available for administration of FYI TPVs and FYI vouchers?

Yes. Administrative fees are paid based on the number of units under lease.

97. At what time does HUD determine the Per Unit Cost (PUC)?

HUD will determine the PUC for the PHA at the time an eligible request has been received using the most recent data available to HUD.

98. Is the maximum 25 FYI vouchers, per PHA, per county, or state? (Updated)

The initial maximum award of 25 vouchers under the notice is per PHA in a fiscal year. PHAs that have been awarded the initial maximum cap of 25 vouchers in a fiscal year that have achieved at least 90 percent utilization of these vouchers may request up to an additional 25 vouchers. Under PIH Notice 2023-04, PHAs will not be awarded more than 50 vouchers in a fiscal year. Appropriations language in FY 2024 removed this cap, and HUD is in the process of updating PIH 2023-04 to implement this guidance.

99. What if the monthly award amount the PHA receives is not enough to cover the HAP payment?

The PHA is able to return to the Financial Management Division (FMD) to request additional funding in the first year if they are projecting a higher PUC. The initial funding will allow the PHA to fund the higher rents for several months, and use the actual cost paid to request the projected shortage to the FMD, assuming 12 months of rent. The PHA, through the field office, should provide evidence of the higher rental costs and the field office must confirm the costs are reasonable. FMD will then fund the difference if the costs are found to be reasonable.

100. What is the admin fee for each FYI voucher that the PHA would receive?

PHAs will receive ongoing fees for FYI leased units. This happens in arrears. For example, the advance of Admin Fees to PHAs for Jan, Feb and March 2021 was based on leased units reported in September 2020. If the PHA leased up 25 FYIs in February 2021, assuming the Sept units that were leased up remain under lease, the FMC will make this PHA whole for those 25 vouchers when we complete the March quarterly reconciliation, which will show 25 more vouchers leased. This adjustment will occur in the next Admin fee monthly advance.

Shared Housing

101. May FYI TPVs or FYI vouchers be used in shared housing situations?

A youth assisted with a FYI TPV may share a unit with other persons assisted under the HCV program, or with other unassisted persons. For example, two FYI participants may decide to seek out a 2-br unit as a result of tight market conditions for 0-BR and 1-BR units. Such a unit consists of both common space shared by the occupants of the unit and separate private spaces for each assisted family. Additionally, after voucher issuance, the FYI voucher holder is treated the same as any other voucher holder on the PHA's program. For example, if the PHA would allow a family member to be added after voucher issuance, and the individual was otherwise eligible for assistance, the PHA could permit the individual to be added as a household member following the PHA's Administrative Plan.

Supportive Services

102. Can a PHA or private non-profit provide the supportive services?

Yes. The notice does not restrict who may provide the supportive services required under the notice. Eligibility to receive funding under the notice to administer FYI assistance requires that the PCWA provide or secure a commitment of supportive services for participating youth to assist the youth in achieving self-sufficiency. The PHA or private non-profit may provide some or all of the supportive services if it has the resources to do so. The provision of supportive services is not an eligible use of the FYI funding under the notice.

Participation in supportive services cannot be required as a condition of receipt of assistance under the notice.

103. If the young person enters the program at 24 years of age, does that mean that services must be offered to that person to the age of 27?

An otherwise eligible youth may enter the program between the ages of 18 years and not more than 24 years of age. The age at which the youth enters the program does not change the requirement to provide the required supportive services.

104. Is the partnership agreement between the PHA and PCWA required to include the party responsible to provide the required supportive services? (New)

Yes, the partnership agreement must document who will provide the required supportive services. Notice PIH 2023-04, Section 10.B., states that the partnership agreement must list the required supportive services and the organization(s) that will provide these services. Further, the FYI Competitive Notices of Funding Opportunity (NOFOs) require that the MOU list the required supportive services to be provided by the PCWA or another agency/organization under agreement/contract with the PCWA and list the organizations to provide the services and resources.

Prioritization

105. Does the notice set prioritization policies, or is this the responsibility of the community?

The notice does not set prioritization policies. Given the limited nature of FYI, 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.

106. Are applicant required to use coordinated entry?

No. The CoC plays 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.

Through the CoCs 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. 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.

Notice PIH 2019-20

107. My PHA received FYI TPV vouchers under Notice PIH 2019-20. Does the recently published Notice PIH 2023-04 impact these awards? (Updated)

No. The requirements of Notice PIH 2019-20 continue to apply to awards made under that Notice.

108. Do FYI TPVs remain subject to the requirements of Notice PIH 2019-20? (New)

Awards of FYI TPVs continue to be administered under the requirements of Notice PIH 2019-20. This includes turnover requirements and the requirement to inform HUD should a youth not use a voucher or leave the program.

Yankton Housing and Redevelopment Commission Bank Account Reconciliation Worksheet

Section 8 Admin

March 1, 2025 - March 31, 2025

Include Bank Statement Information, Reconciled Bank Information, General Ledger Information, Transaction Counts - Filter by Bank Account: Section 8 Admin -
Sort Bank Account by Bank Name - Sort Reconciliation Details by Reference

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	63,929.15
Cleared Deposits & Additions				
73	03/31/25		To record cash deposits	12,776.67
			Total	12,776.67
			Statement Total	12,776.67
			Difference	0.00
Cleared Checks & Payments				
73	03/31/25		To record cash deposits	48.30
75	03/31/25		To record tax payment	110.09
76	03/31/25		To record payment to City of Yankton	9,968.79
78	03/31/25		To record Verizon payment	109.95
79	03/31/25		To record credit card payment	236.79
			Total	10,473.92
			Statement Total	10,473.92
			Difference	0.00
			Ending Bank Balance	66,231.90
Reconciled Bank Information				
			Ending Bank Balance	66,231.90
Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
			Total	0.00
			Reconciled Bank Balance	66,231.90
General Ledger Information				
			Unadjusted General Ledger Balance	66,231.90
Adjustments				
			Total	0.00
			Adjusted General Ledger Balance	66,231.90
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	63,929.15
			+ Cleared Deposits & Additions	12,776.67
			- Cleared Checks & Payments	10,473.92
			Ending Bank Balance	66,231.90
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	0.00
			Reconciled Bank Balance	66,231.90
General Ledger Information				
			Unadjusted General Ledger Balance	66,231.90
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	66,231.90

**Yankton Housing and Redevelopment Commission
Bank Account Reconciliation Worksheet**

Section 8 Admin

March 1, 2025 - March 31, 2025

Include Bank Statement Information, Reconciled Bank Information, General Ledger Information, Transaction Counts - Filter by Bank Account: Section 8 Admin -
Sort Bank Account by Bank Name - Sort Reconciliation Details by Reference

Reference	Date	GL Account	Description	Amount
Unreconciled Amount				<u>0.00</u>

Cleared Deposits & Additions count = 1
Cleared Checks & Payments count = 5
Open Deposits & Additions count = 0
Open Checks & Payments count = 0
General Ledger Adjustment count = 0

**Yankton Housing and Redevelopment Commission
Bank Account Reconciliation Worksheet**

Section 8 HAP Account

March 1, 2025 - March 31, 2025

Include Bank Statement Information, Reconciled Bank Information, General Ledger Information, Transaction Counts - Filter by Bank Account: Section 8 HAP Account - Sort Bank Account by Bank Name - Sort Reconciliation Details by Reference

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	72,240.32
Cleared Deposits & Additions				
73	03/31/25		To record cash deposits	66,381.58
			Total	66,381.58
			Statement Total	66,381.58
			Difference	0.00
Cleared Checks & Payments				
73	03/31/25		To record cash deposits	10,406.00
74	03/31/25		To record HAP payments	54,007.00
			Total	64,413.00
			Statement Total	64,413.00
			Difference	0.00
			Ending Bank Balance	74,208.90
Reconciled Bank Information				
			Ending Bank Balance	74,208.90
Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
10424	10/01/23		Theresa Novak	29.00
10442	11/01/23		Theresa Novak	29.00
			Total	58.00
			Reconciled Bank Balance	74,150.90
General Ledger Information				
			Unadjusted General Ledger Balance	74,150.90
Adjustments				
			Total	0.00
			Adjusted General Ledger Balance	74,150.90
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	72,240.32
			+ Cleared Deposits & Additions	66,381.58
			- Cleared Checks & Payments	64,413.00
			Ending Bank Balance	74,208.90
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	58.00
			Reconciled Bank Balance	74,150.90
General Ledger Information				
			Unadjusted General Ledger Balance	74,150.90
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	74,150.90
			Unreconciled Amount	0.00

**Yankton Housing and Redevelopment Commission
Bank Account Reconciliation Worksheet**

Section 8 HAP Account
March 1, 2025 - March 31, 2025

Include Bank Statement Information, Reconciled Bank Information, General Ledger Information, Transaction Counts - Filter by Bank Account: Section 8 HAP
Account - Sort Bank Account by Bank Name - Sort Reconciliation Details by Reference

Reference	Date	GL Account	Description	Amount
Cleared Deposits & Additions count = 1				
Cleared Checks & Payments count = 2				
Open Deposits & Additions count = 0				
Open Checks & Payments count = 2				
General Ledger Adjustment count = 0				

Yankton Housing and Redevelopment Commission Bank Account Reconciliation Worksheet

Local Bank

March 1, 2025 - March 31, 2025

Include Bank Statement Information, Reconciled Bank Information, General Ledger Information, Transaction Counts - Filter by Bank Account: Local Bank - Sort Bank Account by Bank Name - Sort Reconciliation Details by Reference

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
Beginning Bank Balance				100,346.65
Cleared Deposits & Additions				
29	02/28/25		To record account activity	1,825.68
33	03/31/25		To record account activity	173.35
Total				1,999.03
Statement Total				1,999.03
Difference				0.00
Cleared Checks & Payments				
Total				0.00
Statement Total				0.00
Difference				0.00
Ending Bank Balance				<u>102,345.68</u>
Reconciled Bank Information				
Ending Bank Balance				102,345.68
Open Deposits & Additions				
33	03/31/25		To record account activity	1,800.12
Total				1,800.12
Open Checks & Payments				
33	03/31/25		To record account activity	2,350.00
Total				2,350.00
Reconciled Bank Balance				<u>101,795.80</u>
General Ledger Information				
Unadjusted General Ledger Balance				101,795.80
Adjustments				
Total				0.00
Adjusted General Ledger Balance				<u>101,795.80</u>
Bank Account Reconciliation Summary				
Bank Statement Information				
Beginning Bank Balance				100,346.65
+ Cleared Deposits & Additions				1,999.03
- Cleared Checks & Payments				0.00
Ending Bank Balance				<u>102,345.68</u>
Reconciled Bank Information				
+ Open Deposits & Additions				1,800.12
- Open Checks & Payments				2,350.00
Reconciled Bank Balance				<u>101,795.80</u>
General Ledger Information				
Unadjusted General Ledger Balance				101,795.80
+/- Total Adjustments				0.00
Adjusted General Ledger Balance				<u>101,795.80</u>
Unreconciled Amount				<u>0.00</u>

**Yankton Housing and Redevelopment Commission
Bank Account Reconciliation Worksheet**

Local Bank

March 1, 2025 - March 31, 2025

Include Bank Statement Information, Reconciled Bank Information, General Ledger Information, Transaction Counts - Filter by Bank Account: Local Bank - Sort
Bank Account by Bank Name - Sort Reconciliation Details by Reference

Reference	Date	GL Account
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Cleared Deposits & Additions count = 2
Cleared Checks & Payments count = 0
Open Deposits & Additions count = 1
Open Checks & Payments count = 1
General Ledger Adjustment count = 0

**Yankton Housing and Redevelopment Commission
Financial Analysis
03/31/25**

	07/31/24	08/31/24	09/30/24	10/31/24	11/30/24	12/31/24	01/31/25	02/28/25	03/31/25	04/30/25	05/31/25	06/30/25
Section 8												
Balance Sheet												
Cash-unrestricted	\$ 118,422.34	\$ 123,220.30	\$ 131,682.73	\$ 121,891.51	\$ 132,724.85	\$ 130,503.91	\$ 134,958.63	\$ 136,111.47	\$ 140,382.80			
Income Statement												
Housing assistance payments	51,412.00	52,126.00	53,858.00	55,438.00	54,855.00	50,920.00	51,376.00	52,420.00	54,007.00			
Operating expenses	3,845.06	12,673.39	9,956.61	17,293.83	9,951.87	13,786.43	15,504.47	11,841.50	10,814.20			
Operating Income/loss (monthly)	6,322.98	619.63	2,641.35	(8,898.19)	8,661.80	(787.32)	3,481.98	1,319.54	2,498.36			
Operating Income/loss (ytd)	6,322.98	6,942.61	9,583.96	685.77	9,347.57	8,560.25	12,042.23	13,361.77	15,860.13			
Units leased	138.00	140.00	143.00	143.00	140.00	138.00	137.00	137.00	142.00			
Average HAP cost (monthly)	372.55	372.33	376.63	387.68	391.82	368.99	375.01	382.63	380.33			



Urlaub & Co., PLLC
CERTIFIED PUBLIC ACCOUNTANT

Accountant's Compilation Report

To the Board of Directors:

Yankton Housing and Redevelopment Commission
PO Box 176
Yankton, SD 57078

Management is responsible for the accompanying financial statements of Yankton Housing and Redevelopment Commission which comprise the balance sheet as of March 31, 2025, and the income statement for the 1 Month and 9 Months then ended in accordance with the accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Committee of AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context.

Accounting principles generally accepted in the United States of America require for the accrual of revenues and expenses and the reporting of depreciation expense in the period incurred. The Yankton Housing and Redevelopment Commission has elected not to record these accruals in the accompanying interim financial statements. Management has not determined the effect of these departures on the financial statements.

The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to the Yankton Housing and Redevelopment Commission.

Urlaub & Co., PLLC
Ada, Oklahoma
April 02, 2025

**Yankton Housing and Redevelopment Commission
Balance Sheet - Combining
As of March 31, 2025**

Assets

	Section 8	Local Program	Total
Current Assets			
Cash-unrestricted	\$ 140,382.80	\$ 101,795.80	\$ 242,178.60
Accounts receivable - miscellaneous	0.00	1,828.99	1,828.99
Prepaid expenses and other assets	3,211.66	0.00	3,211.66
Inter program - due from	<u>152.45</u>	<u>0.00</u>	<u>152.45</u>
Total Current Assets	<u>143,746.91</u>	<u>103,624.79</u>	<u>247,371.70</u>
Property and Equipment			
Furniture, equipment and machinery - administration	6,732.73	0.00	6,732.73
Accumulated depreciation	<u>(6,732.73)</u>	<u>0.00</u>	<u>(6,732.73)</u>
Net Property and Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u>\$ 143,746.91</u>	<u>\$ 103,624.79</u>	<u>\$ 247,371.70</u>

Liabilities and Net Position

Current Liabilities			
Accrued compensated absences - current portion	\$ 2,311.00	\$ 0.00	\$ 2,311.00
Accounts payable - other government	0.00	125.67	125.67
Unearned revenue	1,456.00	0.00	1,456.00
Inter program - due to	<u>0.00</u>	<u>152.45</u>	<u>152.45</u>
Total Current Liabilities	<u>3,767.00</u>	<u>278.12</u>	<u>4,045.12</u>
Long-Term Liabilities			
Accrued compensated absences - non-current	<u>4,604.02</u>	<u>0.00</u>	<u>4,604.02</u>
Total Long-Term Liabilities	<u>4,604.02</u>	<u>0.00</u>	<u>4,604.02</u>
Total Liabilities	<u>8,371.02</u>	<u>278.12</u>	<u>8,649.14</u>
Net Position			
Unrestricted	117,124.07	96,484.86	213,608.93
Restricted	2,391.69	0.00	2,391.69
Net income (loss)	<u>15,860.13</u>	<u>6,861.81</u>	<u>22,721.94</u>
Total Net Position	<u>135,375.89</u>	<u>103,346.67</u>	<u>238,722.56</u>
Total Liabilities and Net Position	<u>\$ 143,746.91</u>	<u>\$ 103,624.79</u>	<u>\$ 247,371.70</u>

**Yankton Housing and Redevelopment Commission
Income Statement-Combining**

9 Months Ended 3/31/2025

	Section 8	Local Program	Total
Operating Revenues			
HUD PHA operating grants	\$ 577,578.00	\$ 0.00	\$ 577,578.00
Investment income - unrestricted	390.72	1,570.35	1,961.07
Fraud recovery	504.00	0.00	504.00
Other revenue	19,466.77	15,087.13	34,553.90
Total Operating Revenues	<u>597,939.49</u>	<u>16,657.48</u>	<u>614,596.97</u>
Operating Expenses			
Administrative salaries	70,733.62	8,113.91	78,847.53
Auditing fees	7,080.76	0.00	7,080.76
Employee benefits - administrative	12,892.57	1,566.50	14,459.07
Office expenses	2,962.26	115.26	3,077.52
Travel	59.63	0.00	59.63
Other admin.	9,513.01	0.00	9,513.01
Total Administrative	<u>103,241.85</u>	<u>9,795.67</u>	<u>113,037.52</u>
Liability insurance	1,222.99	0.00	1,222.99
All other insurance	675.00	0.00	675.00
Total Insurance	<u>1,897.99</u>	<u>0.00</u>	<u>1,897.99</u>
Other general expenses	527.52	0.00	527.52
Total General Expenses	<u>527.52</u>	<u>0.00</u>	<u>527.52</u>
Housing assistance payments	476,412.00	0.00	476,412.00
Total Housing Assistance Payments	<u>476,412.00</u>	<u>0.00</u>	<u>476,412.00</u>
Total Operating Expenses	<u>582,079.36</u>	<u>9,795.67</u>	<u>591,875.03</u>
Operating Income (Loss)	<u>15,860.13</u>	<u>6,861.81</u>	<u>22,721.94</u>
Other Financial Items			
Prior Period Adjustment	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 15,860.13</u>	<u>\$ 6,861.81</u>	<u>\$ 22,721.94</u>

Urlaub & Co., PLLC
P.O. Box 2663
Ada, OK 74821
580-332-4802

Supplemental Information

**Yankton Housing and Redevelopment Commission
Balance Sheet - Section 8
As of March 31, 2025**

Assets

Current Assets	
Cash-unrestricted	\$ 140,382.80
Prepaid expenses and other assets	3,211.66
Inter program - due from	<u>152.45</u>
Total Current Assets	<u>143,746.91</u>
Property and Equipment	
Furniture, equipment and machinery - administration	6,732.73
Accumulated depreciation	<u>(6,732.73)</u>
Net Property and Equipment	<u>0.00</u>
Total Assets	<u>\$ 143,746.91</u>

Liabilities and Net Position

Current Liabilities	
Accrued compensated absences - current portion	\$ 2,311.00
Unearned revenue	<u>1,456.00</u>
Total Current Liabilities	<u>3,767.00</u>
Long-Term Liabilities	
Accrued compensated absences - non-current	<u>4,604.02</u>
Total Long-Term Liabilities	<u>4,604.02</u>
Total Liabilities	<u>8,371.02</u>
Net Position	
Unrestricted	117,124.07
Restricted	2,391.69
Net income (loss)	<u>15,860.13</u>
Total Net Position	<u>135,375.89</u>
Total Liabilities and Net Position	<u>\$ 143,746.91</u>

**Yankton Housing and Redevelopment Commission
Income Statement-Section 8 Voucher**

1 Month and 9 Months Ended 3/31/2025

	Current Month	Year to Date
Operating Revenues		
HUD PHA operating grants	\$ 66,358.00	\$ 577,578.00
Investment income - unrestricted	44.25	390.72
Fraud recovery	0.00	504.00
Other revenue	917.31	19,466.77
Total Operating Revenues	<u>67,319.56</u>	<u>597,939.49</u>
Operating Expenses		
Administrative salaries	8,258.90	70,733.62
Auditing fees	0.00	7,080.76
Employee benefits - administrative	1,584.09	12,892.57
Office expenses	158.25	2,962.26
Travel	0.00	59.63
Other admin.	574.64	9,513.01
Total Administrative	<u>10,575.88</u>	<u>103,241.85</u>
Liability insurance	126.17	1,222.99
All other insurance	75.00	675.00
Total Insurance	<u>201.17</u>	<u>1,897.99</u>
Housing assistance payments	54,007.00	476,412.00
Total Housing Assistance Payments	<u>54,007.00</u>	<u>476,412.00</u>
Other general expenses	37.15	527.52
Total General Expenses	<u>37.15</u>	<u>527.52</u>
Total Operating Expenses	<u>64,821.20</u>	<u>582,079.36</u>
Operating Income (Loss)	<u>2,498.36</u>	<u>15,860.13</u>
Other Financial Items		
Prior Period Adjustment	0.00	0.00
Replacement of equipment	0.00	0.00
Property betterments & additions	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 2,498.36</u>	<u>\$ 15,860.13</u>

Yankton Housing and Redevelopment Commission
Income Statement-Section 8 Voucher

9 Months Ended 3/31/2025

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 94,109.00	\$ 483,469.00	\$ 577,578.00
Investment income - unrestricted	390.72	0.00	390.72
Fraud recovery	252.00	252.00	504.00
Other revenue	19,466.77	0.00	19,466.77
Total Operating Revenues	<u>114,218.49</u>	<u>483,721.00</u>	<u>597,939.49</u>
Operating Expenses			
Administrative salaries	70,733.62	0.00	70,733.62
Auditing fees	7,080.76	0.00	7,080.76
Employee benefits - administrative	12,892.57	0.00	12,892.57
Office expenses	2,962.26	0.00	2,962.26
Travel	59.63	0.00	59.63
Other admin.	9,513.01	0.00	9,513.01
Total Administrative	<u>103,241.85</u>	<u>0.00</u>	<u>103,241.85</u>
Liability insurance	1,222.99	0.00	1,222.99
All other insurance	675.00	0.00	675.00
Total Insurance	<u>1,897.99</u>	<u>0.00</u>	<u>1,897.99</u>
Housing assistance payments	0.00	476,412.00	476,412.00
Total Housing Assistance Payments	<u>0.00</u>	<u>476,412.00</u>	<u>476,412.00</u>
Other general expenses	527.52	0.00	527.52
Total General Expenses	<u>527.52</u>	<u>0.00</u>	<u>527.52</u>
Total Operating Expenses	<u>105,667.36</u>	<u>476,412.00</u>	<u>582,079.36</u>
Operating Income (Loss)	<u>8,551.13</u>	<u>7,309.00</u>	<u>15,860.13</u>
Other Financial Items			
Prior Period Adjustment	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 8,551.13</u>	<u>\$ 7,309.00</u>	<u>\$ 15,860.13</u>

**Yankton Housing and Redevelopment Commission
Income Statement-Section 8 Voucher**

1 Month Ended 3/31/2025

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 10,406.00	\$ 55,952.00	\$ 66,358.00
Investment income - unrestricted	44.25	0.00	44.25
Other revenue	917.31	0.00	917.31
Total Operating Revenues	<u>11,367.56</u>	<u>55,952.00</u>	<u>67,319.56</u>
Operating Expenses			
Administrative salaries	8,258.90	0.00	8,258.90
Employee benefits - administrative	1,584.09	0.00	1,584.09
Office expenses	158.25	0.00	158.25
Other admin.	574.64	0.00	574.64
Total Administrative	<u>10,575.88</u>	<u>0.00</u>	<u>10,575.88</u>
Liability insurance	126.17	0.00	126.17
All other insurance	75.00	0.00	75.00
Total Insurance	<u>201.17</u>	<u>0.00</u>	<u>201.17</u>
Housing assistance payments	0.00	54,007.00	54,007.00
Total Housing Assistance Payments	<u>0.00</u>	<u>54,007.00</u>	<u>54,007.00</u>
Other general expenses	37.15	0.00	37.15
Total General Expenses	<u>37.15</u>	<u>0.00</u>	<u>37.15</u>
Total Operating Expenses	<u>10,814.20</u>	<u>54,007.00</u>	<u>64,821.20</u>
Operating Income (Loss)	<u>553.36</u>	<u>1,945.00</u>	<u>2,498.36</u>
Other Financial Items			
Prior Period Adjustment	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 553.36</u>	<u>\$ 1,945.00</u>	<u>\$ 2,498.36</u>

**Yankton Housing and Redevelopment Commission
Balance Sheet - Local Program
As of March 31, 2025**

Assets

Current Assets	
Cash-unrestricted	\$ 101,795.80
Accounts receivable - miscellaneous	<u>1,828.99</u>
Total Current Assets	<u>103,624.79</u>
Property and Equipment	
Net Property and Equipment	<u>0.00</u>
Total Assets	<u>\$ 103,624.79</u>

Liabilities and Net Position

Current Liabilities	
Accounts payable - other government	\$ 125.67
Inter program - due to	<u>152.45</u>
Total Current Liabilities	<u>278.12</u>
Total Liabilities	<u>278.12</u>
Net Position	
Unrestricted	96,484.86
Net income (loss)	<u>6,861.81</u>
Total Net Position	<u>103,346.67</u>
Total Liabilities and Net Position	<u>\$ 103,624.79</u>

Yankton Housing and Redevelopment Commission
Income Statement - Local Program
1 Month and 9 Months Ended 3/31/2025

	Current Month	Year to Date
Operating Revenues		
Investment income - unrestricted	\$ 173.35	\$ 1,570.35
Other revenue	<u>1,723.15</u>	<u>15,087.13</u>
Total Operating Revenues	<u>1,896.50</u>	<u>16,657.48</u>
Operating Expenses		
Administrative salaries	890.27	8,113.91
Employee benefits - administrative	152.84	1,566.50
Office expenses	<u>0.00</u>	<u>115.26</u>
Total Administrative	<u>1,043.11</u>	<u>9,795.67</u>
Total Operating Expenses	<u>1,043.11</u>	<u>9,795.67</u>
Operating Income (Loss)	<u>853.39</u>	<u>6,861.81</u>
Other Financial Items		
Prior Period Adjustment	0.00	0.00
Replacement of equipment	0.00	0.00
Property betterments & additions	<u>0.00</u>	<u>0.00</u>
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u><u>\$ 853.39</u></u>	<u><u>\$ 6,861.81</u></u>



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

April 21, 2025

Dear Executive Director:

Subject: Housing Choice Voucher Program (HCVP) Housing Assistance Payment (HAP) Disbursements – May 2025

This letter concerns the disbursement of HCVP HAP renewal funds to your public housing agency (PHA) for the month of May 2025 under the cash management procedures. It is important that you review this letter and Enclosure A included concerning the process by which HUD has calculated the disbursement of renewal HAP funds to your PHA for this month.

May 2025 HAP Disbursements

HUD has determined the funds needed for disbursements for May 2025 on the basis of PHA-reported HAP expenses in the Voucher Management System (VMS) for the month of February 2025, the most recent month for which we have validated VMS data. The date of the VMS download was April 10, 2025. The most recent month is used in lieu of the most recent three months as that is considered more accurate at this time, due to national leasing trends.

Enclosed are the calculations and data used to establish the May 2025 HAP disbursements for your PHA. PHAs are advised that the monthly disbursement is the calculated need plus a 2% margin.

Transition of Excess Cash

The Department continues to transition PHA-held Restricted Net Position (RNP) to HUD-held funds until needed by the PHA, in order to comply with cash management requirements. Based on the completion of the December 31, 2024 HAP Cash Reconciliation, Excess Cash (from Line 16 (Line 18 for Moving to Work (MTW) agencies) of the Year End 2024 HAP Reconciliation Enclosure) will be transitioned to HUD-held reserves with May 2025 disbursements until all excess is transitioned.

It is critical that participants are not placed at risk or payments delayed as a result of your PHA having insufficient funds to support HAP payments due to the cash management methodology or the transition of RNP-funds to HUD-held reserves. If your PHA does not have sufficient funds, please contact your Financial Management Center (FMC) Financial Analyst (FA) and your local Field Office representative.

Thank you for your attention to this matter. If you have any questions concerning this letter, please contact your FA at the FMC.

Sincerely,

Miguel A. Fontáñez  Digitally signed by Miguel A. Fontáñez
DN: CN = Miguel A. Fontáñez, C = US
O = Housing Voucher Financial
Management Division, OU = Director
Reason: I am approving this document

Miguel A. Fontanez
Director
Housing Voucher Financial
Management Division

ENCLOSURE A
CY 2025 May HAP Disbursement Enclosure

- 1 PHA Name
- 2 PHA Number
- 3 Program Type

YANKTON HSG & REDEV COMMISSION	
SD058	
Non-MTW	

Total VMS HAP Costs Reported:

4 February 2025	\$51,376	
5 2% Margin	\$1,028	
6 Total Calculated Monthly Need (Line 4 + Line 5)		\$52,404

Available Funds for CY 2025 Monthly Disbursement

7 Net HAP Renewal Obligations currently in process through May 2025	\$53,251	
8 HUD-HELD Funds as of April 16, 2025	\$62,997	
9 Disbursement in process	\$0	
10 Funds Available to Disburse (Line 7 + Line 8 + Line 9)		\$116,248

Disbursements

11 Calculated Monthly Need (Line 6)		\$52,404
12 Cash on Hand as of 12/31/2024 to be transitioned to HUD-Held Funds	\$1,682	
13 Net May 2025 Disbursement (Line 11 - Line 12, Minimum \$0, Limited to Funds Available Line 10)		\$50,722
14 Remaining to Offset for Remaining Months	\$0	

PHA Reported Data per VMS, February 2025

15 Restricted Net Position		\$5,241
16 Unrestricted Net Position		\$126,317
17 Cash and Investments		\$131,192

Comments

19 Advance Funding amount if required		\$0
---------------------------------------	--	-----

**HAP Program Reserves Reconciliation as of December 31, 2024
Housing Choice Voucher Program**

PHA Name YANKTON HSG & REDEV COMMISSION
 PHA Number SD058

PART I: December 31, 2023 Program Reserves

	<u>PHA-Held Funds</u>	<u>HUD-Held Funds</u>	<u>Total Reserves</u>
1 December 31, 2023, Balances	\$8,899	\$83,336	\$92,235
2 Prior Period Adjustments	\$0	\$0	\$0
3 Adjusted December 31, 2023, Balances	<u>\$8,899</u>	<u>\$83,336</u>	<u>\$92,235</u>

PART II: Total Funds Available for Calendar Year 2024

	<u>HAP</u>
4 Program Reserves as of December 31, 2023 (Line 3)	\$92,235
5 2024 Prorated Renewal Eligibility	\$589,219
6 Non-Renewal funds (TP actions, VASH, RAD1, RAD2, etc.)	\$117
7 Fraud Recovery, January - December 2024	\$390
8 Total Funds Available in CY 2024 (Sum of Lines 4 through 7)	<u>\$681,961</u>

PART III: December 31, 2024 Program Reserves

	<u>PHA-Held Funds</u>	<u>HUD-Held Funds</u>	<u>Total Reserves</u>
9 Adjusted 12/31/2023 Balances (No Negatives)	\$8,899	\$83,336	\$92,235
10 Prorated Renewal Eligibility Obligated		\$589,220	\$589,220
11 Non-Renewal Funds (TPVs, SPVs, Set-Aside, etc.) Obligated		\$117	\$117
12 Fraud Recovery	\$390		\$390
13 Disbursements	\$599,809	(\$599,809)	
14 Allowable HAP Expenses (See Row 22, below)	(\$607,416)		(\$607,416)
15 Adjustments (see Notes below)	\$0	\$0	\$0
16 Adjusted 12/31/2024 Program Reserve (Sum of Rows 9 through 15)	<u>\$1,682</u>	<u>\$72,864</u>	<u>\$74,546</u>

PART IV: PHA Expenditures and Overleasing

17 HAP Expenses as reported in VMS as of February 3, 2025	\$607,416
18 Unit Months Available CY 2024	1,968
19 Unit Months Leased January - December 2024	1,680
20 Overleased Unit Months CY 2024 (Line 18 less Line 19 if PHA is Overleased)	0
21 Disallowed HAP for Overleased Units	\$0
22 Allowable HAP Expenses - Reconciliation Year (Line 17 less line 21)	<u>\$607,416</u>

Executive Summary: HUD calculates that SD058 has a total 12/31/2024 Program Reserve balance of \$74,546, composed of \$1,682 in PHA-Held Funds and \$72,864 in HUD-Held Funds. HUD will transition the PHA-Held Funds of \$1,682 to HUD-Held funds, via a lower disbursement beginning in May 2025.

PART V: RNP Check

23 Calculated December 31, 2024 PHA-Held Funds	\$1,682
24 PHA Reported December 31, 2024 PHA-Held Funds	<u>\$1,682</u>
25 Difference Between HUD Calculated and PHA Reported PHA-Held Funds	<u>\$0</u>

HUD calculates a 12/31 PHA-Held Reserve balance. This information is also reported by the PHA in VMS.

Adjustments:

PHA HAP Funding Monthly Statement May 2025

PHA Name	Yankton Housing & Redevelopment Commission
PHA Number	SD058
Program Type	HCV

Total PIC 50058 HAP Costs Reported:

4	May 2025 50058 Calculation	\$	56,790
5	Margin	\$	1,136
6	VMS Adjustments	\$	-
7	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6)	\$	57,926

Available Funds for CY2022 Monthly Disbursement

8	Obligated Undisbursed Budget Authority as of 4/21/25	\$	-
9	HUD Held Reserves as of 4/21/25	\$	-
10	Funds Available (Line 8 + Line 9)	\$	-

Disbursements

11	Calculated Monthly Need (Line 7) PIC 50058 as of 4/21/25	\$	57,926
12	PHA Held Reserves	\$	-
13	Net Disbursement (Line 11 - Line 12, Minimum \$0, Limited to Funds Available, Line 10)	\$	-
14	Remaining to Offset for Remaining Months	\$	-

Comments

15



PAYMENT ANALYSIS REPORT (PAR)

PHA ID: SD058 *Yankton Housing & Redevelopment Commission* [↗](#)

▼ PAR Summary

Flags	Summary	PAR Today	Last Month Calculated	Difference	Last Month Paid
	HAP Eligibility	\$ -	\$57,926	(\$57,926)	
	58 Calculation <i>Data as of Apr 21, 2025</i> ↗	\$ -	\$56,790	(\$56,790)	
	VMS Adjustments <i>Data as of null</i> ↗	\$ -	\$ -	\$ -	
	2% Margin	\$ -	\$1,136	(\$1,136)	
	VMS ↗				
	Available Budget Authority	\$ -	\$ -	\$ -	\$ -
	HAP Payment Amount	\$ -	\$ -	\$ -	\$ -
	Estimated Balance ↗	\$ -	\$ -	\$ -	\$ -

Download Funding Statement

May 2025



Download

▼ PAR Admin Fee

Flags	Summary	PAR Today	Last Month Calculated	Difference	Last Payment
	Total Admin Fee	\$ -	\$ -	\$ -	\$ -
	Column A Units	-	-	-	-
	Column A Rate	-	-	-	-
	Column B Units	-	-	-	-
	Column B Rate	-	-	-	-
	Column A Admin Fee	\$ -	\$ -	\$ -	\$ -
	Column B Admin Fee	\$ -	\$ -	\$ -	\$ -
	Total Col A + Col B	\$ -	\$ -	\$ -	\$ -
	Proration Factor	-	-	-	-
	Admin Fees Calculated	\$ -	\$ -	\$ -	\$ -
	Admin Fees Obligated (CY)	\$ -	\$ -	\$ -	\$ -
	Prior Year Over-Disbursement	\$ -	\$ -	\$ -	\$ -
	Balance (Over/Under)	\$ -	\$ -	\$ -	\$ -

PHA Activity and Available Funds

PHA ID: SD058 *Yankton Housing & Redevelopment Commission*

Print

\$ -
Total Payment Calendar Year 2025

\$ -
Remaining Budget Authority Balance

\$ -
Reserve Balance

Select date range:

No items available.

Data as of April 21, 2025

Camille Mertens

From: REAC Deputy Assistant Secretary <REAC_Director@pih.hud.gov>
Sent: Wednesday, April 16, 2025 12:36 PM
To: Camille Mertens
Subject: EXTERNAL: HCV Inspection Demonstration System (HCVID)

Caution: This email originated outside the City of Yankton. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact the IT Department.



PIH Real Estate
Assessment
Center

OFFICE OF PUBLIC & INDIAN HOUSING

Dear Executive Director:

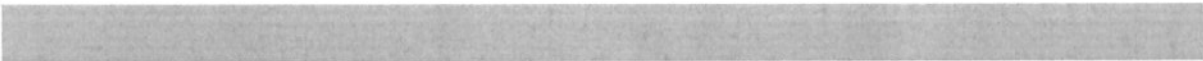
The HCV Inspection Demonstration system (HCVID) was developed as a proof of concept to address a congressional mandate (Consolidated Appropriations Act of 2016), which directed HUD assisted housing programs to align under one inspection protocol. It was used during the demonstration of NSPIRE which has ended.

Currently, on October 1, 2025, all Housing Choice Voucher (HCV) units will implement NSPIRE so the system and the data will no longer be necessary. HUD is shutting down HCVID and recommends using the [HCV checklists](#) in its place. HUD will sunset this application on April 16, 2025, so you will no longer be able to access it. Please plan and prepare accordingly.

Critical data will be identified and retained for regulatory, legal, or business reasons. Data will be migrated to secure and accessible storage solutions, ensuring compliance with retention policies of the federal government. As such, previous data will be available via a Freedom of Information Act request.

Thank you for your continued partnership.

REAC Deputy Assistant Secretary,
Shylon Ferry



U. S. Department of Housing and Urban Development



Office of Public Housing

Region VIII, Denver
1670 Broadway Street
Denver, Colorado 80202-4801

Phone: 303-672-5372
Fax: 303-672-5065
Web: www.hud.gov

April 10, 2025

Camille Mertens
Executive Director
Yankton Housing & Redevelopment Commission
416 Walnut Street
Yankton, SD 57078
cmertens@cityofyankton.org

RE: Management Decision Letter regarding the 2023 and 2024 Auditor Finding

Dear Camille Mertens:

The Department has reviewed the audit report for the Yankton Housing & Redevelopment Commission (Authority) for the Fiscal Year Ended June 30, 2023 and June 30, 2024.

The Findings are addressed below:

Finding 2023-001 and 2024-001: Internal Control

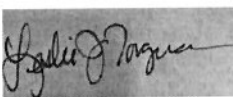
The auditor reported material weakness in internal controls due to lack of adequate segregation of duties for revenue and expenditures resulting in decreased reliability of reported financial data and increased potential for the loss of public assets.

The Department agrees with the auditor and sustains this Finding. The Authority is aware of this issue, which is a result of the size of the organization. It is not cost effective to hire the additional staff needed to achieve segregation of duties. Alternative procedures have been implemented by the Board to decrease the likelihood that financial data is adversely affected. No further action is required at this time. This finding will remain open until the next audit.

Further review and analysis of the audit may be performed; we will contact your agency in a separate correspondence if additional concerns are noted. Should you have any questions concerning this matter, please contact Tammy Mulligan, Portfolio Management Specialist at Tammy.Mulligan@hud.gov.

Sincerely,

4/10/2025

X 

Leslie Torgerson
Division Director
Signed by: Office of Public and Indian Housing

CITY OF YANKTON

PO Box 176

Yankton, SD 57078

(605) 668-5243



Purchase Order Voucher

TO: RIVERSIDE TECHNOLOGIES INC 748 NORTH 109TH CT OMAHA, NE 68154 <input type="checkbox"/> Change of Address	DATE	4/10/2025
	DESCRIPTION	
	CONTRACT NO.	
	VENDOR NO.	7400
	INVOICE NO.	
	P.O. NO.	250009
PLEASE ENTER OUR ORDER FOR THE FOLLOWING: <input type="checkbox"/> Original Order Partial Payment No. <input type="checkbox"/> <input type="checkbox"/> Confirmation <input type="checkbox"/> Complete		PROJECT NO.
<i>D Johnson</i> (Purchase Authorized By)		

Account #	QTY	Item	Unit Price	Total Price
101.105.350	1	HP Elite MINI 800 - HOUSING	\$1,100.00	\$1,100.00
101.105.350	2	HP P24H G5 - HOUSING	\$165.00	\$330.00
TOTAL				\$1,430.00

Finance Use Only: Checked Extension _____ Checked To Bid _____	I certify that the above material and or services have been received and payment is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved (reason) _____	
	_____ (Authorized Municipal Official)	
		_____ (Date)



HP 800 G9 SFF Mini - HP Monitors - v2

Quote #131199 v2

Prepared For:
City of Yankton

Duane Johnson
416 WALNUT STREET



YANKTON, South Dakota
P: (605) 668-5249
E: djohnson@cityofyankton.org

Prepared by:
RTI
Tom Bosley
105 Gateway Dr.
PO Box 1547
North Sioux City, SD 57049

P: 866.804.4388
E: tbosley@1rti.com

Date Issued:
04.09.2025
Expires:
04.14.2025

Contract:

Hardware		Price	Qty	Ext. Price
A12GTUT#ABA	 HP Elite Mini 800 G9 Desktop Computer - Intel Core i5 14th Gen i5-14500T - vPro Technology - 32 GB - 512 GB SSD - Desktop Mini - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - English Keyboard - IEEE 802.11ax - 90 W 3 Year warranty	\$1,100.00	1	\$1,100.00
64W34AA#ABA	 HP P24H G5 24" Class Full HD LCD Monitor - 16:9 - Black - 23.8" Viewable - In-plane Switching (IPS) Technology - Edge LED Backlight - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5 ms - 75 Hz Refresh Rate - Speakers - HDMI - VGA - DisplayPort	\$165.00	2	\$330.00
			Subtotal:	\$1,430.00

Quote Summary		Amount
Hardware		\$1,430.00
Total:		\$1,430.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

