

# **CHAPTER 18A**

**FAMILY UNIFICATION PROGRAM (FUP)**

**RESOLUTION #09-071**

**TO AUTHORIZE THE EXECUTIVE DIRECTOR  
TO ENTER INTO  
A MEMORANDUM OF UNDERSTANDING  
WITH  
DEPARTMENT OF CHILDREN AND FAMILIES  
TO  
ADMINISTER HOUSING CHOICE VOUCHERS  
THROUGH  
HUD'S FAMILY UNIFICATION PROGRAM**

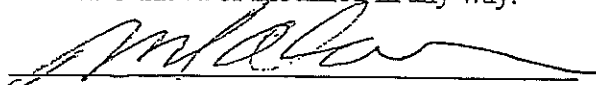
- WHEREAS,** The Housing Authority of the City of New Britain ("Authority") is desirous of participating with the Department of Children and Families ("DCF") in HUD's Family Unification Program ("FUP"); and
- WHEREAS,** The Authority is in the process of applying to HUD for a grant of FUP housing choice vouchers for this program; and
- WHEREAS,** The attached Memorandum of Understanding between DCF and the Authority, which is contingent upon an award of FUP HCVs to the Authority in 2010, defines the relationship of the parties; and
- WHEREAS,** The Authority desires to execute the attached MOU.

**NOW, THEREFORE BE IT RESOLVED,** that the Board of Commissioners of The Housing Authority of the City of New Britain hereby authorizes the Executive Director to execute the attached Memorandum of Understanding with DCF regarding administration of HUD's Family Unification Program.

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Certified a true copy of a resolution duly adopted by the Housing Authority of the City of New Britain, herein called the agency of Authority, at its regularly scheduled meeting on November 18, 2009. This Resolution has not been rescinded or modified in any way.

11/18/09  
Date

  
Michael A. Carrier, Chairperson

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of December 3, 2009, serves as a facilitating document toward establishing cooperation

BETWEEN THE

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN (the "NBHA")  
16 ARMISTICE STREET  
NEW BRITAIN, CT 06053

AND THE

DEPARTMENT OF CHILDREN AND FAMILIES (the "DCF")  
505 HUDSON STREET  
HARTFORD, CT 06106.

### 1. Background

- 1.1 The NBHA and DCF have a joint interest in very low-income families for whom the lack of adequate housing is a primary factor in the separation, or threat of imminent separation, of children from their families or where the lack of adequate housing is a barrier to reunifying children with their families.
- 1.2 The NBHA and DCF also have a joint interest in helping youths age 18 through 21 for whom the lack of adequate housing is a primary factor inhibiting a youth's transition to independence.
- 1.3 The NBHA's mission, as set forth in the Connecticut statutes and the resolution establishing the Public Housing Authority ("PHA") on August 1, 1938, is to provide safe and sanitary dwelling accommodations available to families of low income at rentals they can afford, and the NBHA has been implementing that mission since then.
- 1.4 ~~The DCF, established by section 17a-2 of the Connecticut General Statutes in 1969,~~ has as a central focus working with families and communities to improve child safety, ensuring that more children have permanent families, and advancing the overall well-being of children. These efforts are accomplished by respecting and working within individual cultures and communities in Connecticut, and in cooperation with other organizations.
- 1.5 The NBHA is applying to HUD to participate in HUD's Family Unification Program ("FUP") so that it might assist very low-income families to lease or purchase decent, safe and sanitary housing that is affordable in the private housing market, thereby hindering familial disintegration. In order to meet the criteria for the FUP

application, NBHA seeks to collaborate with DCF to fulfill the FUP requirements and improve services to those families targeted under the HUD FUP.

## 2. Past Experience

- 2.1 The NBHA has progressively expanded its capacity to provide housing and housing assistance for all moderate to low income families and individuals. The NBHA has embraced family unification as a core strategy in helping strengthen its community. NBHA's programs include:
- (a) The NBHA currently administrates Section 8 Housing Choice Vouchers ("HCV"), and has done so since 1976. The NBHA is currently the primary administrator of roughly 761 HCVs. We are currently a "High" Performer".
  - (b) The Housing Authority of the City of New Britain (NBHA) is working with the Community Mental Health Associates (CMHA) to house "Next Step" clients in its public housing units. The NBHA works with CMHA and other local partners to develop strategies for these clients to maintain their housing within the community. The NBHA is in the process of establishing a "Family Self-Sufficiency (FSS) Program to assist its Voucher and Public Housing Program Participants to obtain employment that will lead to economic independence and self-sufficiency.
- 2.2 DCF has extensive experience in developing and administering programs designed to mitigate familial collapse and to assist foster youths age 18 to 21 ("FUP-eligible youths") achieve independence. DCF's many programs for maintaining family unity include:
- (a) Community Housing Assistance Program ("CHAP") is semi-supervised, subsidized housing for youths. The program increases competence, self-reliance and self-sufficiency as youth transition into out-of-home placement;
  - (b) A decade-long participation in FUP partnerships with Connecticut PHAs. These joint DCF-PHA programs are integral to the execution of DCF's mission.
- 2.3 The NBHA and DCF will establish a new partnership:
- (a) in administering existing FUP HCVs through a designated NBHA staff person to provide administrative support for FUP HCVs.

## 3. Partnership Goals

- 3.1 For families whose children for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child in out-of-home care or delay in the discharge of the child to the family from out-of-home care, the NBHA and DCF will work together to:

- (a) Ensure that adequate housing is not the primary barrier to the separation or continued separation between a family and its children;
- (b) Develop and apply methods to identify and assist families with adequate housing; and
- (c) Empower them to resolve their own problems, enabling them to effectively utilize assistive services, and advocate for themselves and their children with schools, public and private agencies, and other community institutions.

3.2 For FUP-eligible youths, the NBHA and DCF will work together to:

- (a) Ensure that they have adequate and stable housing opportunities to support their successful transition to adulthood; and
- (b) Empower them to resolve their own problems, to effectively utilize assistive services, and to advocate for themselves with public and private agencies, and other community institutions.

#### **4. Partnership Standards for Success**

4.1 For families with FUP vouchers:

- (a) After six months, at least 90% remain together in their subsidized unit;
- (b) After one year, at least 75% remain together in their subsidized unit; and
- (c) After two years, at least 65% remain together, whether or not they continue living in subsidized housing.

4.2 For FUP-eligible youths with FUP vouchers:

- (a) After six months, at least 90% of will remain in the subsidized housing; and
- (b) After the 18-month term of their FUP voucher, at least 80% will successfully transition to safe, affordable, permanent housing.

Accordingly, the parties agree as follows: \_\_\_\_\_

#### **5. NBHA Responsibilities**

5.1 The NBHA shall amend its administrative plan in accordance with applicable program regulations and requirements to facilitate the requirements imposed by the FUP. These amendments include:

- (a) A means of accepting lists of families and youths certified by the DCF as eligible for the FUP from the DCF for processing in a timely manner. Specifically, for each FUP applicant, the NBHA will at a minimum compare

the names with those of applicants already on the NBHA's HCV waiting list. If the FUP applicant is on the NBHA's HCV waiting list, that applicant will be assisted in accordance with the NBHA's HCV admission policies. Otherwise, FUP applicants will be placed on the NBHA's HCV waiting list, regardless of the NBHA's HCV waiting list's closure, and processed according to plan; and

- (b) A means of determining, as is reasonably feasible, if any families with children, or youths age 18 through 21 on the NBHA's HCV waiting list are living in temporary shelters or on the street (i.e., are homeless) and may qualify for the FUP, and referring such applicants to the DCF.

5.2 The NBHA shall execute its administrative plan, as amended from time to time, for administering the HCV program in accordance with applicable program regulations and requirements. This performance includes:

- (a) Placing families on the NBHA's HCV waiting list;
- (b) Assisting applicants in the order of their position on the waiting list in accordance with NBHA admission policies; and
- (c) Determining if applicants are eligible for HCV assistance.

5.3 The NBHA shall maintain sufficient staff resources to continue to assure the quality of its administration of FUP HCVs is in accordance with applicable program regulations and requirements.

5.4 The NBHA shall maintain data relevant to evaluating the performance of the FUP in accordance with applicable program regulations and requirements.

5.5 The NBHA shall cooperate with the HUD office or a HUD-approved contractor in evaluating the FUP program.

## 6. DCF Responsibilities

6.1 The DCF shall maintain a system to identify FUP-eligible families and FUP-eligible youths within the agency's caseload and to review referrals from the NBHA.

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6.2 The DCF shall provide written certification to the NBHA that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in section 8(x) of the United States Housing Act of 1937, and the Federal Register Docket No. FR-5342-N-01 (the Notice of Funding Availability for FUP).

6.3 The DCF shall maintain appropriate resources to continue to assure that eligible families and FUP-eligible youths are identified and qualified as eligible in a timely manner.

- 6.4 The DCF shall provide assistance to income eligible families and FUP-eligible youths, as appropriate, in locating housing units and working with property owners to secure appropriate eligible units.
- 6.5 DCF shall maintain sufficient resources to continue to provide appropriate follow-up supportive services to families and FUP-eligible youths leasing FUP units.
- 6.6 The DCF shall provide to families and FUP-eligible youths leasing FUP HCV-subsidized units intensive case management designed to assist families and youths to develop and use, as appropriate, a network of services for solving issues related to, and including: personal economics, social welfare, health, relapse prevention, child abuse, and substance abuse.
- 6.7 The DCF shall engage one full-time (40-hours) case manager for every approximately twelve families or FUP-eligible youths for a period up to 2 years. In addition, the DCF shall provide each family or FUP-eligible youth access to other specialists, including a Housing Specialist, an Employment Specialist, and a Clinical Director.
- 6.8 The DCF provide access to community-based family support services after their child protection case is closed
- 6.9 The DCF shall maintain data relevant to evaluating the performance of the FUP in accordance with applicable program regulations and requirements.
- 6.10 The DCF shall cooperate with the HUD office or a HUD-approved contractor in evaluating the FUP program by providing relevant FUP data to the HUD office or contractor.
- 6.11 If the NBHA issues FUP HCVs to youths, the NBHA and DCF shall form an agreement whereby DCF agrees to provide a NBHA FUP HCV-assisted youth, at a minimum, the following services for a period of not less than eighteen months:
- (a) 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 FUP 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 technical

school, trade school or college; including successful work ethic and attitude models.

- (f) Participation of FUP-eligible youths in the assessment and implementation of actions to address their needs, including the development of an individual case plan on each youth for services to be received and the youth's commitment to the plan (youth required to sign a service plan agreeing to attend counseling/training sessions and to take other actions as deemed appropriate to the youth's successful transition from foster care.

## 7. Miscellaneous

- 7.1 The performance by both parties of the commitment of time, resources and responsibilities set forth and agreed to in this MOU are contingent upon an award of FUP HCVs to the NBHA in 2010 and its continued funding.
- 7.2 Terms not specified in this MOU are found in HUD HCV regulations [24 C.F.R. 982, et seq.].
- 7.3 The words "include," "includes," and "including" are to be read as if they were followed by the phrase "without limitation".
- 7.4 The term of this agreement shall be from December 3, 2009 through thirty days after the end date of the grant, if awarded.
- 7.5 All other terms and conditions may be modified by written proposal and acceptance of both parties.
- 7.6 Either party may terminate this agreement with 60 days prior notice to the other and with express approval of the grantor.



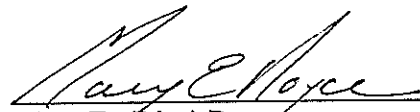
To evidence the parties' agreement to the MOU, they have executed and delivered it on the date set forth in the preamble.

On behalf of the Department of Children and Families

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Susan I. Hamilton, MSW, JD  
Commissioner

On behalf of the Housing Authority of the City of New Britain

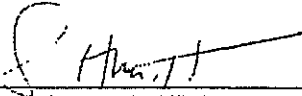


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Mary E. (Lisa) Royce  
Executive Director

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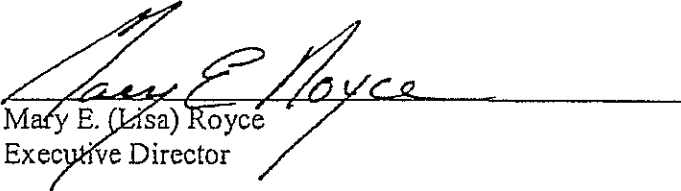
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