



Whitefish Housing Authority

COMMUNITY | CONNECTION | COLLABORATION

Board of Commissioners Regular Monthly Meeting Minutes

Date: September 23, 2026

Location: Whitefish City Hall

I. Call to Order & Roll Call

The meeting was called to order at **5:16 p.m.** by Acting Chair Thomas Shea.

Commissioners Present: Thomas Shea (Acting Chair), Nick Farmer, Katie Boyd, Jason Suazo, Kate Berry, Roxann Lucas

Commissioners Absent: Paul Leisher

Staff Present: Riss Getts

II. Consent Agenda

A. Approval of August 2026 Regular Board Meeting Minutes

B. Approval of Agenda

Motion: Katie Boyd moves to approve the consent agenda.

Second: Nick Farmer

Vote: Unanimous

Action: Motion carried.

III. Continuing Business

1. ED Report 'Rapid Fire' Updates

Executive Director Riss Getts provided updates on the following:

- **Mountain View Manor Parcel:** The City remains interested in acquiring the lower parcel for park use. Riss Getts is coordinating the survey and appraisal process. A public meeting will be required.
- **Snow Removal:** Staff is soliciting bids for contracted snow removal, with emphasis on timely service and cost. The Board discussed the potential for staff involvement, vehicle and liability concerns, and possible City assistance. Previous contractors had not consistently provided timely service, and snow removal costs remain a concern.

- **Housing Choice Voucher (HCV) Program:** Fifteen of 19 vouchers are currently leased. HUD budget restrictions have prevented additional leasing since January. Staff anticipates possible funding shortfalls in November and December and will provide updated information at the October meeting. The Board will determine how to respond if a shortfall occurs.

2. Multi-Family Cooperative Conversion Updates

The Board discussed the potential for cooperative conversion compared with property acquisition. Riss Getts and Kim Morasaki of Northwest Montana Community Land Trust have developed financial models for both approaches. The Board discussed the potential benefits of cooperative ownership and the need to determine which approach is most appropriate. Further information will be provided as the work progresses.

3. FY2024 Audit Submission

The FY2024 audit has been submitted, and the compliance review is complete. Work on the FY2025 audit is underway as the Authority continues to catch up on outstanding audits.

4. Bylaws Re-write

Katie Boyd and Roxann Lucas reviewed two versions of the revised bylaws and determined that the newest version was the most workable. The revised bylaws will be presented at the October Board meeting.

IV. Public Comment

No members of the public were present.

V. Committee Reports

A. Executive Committee Members: Kate Berry + Thomas Shea: No updates.

B. Community Housing Committee Member: Paul Leisher: No updates.

C. Financial Reports: Staff reviewed the financial reports and discussed additional maintenance expenses related to flooring and shower cartridges. The Board discussed coordinating repairs with the planned rehabilitation to avoid duplicative costs, exploring shutoff installations during conversion, and maintaining annual unit walkthroughs and repair

logs. The Board also discussed the possibility of reimbursing eligible expenses through bond financing.

VI. New Business

1. MOU with Community Action Partnership for HCV Inspections

The Board reviewed a proposed MOU with CAPNWM to provide independent HCV inspections for properties owned by Northwest Montana Community Land Trust. Revisions were identified to clarify roles, indemnification, payment terms, and inspection scope. Staff also discussed the potential for CAPNWM to administer WHA's voucher program, subject to state requirements.

Motion: Katie Boyd moved to authorize a remote vote on the MOU, pending corrections.

Second: Kate Berry

Vote: Unanimous

Action: Motion carried. Nick Farmer will contact Paul Leisher. The remote vote is to be completed by the end of day Friday.

The Board also discussed potential regional housing collaboration and planning grants with CAPNWM and other partners, including the possibility of a regional housing authority.

2. Waitlist Complaint

The Board discussed a complaint regarding communication during staff transitions and waitlist administration. Staff reported that established procedures were followed, including prioritization of reasonable-accommodation transfers. The Board discussed grievance procedures and communication with City officials.

Action: The grievance policy will be posted prominently on the WHA website, and hard copies will be included with applications. Board members will be notified of future complaints.

3. Scheduled Work Session with Whitefish City Council

The work session was confirmed for **December 7, 2026, at 5:30 p.m.**, correcting the December 4 date listed on the agenda. The Board discussed preparing a presentation addressing WHA's history, future direction, and opportunities for collaboration with the City. Board members were encouraged to attend. Also discussed were potential changes to minimum lot sizes and opportunities to revisit the Legacy Homes Program's homeownership and rental focus. Smaller minimum lot sizes may create opportunities for more affordable housing. Further discussion will occur through the WHA Futures Committee.

VII. Closed Door Session (if necessary)

Moved to closed door session at **6:36 pm**

Pursuant to MCA 2-3-203 for legal or personnel discussion, during this meeting, the board may elect to enter a closed-door session for reasons related to legal and/or personnel issues. Per Montana Code Annotated 2-3-203: The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.

Exited closed door session at **6:40 pm**

VIII. Public Comment

No public comment

IX. Adjournment

Adjourned at **6:40 pm**

Executive Director Report

Whitefish Housing Authority

October 2026

Mountain View Manor

- Public Housing occupancy: 49/50 units currently occupied, with 1 pending move-in from the waitlist.
- Finalized snow removal plans with part-time maintenance technician.
- Finance meeting with HUD for RAD/Section 18 conversion likely to be held in mid-November. Still finalizing plans + approval by City.

Housing Choice Vouchers

- Voucher issuance: 15/19 vouchers leased with one port-in voucher.
- In budget shortfall, which is why we cannot lease up any additional vouchers. Shortfall awarded for November. Anticipate receiving December shortfall.
- Exploring offering Foster Youth Initiative Vouchers in partnership with Chafee providers + area non-profits.

Local Housing Programs & Partnerships

- Working on cooperative with NWMTCLT and Neighborworks MT. Currently seeking grants + impact funding - \$50k minimum investment at 2% on a 10 year term.
- Prepping presentation for city council work session to discuss future of WHA in partnership with the City.

Operations & Administration

- Waiting on follow-up items for FY2025 audit. Exciting to be nearly caught up!

Financials

- Able to access 2025 operating shortfall funding - \$38,000. Will reflect in next board meeting financial documents.
- Seeking proposals / quotes for new accountants. May seek to update internal controls.

**WHITEFISH HOUSING AUTHORITY
100 4TH STREET
WHITEFISH, MT 59937**

=====

**Internal Controls Policies and Procedures
Adopted by Resolution _____, July, 2025**

The Whitefish Housing Authority's Board of Commissioners has the primary responsibility for ensuring that the PHA is operated in an efficient and economical manner and that its financial integrity is maintained. The Board of Commissioners is also responsible for the implementation of policies and procedures in all operating factors of the PHA within HUD's regulations that are stated in Section 24 of the Code of Federal Regulations.

The financial responsibility is exercised through the review; approval and control of the PHA Operating Budget, Capital Fund Programs and any other HUD approved programs.

The Executive Director has the overall responsibility for budget preparation and is accountable for the soundness and validity of the budget estimates. The Executive Director is assigned as the Contracting Officer for Capital Fund and Operating Fund programs and is responsible for administering all program requirements.

The approved operating budget should be used to schedule activity on operating programs. Thus, the budget will be a "master plan" for management efforts and will provide a comprehensive checkpoint for staff and Board evaluation and control of progress in achieving operating objectives.

Budget revisions are required when necessary to achieve operations within controlled accounts. Budget revisions should be evaluated and approved prior to the fiscal year end.

In most cases, the PHA will use outside accountant services to maintain the financial records, reports and submissions as required by HUD. The Executive Director, along with the Board of Commissioners will review and approve all financial records provided by the fee accountant service and will have continual communications either by phone, email or other sources of communication.

The Executive Director is responsible for procuring an audit and Financial Data Submission to the Department of HUD – Real Estate Assessment Center, within nine months of the fiscal year end of the PHA. This audit will be performed under current Government Auditing Standards and include the Statement on Auditing Standards (SAS) 112 as well as Communicating Internal Control Related Matters Identified in an Audit. The unaudited FDS submission will be submitted to HUD within 2 months of the ending of WHA's FYE. The following guidelines will attempt to provide adequate procedures in order to comply with the SAS 112 requirements on Internal Control.

The PHA's management system handles all of the tasks and duties involved with tenant processing, accounting, rent collection, resident charges, rent determination, accounts payable, and accounts receivable. The bulk of this system is computerized.

Due to the size of the WHA, staff shares the internal control procedures except where specifically noted:

Collections:

Residents pay their rent at the Mountain View Manor office. The following procedures must occur:

- Enter the amount received in the property management software
- A receipt is generated and given to each resident by the 10th of the month.
- Stamp all checks and money orders "For Deposit Only".
- By the 10th of the month, the rents are tallied by the Financial Coordinator and verified then deposited in the bank by the Executive Director.
- Bank deposit slips list each receipt number or other special deposit information.
- The payments are applied in the financial software to the tenant's account and the tenant's balances reconciled to the property management software. A system report will be generated of each deposit and submitted on a month-end basis to the fee accounting service with copies of each bank deposit receipt.

In addition to rent, late fees, NSF fees, or maintenance charges will be input on the residents' accounts or the HCV tenant accounts with the prior approval of the Executive Director. The Executive Director will also approve credits in advance with proper records justifying such entries.

The property management software will manage all tenant applications, leases and communications. It will used to generate compliance reports for HUD and other regulatory bodies.

Accounts Receivable:

WHA uses PHA Pro, a computerized system, to manage rent, late fees, NSF fees or maintenance charges, which will be input on the tenants' accounts receivable, register. In some cases of HCV tenants with utility allowances greater than their rent payment, this amount will be negative. This amount will be paid to the utility companies to be applied to the tenant's utility bill or paid to the HCV tenant as a reimbursement.

An Accounts Receivables ledger and other accounting reports are maintained and submitted monthly to the fee accounting service.

Accounts Payable:

The Executive Director is responsible for the oversight of employees and will assign authorization to make purchases as needed in the job descriptions.

WHA utilizes Ramp, an online platform, for Accounts Payable. All vendor invoices must be submitted through Ramp. The Executive Director oversees purchasing authorization. Invoices are reviewed and coded by the Finance Department. All payments via the Bill Pay function require dual approval within Ramp. Ramp is used for issuing payments, managing corporate card expenses, and maintaining an audit trail. Monthly reconciliations are conducted using Ramp's reporting tools. All transactions are logged and auditable.

- For payments made outside Ramp using written checks:
 - The Executive Director will approve all Accounts Payables.
 - The invoice will be recorded and scanned into the accounting software.
 - The Executive Director and an authorized Commissioner will sign all checks.
 - Copies of the invoices, with a check stub attached, will be kept on file.
- The check register will be forwarded to the fee accounting service by the 11th of the following the month.

Outstanding Check Policy:

Checks that have not cleared the bank in 90 days will be voided and the bank will be called to stop payment. The payee will be contacted to ensure that they are aware of the cancellation and a new check issued with a current date if the payee so desires.

Payroll:

Payroll procedures include:

- Payroll is prepared on a semimonthly basis.
- All employees submit their hours via their online payroll accounts.
- Vacation, sick and other leave will be paid according to the Personnel Policy.
- The Executive Director will approve all payroll amounts and hours, while payroll payments are issued by the accounting service or a designated board member.
- The Director and the accounting service are responsible for all quarterly tax reports and tax deposits. Copies of all pay stubs and tax reports will be sent to the fee accounting service for review.

Check Signing Authorization:

- All checks shall bear two signatures, one of which must be the Executive Director.
- The second signature must be that of either the Chairman of the Board of Commissioners or if unavailable, the Vice-chairman or of the Board of Commissioners.
- The incumbents in the positions authorized to sign checks shall be bonded and/or included in the insurance policy as check signers.

Bank Reconciliations:

Bank accounts are reconciled monthly by the third party accounting firm. Reconciliations are reviewed and approved by the Executive Director. Discrepancies are investigated and resolved promptly. Reconciliation reports are retained for audit purposes.

Financial Reporting:

The fee accounting service prepares monthly financial reports for HUD. The third party accounting firm prepares internal financial reports and forecasts. These reports are reviewed by the Executive Director and presented to the Board of Commissioners monthly. Reports include income statement, balance sheet, and budget-to-actual comparison reports. All financial records are maintained in accordance with applicable regulations.

Petty Cash:

WHA does not maintain petty cash and does not receive any payments in cash. Laundry coins are either deposited or used to replenish the change machine owned by WHA. The Financial Coordinator will count any funds to be deposited and the Executive Director will verify and deposit in the bank.

Investments:

It is the policy of the Whitefish Housing Authority to invest its funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the housing authority. Each investment will require dual signatures for any transaction. The Executive Director along with the Board of Commissioners has this authorization. A General Depository Agreement (HUD-51999) will be executed to each financial institution. This agreement requires the financial institution to pledge securities prescribed by HUD to insure the housing authority from loss for deposits that exceed the \$250,000 Federal Deposit Insurance Corporation (FDIC) insurance.

Use of Agency Funds, Facilities, and Materials:

The Executive Director is responsible for exercising prudent judgment in the handling of funds. No person may take funds, materials, equipment, or use facilities or vehicles for unauthorized use.

Credit Cards:

In order for the agency to procure goods and services in today's economy, it is necessary for

WHA to own and use credit cards. Ramp credit cards, which connect to the overall internal control system, will be used. Ramp automatically record transactions. The credit card balance will be paid via Ramp.

- The Executive Director is charged with maintaining and securing all agency credit cards.
- Personal use is strictly prohibited and will lead to disciplinary action, up to and including suspension of credit card privileges and termination of employment.
- The Executive Director shall maintain records of credit cards and employees who have possession of such cards.
- The Executive Director must approve all purchases for materials over \$250.00.
- A receipt and memo must accompany all purchases.
- The Executive Director will verify that all purchases are authorized via Ramp.

Fixed Assets:

At the time of purchase, all fixed assets shall be coded accordingly. The inventory will be maintained by the Executive Director through a computerized management system. The Executive Director is responsible for reporting all dispositions and or changes of location.

- All fixed asset purchases must go through the normal procurement process.
- All fixed assets will be recorded including date of purchase, vendor, check number and location of product.
- Items are disposed of under the Disposition Policy and will be properly recorded.
- The Executive Director will provide annual inventory to the Board of Commissioners and the fee accounting service.
- Maintenance parts and supplies located in the maintenance shop will be handled under a separate inventory process.

Fraud Policy Statement:

The Whitefish Housing Authority is committed to preventing fraud. Employees and residents are responsible for preventing, identifying and reporting fraud. Any incident that is suspected or detected must be reported immediately to the Executive Director, the Board of Commissioners or to the HUD OIG Hotline.

Internal Audits

Internal audits are conducted semi-annually to assess compliance with internal controls. The audits evaluate the effectiveness of financial processes, segregation of duties, and system access controls. Findings are reported to the Executive Director and Board of Commissioners.

Segregation of Duties

No single employee may initiate, approve, and reconcile the same transaction. User roles in Ramp and PHA Pro are configured to enforce proper segregation of duties.

Data Security and Access Control

Access to QBO, Ramp and PHA Pro is role-based and reviewed quarterly. Multi-factor authentication (MFA) is required for all users. Data backups are performed regularly and stored securely.

Monitoring and Review

This policy is reviewed annually and updated as needed. Any discrepancies or violations must be reported to the Executive Director immediately.

AMENDED AND RESTATED BY-LAWS OF THE WHITEFISH HOUSING AUTHORITY

These Amended and Restated By-Laws (these “By-laws”) of the Whitefish Housing Authority (the “Authority”) amend, restate, supersede and replace all By-Laws of the Whitefish Housing Authority in effect as of the date hereof.

ARTICLE I - THE AUTHORITY

Section 1. **Name of Authority.** The name of the authority shall be the “Whitefish Housing Authority”.

Section 2. **Governing Body.** The powers of the Authority shall be vested in the Board of Commissioners thereof in office from time to time duly appointed or elected.

1. **Office of Authority.** The principal office of the Authority shall be located at Mountain View Manor in the city of Whitefish, Montana. The Authority may hold its meetings at such other place from time to time as it may be designated by resolution.

Section 3. **Nonprofit status.** It is the policy of the State of Montana that each housing authority shall manage and operate its housing projects in an efficient manner so as to enable to fix the rentals for dwelling accommodations at the lowest possible rates consistent with its providing decent, safe, and sanitary dwelling accommodations; and no housing authority shall construct or operate any such project for profit or as a source of revenue to the county or city.

ARTICLE II - OFFICERS

2. **Officers.** The officers of the Board of Commissioners shall be a Chairperson, a Vice-Chairperson, and a Secretary-Treasurer, each of whom shall be elected by the Board of Commissioners. Additional officers may be elected or appointed by the Board of Commissioners as necessary.

Section 1. **Chairperson.** The Chairperson shall, when present, preside at all meetings of the Board of Commissioners. Except as otherwise authorized by resolution of the Board of Commissioners, the Chairperson shall sign all contracts, deeds and other instruments authorized by the Board of Commissioners. At each meeting, the Chairperson shall submit to the Board of Commissioners recommendations and information concerning the business, affairs, and policies of the Authority.

Section 2. **Vice-Chairperson.** The Vice-Chairperson shall perform the duties of the Chairperson in the absence of or inability of the Chairperson to carry out the assigned duties. In case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of Commissioners shall select a new Chairperson. The Vice-Chairperson shall have all of the powers of the Chairperson when the Chairperson is absent.

Section 3. **Secretary-Treasurer.**

1. The Secretary-Treasurer shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the discretion of the Chairperson of the Board of Commissioners. The Secretary-Treasurer shall be charged with the management and daily operations of the Authority. The Secretary-Treasurer will have the duties as assigned to the Executive Director by the Board of Commissioners.
 2. The Secretary-Treasurer shall be the custodian of the records of the Authority, shall act as Secretary and keep minutes of meetings of the Board of Commissioners, record all votes, and keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be kept for such purposes. The Secretary-Treasurer shall perform all duties incident to the office in accordance with these By-laws and as required by law.
 3. The Secretary-Treasurer shall have the charge, custody, and responsibility for all securities of the Authority and deposit all such monies in the name of the Authority in such bank, trust companies, or other depositories as the Authority may select. The Secretary-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Board of Commissioners, all such orders and checks shall be countersigned by the Chairperson. In the absence of the Secretary-Treasurer, the Chairperson and Vice-Chairperson will sign the checks. The Secretary-Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board of Commissioners, at each regular meeting, an account of all financial actions during the previous month including, among other things, a financial report of the Authority showing actual expenses compared to budget, comprehensive grant status, account payables/receivables and tenant aged receivables. The Board of Commissioners shall accept this financial report by noting exceptions and an acceptance by voice vote.
 4. The Secretary-Treasurer will not be compensated for such officer role but will be compensated as the Executive Director as determined by the Board of Commissioners. A temporary Secretary-Treasurer appointee selected from among and by the Commissioners of the Whitefish Housing Authority may serve without compensation (other than payment of necessary expenses) until a replacement is hired.
3. **Additional Duties.** The Officers of the Authority shall perform, or may delegate, such other duties and functions as may from time to time to be required by the Authority, these By-laws, rules and regulations of the Authority or other applicable law.

Section 4. **Election or Appointment.**

(1) The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board of Commissioners of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

(2) The Secretary-Treasurer shall be appointed by the Board of Commissioners, which will normally be the Executive Director. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Board of Commissioners fixes, but no Commissioner of the Authority shall be eligible to fill this office except as a temporary appointee.

Section 5. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Commissioners for the unexpired portion of the term.

4. **Additional Services.** The Board of Commissioners may from time to time contract for outside services, as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of Montana and all other laws of the State of Montana applicable thereto. The selection and compensation for such services (including the Executive Director) shall be determined by the Board of Commissioners subject to the laws and regulations of the State of Montana, Whitefish, Montana, and the Authority.

ARTICLE III - COMMISSIONERS

Section 1. **Appointment.**

1. The Authority shall consist of seven Commissioners appointed by the mayor. A Commissioner may not be a city official.
2. Not fewer than two of the Commissioners must be directly assisted by the Authority and are known as resident Commissioners. The staff of the Authority may not involve itself in the nomination or appointment of resident Commissioners, except that the Authority shall notify all of the households directly assisted by the Authority when a resident Commissioner position is vacant.
3. The mayor shall file with the city clerk a certificate of the appointment or reappointment of any Commissioner, and the certificate is conclusive evidence of the proper appointment of the Commissioner.

Section 2. **Term.**

4. Each term of office for non-resident Commissioners shall be five years from the date of appointment.
5. Each term of office for resident Commissioners shall be two years from the date of appointment.

6. Commissioners shall hold office until the Commissioner's successor has been appointed.

Section 3. **Vacancies.** Vacancies shall be filled for the unexpired term.

5. **Duties.** Commissioners attend and participate in monthly and special meetings held for the purpose of conducting the business of the Whitefish Housing Authority. Commissioners have the responsibility for the preservation, direction, and future of the Authority. Commissioners shall be required to demonstrate leadership, diligence, integrity, and flexibility while making decisions, based on information provided by the Authority staff, HUD regulations, federal, state, and local government regulations, these By-laws and policies, participating families assistance needs, and other information necessary to insure compliance. The Board of Commissioners shall employ and supervise an Executive Director. The Board of Commissioners shall create policies for the Authority and its operations. All such policies shall be binding upon the Authority staff and Board of Commissioners.

Section 4. **Conflict of Interest.** A Commissioner or employee of the Authority may not acquire any interest, direct or indirect, in any housing project or in any property included or planned to be included in any project. A Commissioner may not have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project. If a Commissioner or employee owns or controls an interest, direct or indirect, in any property included or planned to be included in any housing project, he or she shall immediately disclose the interest in writing, to the Board of Commissioners and disclosure must be entered upon the minutes of the Board of Commissioners. Failure to disclose an interest constitutes misconduct in office. A Commissioner must abstain from voting on any issue or item that constitutes a conflict of interest.

Section 5. **Compensation.** A Commissioner may not receive compensation for services, but is entitled to the necessary expenses, including traveling expenses, incurred in the discharge of Authority duties.

6. **Removal.** The mayor may recommend removal of a Commissioner for inefficiency or neglect of duty or misconduct in office, but only after the Commissioner shall have been given a copy of the charges against him/her at least ten days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. The Whitefish City Council shall approve the removal of a Commissioner by majority vote. Three consecutive unexcused absences constitute neglect of duties.
7. **Indemnification.** To the extent not inconsistent with the laws of the State of Montana, every person, and their respective heirs, estate, executors, administrators, and personal representatives, who is or was a Commissioner shall be indemnified by the Authority for actions taken in good faith on behalf of the Authority.

2. COMMITTEES

Section 1 **Ad Hoc Committees.** The Chairperson may appoint such ad hoc committees for such purposes as are consistent with these By-laws and the purposes, jurisdiction, and authority of the Authority. The membership of any ad hoc committee shall have Commissioners as the majority of its membership except in instances when the committee's charge concerns Commissioner conduct when there shall be no requirement for Commissioner membership on the ad hoc committee. Any such ad hoc committee's term shall be until the Board of Commissioner's next annual meeting, a new Chairperson succeeds the appointing Chairperson, or by action of the Chairperson, whichever occurs first. Committees may be continued in whole or in part by any new Chairperson. Committees shall have no authority to act on any matter that requires Board of Commissioner action and shall have only that jurisdiction as specifically authorized by the charge given the committee by the Chairperson. The quorum for a committee shall be no less than 33% of its membership provided that number shall not be less than two persons. Any action by an ad hoc committee can be nullified by the Board of Commissioners at the Board of Commissioner's next meeting.

Section 2. **Standing Committees.**

1. The following standing committees shall exist by virtue of these By-laws without any further action by the Chairperson:
 1. **Executive Committee.** The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and Secretary-Treasurer. The Executive Committee shall act on pressing or emergency matters which must be dealt with between regular meetings of the full Board of Commissioners; assist the Chairperson when necessary in developing an agenda for Board of Commissioner meetings; periodically review personnel policies and issues, admission and continued occupancy criteria and other housing authority operation policies; give preliminary consideration to important policy considerations; and provide guidance and direction to the Executive Director between meetings. The Executive Committee shall meet as often as required and shall make appropriate recommendations to the Board of Commissioners.
 1. **Finance Committee.** The Finance Committee shall consist of not fewer than one Board member, the Executive Director, and other members as necessary. The Chairperson shall be the Board member on the committee. The Finance Committee shall periodically review the accounting procedures and policies; be involved in budget preparation and review; and make appropriate recommendations to the Board of Commissioners based on audit, HUD, or other agency findings or recommendations. The Finance Committee shall meet as often as necessary but shall meet at least once during the year to review the budget submittals, prior to submission to the Board of Commissioners.

ARTICLE IV - MEETINGS

Section 1. **Annual Meeting.** The annual meeting of the Authority shall be held during the January Board of Commissioners meeting at the regular place and time of the Authority Board of Commissioners meetings.

2. **Regular Meeting.** Monthly meetings shall be held at the regular meeting place of the Authority on the fourth Wednesday of each month, unless the same shall be a legal holiday, in which event said meeting shall be on a day and time mutually agreed to during the previous regular Board of Commissioners meeting.

3. **Special Meetings.** The Chairperson of the Board of Commissioners may, when it is deemed expedient, and shall, upon the request of two members of the Board of Commissioners, call a special meeting of the Board of Commissioners for the purpose of transacting any business designated in the call. The agenda for a special meeting shall be delivered to each Commissioner at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the agenda.

Section 2. **Closed Meetings.** The Board of Commissioners will close the meeting when discussing personnel issues. If at this time the Secretary (Executive Director) is the topic of discussion, the Board of Commissioners will appoint a Commissioner to act as temporary secretary to record the minutes.

Section 3. **Quorum.** The powers of the Board of Commissioners shall be vested in the Commissioners thereof in office from time to time. Fifty percent (50%) of the number of appointed 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 Board of Commissioners upon a voice vote of a majority of Commissioners present.

Section 4. **Order of Business.** At the regular meetings of the Board of Commissioners, the following shall be the order of business:

- Call to order
- Roll call
- Consent agenda, including approval of the minutes of the previous meeting
- Continuing business, including Executive Director report
- Communications, visitor/public comments
- Committee reports (including ad hoc committees)
- Financial report
- New business
- Closed session (if necessary)
- Public comment
- Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 7. **Manner of Voting.** The voting on all questions coming before the Board of Commissioner of the Authority shall be by voice vote and the ayes and nays shall be entered upon the minutes of such meeting. In the case where a Commissioner is unable to attend the regularly scheduled meeting in person, the Commissioner may call the Chairperson or Secretary/Treasurer and vote on the action item. The absent Commissioner's vote will be entered in the minutes of the meeting. The Board of Commissioners will allow an appointed Commissioner to participate in scheduled meetings via a conference call if the Commissioner cannot attend the meeting in person.

Section 8. **Required Motions.** All required motions shall be in writing and shall be made a part of the journal of the proceedings of the Authority. Motions will be written by the Secretary and signed by the Chairperson or the Vice-Chairperson in the absence of the Chairperson, and the Secretary. Actions requiring motions are:

1. Material contracts and their amendment
2. Adoption of policies and their amendment
1. Amendments to By-Laws
 3. Adoption of Board of Commissioner meeting minutes
 4. Adoption of the annual budget and revisions
2. Reorganization of the Authority
 5. Federal funding applications
 6. Fiscal fund changes, including changes to fiscal years
 7. Incurrence of debt
 8. Purchase, sale, transfer, conveyance or encumbrance of real property

Section 9. **Action by Commissioners Without a Meeting.** Any action to be taken at any meeting of the Board of Commissioners or of any committee of the Board of Commissioners may be taken without a meeting if all members of the Board of Commissioners or committee, as the case may be, consent to it in writing, or by electronic transmission and the writing or writings or electronic transmission or transmissions are filed with the minutes of proceedings of the Board of Commissioners, or committee. This filing will be in paper form if the minutes are maintained in paper form and will be in electronic form if the minutes are maintained in electronic form.

ARTICLE V - AMENDMENTS

Amendments to By-Laws. The By-laws of the Authority shall be amended only with the approval of at least five of the Commissioners of the Authority at a regular or a special meeting.

Adopted this ____ day of October 2026.

ACCEPTED BY: _____
_____, Chairperson

Secretary-Treasurer

Date

24904206v1

Whitefish Housing Authority

Statement of Activity

September 2026

	Total
Revenue	
3000.1 HCV HAP PMTS Received	\$13,877.00
3000.3 PORT HAP Received	1,426.00
Total for 3000.1 HCV HAP PMTS Received	\$15,303.00
3000.2 HCV Admin Fees	\$1,759.00
3000.4 Admin Fees - PORT	77.70
Total for 3000.2 HCV Admin Fees	\$1,836.70
3110.00 MVM Rent	21,830.00
3111.00 Other MVM Tenant Revenue	\$124.00
3111.20 Laundry Machine Income	468.75
Total for 3111.00 Other MVM Tenant Revenue	\$592.75
3630.00 RR House Rent	1,460.00
3690.00 Other Income	
3690.13 Deed Restriction Management Fee	625.00
3690.15 LHP Rental Admin Fee	2,379.38
Total for 3690.00 Other Income	\$3,004.38
8020 HUD Operating Subsidy	2,493.00
8029.26 Capital Fund 2026	21,002.00
Total Revenue	\$67,521.83
Gross Profit	\$67,521.83
Expenditures	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	\$15,409.52
4110.01 Compensated Absences - Admin	1,395.43
Total for 4110.00 Administrative Salaries	\$16,804.95
4120.00 Payroll Taxes	1,655.90
4130.00 Legal Expense	70.00
4140.00 Staff Training	1,077.60
4170.00 Accounting	-\$3,055.00
4175.10 Outside Accounting / Bookkeeping Fees	4,510.00
Total for 4170.00 Accounting	\$1,455.00
4171.00 Auditing Fees	0.00
4190.00 Sundry - other Admin Expense	\$395.15
4190.10 Office Expenses	138.53
4190.70 Office Lease Expense	260.00
4190.85 Membership Dues/Subscription	454.80
Total for 4190.00 Sundry - other Admin Expense	\$1,248.48
Total for 4100.00 Administrative Expenses	\$22,311.93
4210.00 Tenant Services	61.86

Whitefish Housing Authority

Statement of Activity

September 2026

	Total
4300.00 Utilities	\$412.47
4300.05 Utilities - Internet	363.72
4310.00 Water	1,069.75
4320.00 Electricity	1,438.00
4390.00 Sewer	777.13
4390.01 Trash Removal	343.48
Total for 4300.00 Utilities	\$4,404.55
4420.00 Materials	\$131.40
4420.03 Paint	35.99
4420.07 Cleaning	91.82
4420.08 HVAC	448.00
Total for 4420.00 Materials	\$707.21
4430.00 Maintenance Contract(or) Costs	
4430.11 Maintenance & Janitorial Salaries	3,879.53
4430.70 Plumbing Contract	1,885.00
4432.00 Mat Rental Services	133.10
Total for 4430.00 Maintenance Contract(or) Costs	\$5,897.63
4500.00 General Expenses	
4510.20 Liability Insurance	698.45
4520.00 Payments in Lieu of Taxes	9,724.00
4540.00 Employee Benefit Contribution	
4540.10 Employee Benefits - Admin	1,875.96
Total for 4540.00 Employee Benefit Contribution	\$1,875.96
Total for 4500.00 General Expenses	\$12,298.41
4715.00 Housing Assistance Payments	\$15,992.00
4715.02 HAP - Resident Utility Reimbursement / Payment	225.00
Total for 4715.00 Housing Assistance Payments	\$16,217.00
66000 Payroll Expenses	128.00
7540.01 Flooring	-218.38
Total Expenditures	\$61,808.21
Net Operating Revenue	\$5,713.62
Other Revenue	
3610.01 Interest Income - Notes Rec	501.89
3610.02 Interest Income - MMA accounts	129.34
Total Other Revenue	\$631.23
Net Other Revenue	\$631.23
Net Income	\$6,344.85

Whitefish Housing Authority

Statement of Activity
July-September, 2026

	Total
Revenue	
3000.1 HCV HAP PMTS Received	\$40,569.00
3000.3 PORT HAP Received	4,355.70
Total for 3000.1 HCV HAP PMTS Received	\$44,924.70
3000.2 HCV Admin Fees	\$4,730.00
3000.4 Admin Fees - PORT	155.40
Total for 3000.2 HCV Admin Fees	\$4,885.40
3110.00 MVM Rent	65,116.00
3111.00 Other MVM Tenant Revenue	\$1,841.67
3111.20 Laundry Machine Income	908.75
Total for 3111.00 Other MVM Tenant Revenue	\$2,750.42
3630.00 RR House Rent	4,380.00
3690.00 Other Income	\$24.02
3690.02 City DPTH Grant / Reimbursement	35,241.04
3690.13 Deed Restriction Management Fee	1,275.00
3690.15 LHP Rental Admin Fee	9,318.49
Total for 3690.00 Other Income	\$45,858.55
8020 HUD Operating Subsidy	14,976.00
8029.25 Capital Fund 2025	10,764.00
8029.26 Capital Fund 2026	21,002.00
Total Revenue	\$214,657.07
Gross Profit	\$214,657.07
Expenditures	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	\$36,491.02
4110.01 Compensated Absences - Admin	3,103.75
Total for 4110.00 Administrative Salaries	\$39,594.77
4120.00 Payroll Taxes	3,946.18
4130.00 Legal Expense	620.00
4140.00 Staff Training	1,321.60
4170.00 Accounting	\$3,055.00
4175.10 Outside Accounting / Bookkeeping Fees	11,437.50
Total for 4170.00 Accounting	\$14,492.50
4171.00 Auditing Fees	12,750.00
4190.00 Sundry - other Admin Expense	\$1,297.95
4190.10 Office Expenses	366.90
4190.30 Advertising & Marketing	220.89
4190.40 Postage & Delivery	89.30
4190.70 Office Lease Expense	780.00
4190.85 Membership Dues/Subscription	1,369.80
Total for 4190.00 Sundry - other Admin Expense	\$4,124.84
Total for 4100.00 Administrative Expenses	\$76,849.89

Whitefish Housing Authority

Statement of Activity
July-September, 2026

	Total
4210.00 Tenant Services	98.81
4300.00 Utilities	\$412.47
4300.05 Utilities - Internet	1,090.68
4310.00 Water	2,475.28
4320.00 Electricity	3,889.00
4330.00 Gas	961.02
4390.00 Sewer	2,316.95
4390.01 Trash Removal	1,030.44
Total for 4300.00 Utilities	\$12,175.84
4420.00 Materials	\$936.40
4420.02 Plumbing	19.94
4420.03 Paint	222.33
4420.05 Other Materials	66.07
4420.06 Electrical	23.95
4420.07 Cleaning	206.04
4420.08 HVAC	448.00
Total for 4420.00 Materials	\$1,922.73
4430.00 Maintenance Contract(or) Costs	
4430.11 Maintenance & Janitorial Salaries	8,512.15
4430.40 Landscape & Grounds Contract	4,830.40
4430.50 Unit Turnaround	6,898.00
4430.70 Plumbing Contract	8,470.00
4430.95 Routine Maintenance Contract	219.00
4432.00 Mat Rental Services	399.30
Total for 4430.00 Maintenance Contract(or) Costs	\$29,328.85
4500.00 General Expenses	
4510.20 Liability Insurance	7,660.95
4520.00 Payments in Lieu of Taxes	9,724.00
4540.00 Employee Benefit Contribution	
4540.10 Employee Benefits - Admin	5,583.74
Total for 4540.00 Employee Benefit Contribution	\$5,583.74
Total for 4500.00 General Expenses	\$22,968.69
4570.01 Bad Debts - other (admin)	50.00
4715.00 Housing Assistance Payments	\$40,181.00
4715.02 HAP - Resident Utility Reimbursement / Payment	675.00
4715.1 PORT IN Housing Assistance Payments	2,852.00
Total for 4715.00 Housing Assistance Payments	\$43,708.00
66000 Payroll Expenses	3,241.63
7540.01 Flooring	218.38
7540.02A Boiler System	72.00
Total Expenditures	\$190,634.82
Net Operating Revenue	\$24,022.25

Whitefish Housing Authority

Statement of Activity
July-September, 2026

	Total
Other Revenue	
3610.01 Interest Income - Notes Rec	854.39
3610.02 Interest Income - MMA accounts	363.46
Total Other Revenue	\$1,217.85
Net Other Revenue	\$1,217.85
Net Income	\$25,240.10

Whitefish Housing Authority

Board of Commissioners Regular Monthly Meeting Agenda

Date: October 28th, 2026

Location: Whitefish City Hall

Time: 5:15pm

I. Call to Order & Roll Call

II. Consent Agenda

- A. Approval of September Regular Board Meeting Minutes (attached)
- B. Approval of Agenda

III. General Business

- 1. 'Rapid Fire' Updates from ED Report
- 2. Bylaws Re-write
- 3. Melania Trump Foster Youth to Independence Voucher Program
- 4. Dignity in Work Coalition
- 5. WHA Future Plan, including scheduled work session with Whitefish City Council – Draft Review

IV. Public Comment 1

V. Committee Reports

A. Executive Committee

Members: Kate Berry + Thomas Shea

B. Community Housing Committee

Member: Paul Leisher

C. Financial Reports (attached)

VI. New Business

None

VII. Closed Session (if necessary)

Pursuant to MCA 2-3-203 for legal or personnel discussion, during this meeting, the board may elect to enter a closed-door session for reasons related to legal and/or personnel issues. Per Montana Code Annotated 2-3-203: The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.

VIII. Public Comment 2

WHA Public Housing Budget to Actual - July to Sep 2026

REVENUE

	FYE 2027 Budget	September YTD	September Percent YTD
Dwelling Income	\$ 249,558	\$ 65,116.00	26%
Nondwelling Rental	\$ 3,357	\$ -	0%
Interest Income	\$ 2,194	\$ 325.50	15%
Other Income (Tenant & Laundry)	\$ 8,024	\$ 2,750.42	34%
Capital Fund - Operating Expense (14C	\$ 141,014	\$ 31,772.00	23%
Casualty Loss Ins Proceeds	\$ -		
Operating Subsidy	\$ 69,499	\$ 14,976.00	22%

Total Revenue	\$ 474,840	\$ 114,939.92	24%
----------------------	-------------------	----------------------	------------

EXPENSES

Salaries(inc. absences)	\$ 89,576	\$ 20,258.24	23%
Auditing Fees	\$ 26,550	\$ 12,750.00	48%
Travel / Staff Taining	\$ 2,500	\$ 1,321.60	53%
Board Training	\$ 500	\$ -	
Advertising	\$ 1,500	\$ 220.89	15%
Legal Expense	\$ 25,000	\$ 620.00	2%
All Other Sundry	\$ 20,000	\$ 3,903.95	20%

Total Administrative	\$ 190,626	\$ 48,063.43	25%
-----------------------------	-------------------	---------------------	------------

Tenant Services Salaries	\$ -	\$ -	0%
Tenant Services	\$ 1,250	\$ 98.81	8%

Total Resident Service	\$ 1,250	\$ 98.81	8%
-------------------------------	-----------------	-----------------	-----------

Water	\$ 13,374	\$ 2,475.28	19%
Electricity	\$ 14,963	\$ 3,889.00	26%
Gas	\$ 12,474	\$ 1,373.49	11%
Internet	\$ 4,200	\$ 1,090.68	26%
Sewer	\$ 8,400	\$ 2,316.95	28%
Trash	\$ 4,200	\$ 1,030.44	25%

Total Utilities	\$ 57,610	\$ 12,175.84	21%
------------------------	------------------	---------------------	------------

Maintenance + Janitorial Salaries	\$ 40,246	\$ 8,512.15	21%
Maintenance Materials	\$ 15,000	\$ 1,922.73	13%

Maintenance Contract Costs* (see det	\$	57,500	\$	20,816.70	36%
--------------------------------------	----	--------	----	-----------	-----

Total Maintenance	\$	112,746	\$	31,251.58	28%
--------------------------	----	---------	----	-----------	-----

Protective Service Costs	\$	-	\$	-	0%
--------------------------	----	---	----	---	----

Materials	\$	-	\$	-	0%
-----------	----	---	----	---	----

Total Protective Service	\$	-	\$	-	
---------------------------------	----	---	----	---	--

Insurance	\$	29,015	\$	7,660.95	26%
-----------	----	--------	----	----------	-----

PILOT	\$	10,017	\$	9,724.00	97%
-------	----	--------	----	----------	-----

Employee Benefit Contributions	\$	11,317	\$	4,161.74	37%
--------------------------------	----	--------	----	----------	-----

Payroll Taxes	\$	13,548	\$	3,113.63	23%
---------------	----	--------	----	----------	-----

Collection Losses			\$	50.00	
-------------------	--	--	----	-------	--

Other General Expenses					
------------------------	--	--	--	--	--

Total General Expense	\$	63,898	\$	24,710.32	39%
------------------------------	----	--------	----	-----------	-----

Total Operating Expenses	\$	426,129	\$	116,300	27%
---------------------------------	----	---------	----	---------	-----

Extra-ordinary Maintenance	\$	25,000	\$	-	\$	-
----------------------------	----	--------	----	---	----	---

Total Non-Routine Expense	\$	25,000	\$	-	\$	-
----------------------------------	----	--------	----	---	----	---

Total Expenses	\$	451,129	\$	116,300	\$	-
-----------------------	----	---------	----	---------	----	---

Profit (Loss) from Operations	\$	23,711	\$	(1,360)
--------------------------------------	----	--------	----	---------

=

WHA HCV + Local Program Administration Proposed Budget FYE June 30, 2027

REVENUE

	Proposed Budget FYE 2027	July - Sep Actual	Percent Budget
Dwelling Income	\$ 19,800	\$ 4,380	22%
HCV Admin Fees	\$ 7,404	\$ 4,730	64%
LHP Rental Admin Fees	\$ 2,000	\$ 9,318	466%
WALT Deed Restriction Management Fees	\$ -	\$ 1,200	
PILOT Income	\$ 10,017	\$ -	0%
Development Admin Fees	\$ 55,000	\$ 10,000	18%
Total Revenue	\$ 94,221	\$ 29,628	31%

EXPENSES

Local Programs Salaries(inc. absences)	\$ 66,941	\$ 17,797.76	27%
HCV Salaries/Admin	\$ 6,258	\$ 1,538.00	25%
Office Expense	\$ 2,000		0%
Legal Expense	\$ -		
Total Administrative	\$ 75,200	\$ 19,335.76	26%

Maintenance Salaries	\$ 2,633	\$ -
Maintenance Materials	\$ 1,000	\$ -

Total Maintenance	\$ 3,633	\$ -
--------------------------	-----------------	-------------

Insurance	\$ 300	\$ 300.00
Property Taxes	\$ -	\$ -

Total General Expenses	\$ 300	\$ 300.00
-------------------------------	---------------	------------------

Total Operating Expenses	\$	79,132	\$	19,635.76	25%
---------------------------------	----	--------	----	-----------	-----

Extra-ordinary Maintenance	\$	2,500	\$	-	
----------------------------	----	-------	----	---	--

Total Non-Routine Expenses	\$	2,500	\$	-	
-----------------------------------	----	-------	----	---	--

Total Expenses	\$	81,632	\$	19,635.76	24%
-----------------------	----	--------	----	-----------	-----

Profit (Loss) from Operations	\$	12,589	\$	9,992.73	79%
	\$	35,018.69			



THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S WORK AND DIGNITY COALITION

Coalition Background

On Friday, February 27, 2026, Secretary Turner announced a [proposed rule](#) to provide all public housing authorities (PHAs) and Section 8 project-based rental assistance (PBRA) owners flexibility to implement work requirements and time limits for non-elderly, non-disabled work-capable adults in HUD-funded housing.

As part of the announcement, the Secretary launched the Work and Dignity Coalition, bringing together PHAs, owners, Tribes, states, non-profit partners, and faith-based organizations that support the principles behind HUD's proposed efforts to strengthen work, opportunity, and self-sufficiency. By joining, participating entities will publicly signal support and interest in implementing accountability and supportive services to promote the dignity of work and economic independence.

About the Coalition

As a member of the Work and Dignity Coalition, organizations recognize that it takes both accountability policies and supportive services to help residents and families on the path to self-sufficiency and economic independence. Coalition members are interested in utilizing work requirements, time limits, or other rent-structure incentives to promote and reward work for residents and families. Coalition members are also interested in providing and facilitating through partnerships the necessary supportive services to reduce barriers to employment, build workforce and community connections, and strengthen pathways to economic mobility for residents and families. Coalition participation reflects a shared commitment to collaboration, learning, advancing, and implementing policies that promote "Work and Dignity." Participation in the coalition does not establish an endorsement or bestow any rights or privileges.

Certificate Statement

This certificate is proudly presented to *[Organization Name]* as a member of the Department of Housing and Urban Development's Work and Dignity Coalition and affirms its support for advancing the principles of work, opportunity, and self-sufficiency for assisted households.

- *Signature Line #1: PHA Executive Director, Owner, Tribal leader, or CEO*
- *Signature Line #2: HUD Secretary, Deputy Secretary, or Regional Administrator*



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

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:
Public Housing Directors
Public Housing Agencies that Administer
the Housing Choice Voucher Program

Notice PIH 2026-19

Issued: July 27, 2026

Expires: This notice remains in effect until amended, superseded, or rescinded.

Supersedes: Notice PIH 2023-04

Cross References: Notices PIH 2019-20, 2020-28, 2021-26, 2025-08, and 2026-12

Subject: The Melania Trump Foster Youth to Independence Initiative

I. PURPOSE

This notice provides guidance on the process public housing agencies (PHAs) must follow to request targeted vouchers under the Melania Trump Foster Youth to Independence Initiative (FYI). This notice also sets forth the operating requirements for FYI. Through the FYI Initiative, HUD provides housing choice vouchers (HCVs) for youth eligible under the Family Unification Program (FUP), subject to funding availability. Throughout this notice, these vouchers are referred to as FYI vouchers. This notice supersedes [Notice PIH 2023-04](#), *Foster Youth to Independence Initiative*, and makes the following major changes:

- Renames the program to The Melania Trump Foster Youth to Independence Initiative, in accordance with the Consolidated Appropriations Act, 2026; however, the acronym FYI used to refer to the program remains unchanged
- Revises the definition of “at risk of becoming homeless” for the purpose of determining eligibility
- Amends the process by which PHAs may apply for \$38.2 million in new incremental voucher assistance
- Removes the cap on the number of FYI vouchers that a PHA can request each Federal fiscal year, subject to availability of funding
- Clarifies the process by which PHAs may voluntarily return FYI noncompetitive vouchers and associated funding that is no longer needed to HUD and that HUD will issue future guidance on HUD-initiated recapture of unutilized FYI noncompetitive vouchers that are no longer needed

- Describes how HUD will reallocate recaptured funding, in accordance with the application process outlined in [section XIV](#).
- Removes the utilization threshold submission requirement for the award of new vouchers to PHAs currently administering FYI and/or FUP vouchers
- Encourages PHAs to proactively amend their administrative plans to facilitate requesting FYI vouchers
- Clarifies the applicability of the mandatory and optional waivers and alternative requirements established in [Notice PIH 2025-08](#), *Statutory and Regulatory Waivers for FUP and FYI Vouchers*

II. BACKGROUND

The Consolidated Appropriations Act, 2026 (Pub. L. 119-75, approved on February 3, 2026), referred to hereafter as the “the 2026 Act,” made available \$25 million in new incremental voucher assistance. The Full-Year Continuing Appropriations and Extensions Act, 2025 (Pub. L. 119-4, approved on March 15, 2025), referred to hereafter as “the 2025 Act,” authorized \$25 million under the terms and conditions of the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2024 (division F of Pub. L. 118-42). The 2026 Act and the 2025 Act both provided that \$25 million shall be available on a noncompetitive basis to PHAs that partner with public child welfare agencies (PCWAs¹) to assist FUP-eligible youth under section 8(x) of the U.S. Housing Act of 1937 (42 U.S.C. 1437f(x)). HUD is making the funding under the 2026 Act available through this notice. HUD expects approximately \$13.2 million in carryover from the 2025 Act will also be made available.

The 2026 Act specified that assistance made available for this purpose shall be known and designated as The Melania Trump Foster Youth to Independence Initiative. As stated in section I., the acronym “FYI” used to refer to the program remains unchanged. The 2026 Act also directs HUD to review utilization of the FYI vouchers awarded on a noncompetitive basis under the 2026 Act or any prior appropriations act and that any unutilized voucher assistance no longer needed based on such review shall be recaptured and reallocated through the noncompetitive process. HUD will make any funds recaptured through this process available through this notice or any superseding notice.

Senate Report 118-70 (2024) directs HUD to maximize the availability of FYI vouchers based on the identified need and referrals for such assistance and directs HUD to ensure that the utilization thresholds for the FYI program do not inadvertently lead to delays and preclude identified youth from receiving FYI vouchers. Accordingly, this notice removes the cap on the number of FYI vouchers that a PHA can request (see [section X.V.](#)) and the utilization threshold requirement for requesting new FYI vouchers (see [section VI.B.](#)).

¹ Public child welfare agencies (PCWAs) are responsible under applicable State law for determining that a child is at imminent risk of placement in out-of-home care, that a child in out-of-home care under the supervision of the public agency may be returned to his or her family, or that a youth is at least 18 years and not more than 24 years of age and left foster care, or will leave foster care within 180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older. For States that have privatized child welfare, the agency designated to conduct child welfare on behalf of the State may be considered a PCWA. Federally recognized Tribes operating a foster care program are considered a PCWA under the FYI program and can therefore refer eligible youth to the PHA for an FYI voucher and/or may serve as the PCWA providing supportive services.

Further, the Senate Report directs HUD to encourage PHAs to amend their Administrative Plans to facilitate requesting FYI vouchers. A PHA may establish an FYI program at any time. The benefit of proactively entering into a partnership agreement with a PCWA (via a Memorandum of Understanding (MOU) or a letter of intent (LOI)) and making corresponding updates to its Administrative Plan is that the PHA will be able to immediately request FYI vouchers upon receiving a referral of an eligible youth, rather than needing to delay the request during these administrative processes. To maximize the availability of FYI vouchers, HUD encourages PHAs that do not already have an FYI program to consider taking proactive steps to make this resource available in their community.

On April 9, 2025, HUD issued Notice PIH 2025-08, which provides new flexibilities to reduce barriers and increase opportunities for FYI and FUP voucher holders to secure and maintain housing stability. Through these flexibilities, FYI and FUP participants will have more time to secure decent and safe housing with their voucher, providing them with a platform to achieve greater self-sufficiency.

III. ELIGIBLE PHA APPLICANTS

The PHA must have an existing Annual Contribution Contract (ACC) with HUD for HCVs. Nonprofit administrators of HCV Mainstream Vouchers, which by statute are classified as PHAs solely for the purpose of administering HCV Mainstream Vouchers, are ineligible for FYI. Moving to Work (MTW) agencies must administer FYI vouchers consistent with the requirements described in this notice. HUD will not evaluate applications from ineligible applicants. Additional eligibility threshold criteria are detailed in [section VI](#).

IV. IMPACT ON AWARDS AND REQUESTS UNDER NOTICE PIH 2023-04

Requests submitted to HUD by PHAs pursuant to Notice PIH 2023-04 prior to the publication of this notice do not need to be resubmitted. However, requests that were received prior to the publication of this notice that have not yet been funded will be reviewed in accordance with the requirements of this notice.

V. FUNDING SOURCES

The 2026 Act provides that, of the \$30 million appropriated for FUP, \$25 million shall be made available for FUP youth on a noncompetitive basis to PHAs that partner with PCWAs to identify FUP-eligible youth. HUD makes the full \$25 million available on a noncompetitive basis through this notice. Additionally, HUD makes available approximately \$13.2 million from carryover funds from the 2025 Act, for a total of approximately \$38.2 million. As provided for in section 11303(4) of the 2025 Act, HUD utilized \$25 million of carryover FUP funds, including those specified for FYI under the 2024 Act, to address HCV and/or mainstream voucher shortfalls.

Through this notice, HUD also reallocates any recaptured FYI assistance awarded on a noncompetitive basis and is no longer needed. If additional funding is made available for this purpose in further appropriation acts under the same terms and conditions, HUD may continue to make awards under this notice rather than issue a new notice. If an

appropriations act adds additional requirements or establishes new conditions regarding this funding, HUD will publish a revised notice.

Subject to the following conditions, HUD will accept and process PHA requests for FYI noncompetitive vouchers under this notice on a rolling basis:

A. Funding Remains Available

HUD will use available funding as described above for FYI awards under this notice. This means eligible applications will be processed and funded until such funds are expended unless additional funds become available through future appropriations acts or the recapture of unused assistance (see paragraph B.).

B. Recapture of FYI Assistance Awarded on a Noncompetitive Basis

Through this notice, HUD will also reallocate any recaptured FYI assistance awarded on a noncompetitive basis.

VI. PHA ELIGIBILITY THRESHOLD REQUIREMENTS

A PHA requesting assistance under this notice must meet all the following eligibility requirements:

A. Partnership Agreement

PHAs applying for assistance under this notice must first enter into a partnership agreement with a PCWA. HUD strongly encourages adding other important partners, such as State or local governments (including schools), philanthropic and faith-based organizations, and the Continuum of Care (CoC),² or a CoC recipient it designates, to the partnership. PHAs may establish an FYI program at any time and HUD encourages PHAs to work with their partnering PCWA to make the required corresponding updates to their Administrative Plans to facilitate requesting FYI vouchers. For example, a PHA may update their Administrative Plan to reflect specific policies for partnership structure and agreements, such as defining roles and responsibilities. PHAs may also collaborate with their partnering PCWA consistent with the provisions in Notice PIH 2025-08 regarding the timing of referral of youth leaving foster care. See more details regarding the form partnership agreements may take in [section XII](#).

B. PHA Eligibility Based on Utilization of Existing FYI and/or FUP Awards

Senate Report 118-70 directs HUD to ensure that the utilization thresholds for the FYI program do not inadvertently lead to delays and preclude identified youth from receiving FYI vouchers. While the intent of the utilization threshold was to help HUD target FYI vouchers where they were most needed, HUD found that the utilization threshold caused some confusion for PHAs and other stakeholders and, in some instances, posed a barrier to PHAs being able to receive an FYI voucher for an

² A Continuum of Care (CoC) is the group organized to carry out the responsibilities required under 24 CFR part 578, composed of organizational representatives, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, PHAs, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons, to the extent these groups are represented within the geographic area and are available to participate.

eligible youth. Accordingly, this notice removes the utilization threshold for PHAs administering FYI and/or FUP vouchers to help streamline access to the FYI program.

Nevertheless, HUD generally expects PHAs to utilize their existing FYI and/or FUP vouchers to serve eligible youth before requesting new FYI vouchers. If a PHA requests new vouchers despite having low FYI and FUP utilization and existing leasing capacity, HUD may require additional justification. A PHA's justification may include, for example, data showing that all FYI and/or FUP vouchers have either been issued or leased up. A PHA may also justify its request for new FYI vouchers by demonstrating that the FYI and/or FUP vouchers that it has on hand are needed to meet other community needs (e.g., a PHA may want to hold a small number of FUP vouchers for families referred by the PCWA, hold a small number of FYI vouchers for youth referred through coordinated entry, or hold some of its existing FUP or FYI vouchers for a project-based voucher project). A PHA may also justify its need for new FYI vouchers if there are circumstances that prevent the PHA from being able to lease its existing FYI or FUP vouchers. HUD may deny a request if the additional information does not support the need for new FYI vouchers.

C. Received Referral

A request for assistance may not be made until the PHA has received a referral of an eligible youth from the partnering PCWA. If the PHA receives a referral from another organization outside the PCWA, the PHA must confirm eligibility with its partnering PCWA of the youth's prior qualifying foster care involvement (see [section VII.C.](#)).

VII. PCWA ROLES AND RESPONSIBILITIES

The partnering PCWA must meet all the following requirements:

A. Identify Eligible Youth

The PCWA must have a system for identifying eligible youth within the agency's caseload and for reviewing referrals from the PHA or a third party, such as a State, local governments (including schools), philanthropic, faith-based organizations, CoC, or a CoC recipient it designates.

B. System of Prioritization

Given the limited nature of this resource, the PCWA may need to implement a system of prioritization for eligible youth based upon level of need and appropriateness of the intervention. For youth still involved in the child welfare system, the PCWA should consider the young person's permanency goals. The PHA must ensure any prioritization criteria for referral to FYI comply with Federal fair housing and civil rights requirements.

C. Written Certification

The PCWA must provide written certification to the PHA that a youth is eligible.

D. Supportive Services

The PCWA must either directly provide or secure a commitment from partners for the provision of supportive services that are required to be offered to youth. PCWAs should consider creating partnerships with other community organizations that offer these supportive services.

VIII. REQUIRED SUPPORTIVE SERVICES

Eligibility to receive funding under this notice to administer FYI vouchers requires the PCWA, as stated above, provides or secures a commitment for the provision of supportive services for participating youth to assist the youth in achieving self-sufficiency. The services listed in (A) through (E) below must be secured and made available for a period of 36 months to eligible youth receiving rental assistance through this notice. HUD encourages full participation in self-sufficiency services as appropriate for participating youth.

- 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 eligible youth to rent a unit with a voucher
- D. Job preparation and attainment counseling (e.g., where to look/how to apply, dress, grooming, and relationships with supervisory personnel)
- E. Educational and career advancement counseling regarding attainment of GED and attendance/financing of education at a technical school, trade school, or college, including successful work ethic and attitude models

The PHA or another partnering entity may provide some or all the supportive services if it has the resources and expertise to do so.

Administrative fee reserves may be used to cover costs for the supportive services listed above (A-E) with HUD approval. Refer to [Notice PIH 2026-12](#) for information on 2026 Act provisions on administrative fees.

PHAs may contact PIHFinancialManagementDivision@hud.gov and copy Miguel.A.FontanezSanchez@hud.gov with additional questions and to request approval to use their administrative fee reserves for this purpose.

[Notice PIH 2022-18](#) provides guidance on the use of HCV and Mainstream Voucher ongoing administrative fees for expenses related to assisting HCV and Mainstream Voucher families to lease units, including other eligible activities should the PHA have the resources available to do so.

In addition to the above required supportive services, the PCWA or other partners are encouraged to provide guidance to youth regarding accessing Federal, State, and local programs and services that further support their self-sufficiency and success.

IX. YOUTH ELIGIBILITY

The population eligible to be assisted with funding under this notice are youth certified by the PCWA as meeting the following conditions:

- Has attained at least 18 years and not more than 24 years of age (have not reached their 25th birthday);
- Left foster care, or will leave foster care within 180 days,³ in accordance with a transition plan, described in section 475(5)(H) of the Social Security Act; and
- Is homeless⁴ or is at risk of becoming homeless at age 16 or older.

In this notice, HUD changes the definition of “at risk of becoming homeless” to mean:

- An individual or family who has an annual income below 50 percent of median family income for the area, as determined by HUD, and meets one of the following conditions:
 - Is living in the home of another because of economic hardship;
 - Has been notified in writing that their right to occupy their current housing or living situation will be terminated;
 - Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the approved Consolidated Plan for the relevant jurisdiction.
- A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 (formerly [42 U.S.C. 14043e-2\(6\)](#)), transferred to [34 U.S.C. 12291](#)), section 330(h)(5)(A) of the Public Health

³ Notice PIH 2025-08 established an alternative requirement extending from 90 to 180 days when an otherwise eligible youth may be referred.

⁴ “Homeless” refers to the population included in the definition of this term at 24 CFR 578.3.

Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or

- Child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

This new definition of “at risk of becoming homeless” applies to all vouchers awarded under this notice. Further, this new definition must be used for all FYI noncompetitive vouchers awarded under the following notices upon turnover: Notices PIH 2020-28, 2021-26, and 2023-04.

This new definition does not apply to FUP or to FYI vouchers awarded competitively under the 2021 FYI-Competitive Notice of Funding Availability (FR-6400-N-41), the 2022 FYI-Competitive Notice of Funding Opportunity (FR-6600-N-41), or the 2024 FYI-Competitive Notice of Funding Opportunity (FR-6800-N-41). Additional information about the definition of “at risk of becoming homeless” as used for FUP and FYI vouchers awarded competitively will be provided at a later date.

X. LENGTH OF ASSISTANCE

As required by statute, an FYI voucher may only be used to provide housing assistance for youth for a maximum of 36 months. However, youth who first lease a unit with an FYI voucher after December 27, 2020, the date of enactment of the Fostering Stable Housing Opportunities (FSHO) amendments, may receive an extension of the 36-month time limit of assistance for up to an additional 24 months if they meet the requirements of FSHO. See HUD’s FSHO implementation notice published in the Federal Register on January 24, 2022 ([87 FR 3570](#)).

XI. ROLE OF THIRD PARTIES

HUD strongly encourages participation of State, local governments (including schools), philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates. These parties may play a critical role in identifying eligible youth in the community at risk of or experiencing homelessness that are no longer part of the child welfare system. Further, these parties may provide or leverage supportive services on behalf of the youth.

Youth who are part of the PCWA's active caseload do not have to be added to the CoC's coordinated entry process, nor do youth identified by other third parties have to be added to the CoC’s coordinated entry, to be referred for FYI.

XII. FORMS OF PARTNERSHIP AGREEMENT

The partnership agreement may take the form of an MOU or LOI between the parties. If a PCWA is authorized under State law to contract out its functions and has done so, both the official representative of the PCWA and the official representative of the contractor organization must sign the MOU. At a minimum, the partnership agreement must clearly address the following:

A. Define Eligible Youth

Define youth eligible to receive assistance under this notice using the criteria in [section IX](#).

B. Identify Supportive Services

List the supportive services provided to eligible youth receiving rental assistance through this notice. All services in [section VIII](#), must be provided for a period of 36 months. The organization(s) to provide these services must be identified.

C. Address PHA Responsibilities

The following PHA responsibilities must be identified:

- *If the PHA uses the HCV waiting list:* 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 the 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 an 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. The requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply.
- *If the PHA uses a separate FYI and/or FUP waiting list:* If the PHA has a separate FYI and/or FUP waiting list,⁵ FYI applicants must be placed on the separate FYI and/or FUP waiting list. The youth may also be placed on the PHA's general HCV waiting list even though they are being placed on the separate FYI and/or FUP waiting list. This facilitates the PHA's selection of youth from the general HCV waiting list upon expiration of the FYI voucher if necessary to maintain stable housing.
- Document that youth are informed of their eligibility for supportive services and the duration of the availability of those services.
- Amend the Administrative Plan in accordance with applicable program regulations and requirements.

D. Address PCWA Responsibilities

The following PCWA responsibilities must be identified:

- The PCWA must have a system for identifying eligible youth within the agency's caseload and review referrals from the PHA, and other important partners, such as the State, local governments (including schools), philanthropic, faith-based organizations, and CoC, or CoC recipient it designates, as applicable.

⁵ Notice PIH 2025-08 describes an optional waiver where a PHA may maintain a separate waiting list for FUP and FYI vouchers.

- The PCWA may have a system for prioritization of referrals to ensure that youth are prioritized for an FYI voucher based upon level of need and appropriateness of the intervention.
- The PCWA must provide written certification to the PHA that a youth is eligible. The certification must specify how the youth meets the eligibility requirement outlined in [section IX](#).
- The PCWA must provide or secure a commitment for the provision of required supportive services.

E. Address Third-Party Responsibilities

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

- Whether the integration of the prioritization and referral process for eligible youth will be included in the third party or coordinated entry process, as applicable.
- Identify services, if any, to be provided using third party or CoC program funds to youth who qualify for third party or CoC program assistance.
- Make referrals of eligible youth to the PCWA.

XIII. VALUE OF VOUCHER

The value of the FYI voucher is dependent on the Per Unit Cost (PUC) identified by HUD for the PHA. If a PHA has concerns regarding the sufficiency of the funding based on the PUC, the PHA can request higher funding within 12 months of the award's effective date based on actual costs. Direct inquiries about PUC increases to PIH's Financial Management Division mailbox at PIHConversionActions@hud.gov.

XIV. APPLICATION PROCESS

PHAs must apply through the process described below.

A. Content of the Application

A PHA's request for vouchers under this notice must be submitted via a completed DocuSign application. The application is available on the FYI webpage at <https://www.hud.gov/hud-partners/public-indian-housing-fyi>.

The DocuSign version of the FYI form requests the following information:

- PHA code (exclude spaces when entering the PHA code, e.g., SA002)
- PHA name
- Name and contact information of the individual completing the form
- Primary PHA point of contact (POC) and information

- Type of submission (new or an update to a prior submission)
- Name of partnering PCWA responsible for making eligibility determinations and referrals to the PHA
- Name of third-party partners, as applicable
- Name of entity(ies) providing the required supportive services
- Number of vouchers being requested in numeric form
- Identity of the eligible youth by code, alias, initials, or full name
- Upload of the funding application ([Form HUD-52515](#)) with only the first page completed

Upon completion of all required DocuSign fields and uploaded documentation, the PHA is required to sign a certification stating it is complying with all submission requirements under this notice, including receiving certification of eligibility for the referred youth(s) named above and entering into a partnership agreement with the PCWA, and any third party(ies) it designates (as applicable).

B. Processing of Applications

Before HUD approves a PHA's request for assistance, the following must occur.

- Eligibility Review. HUD will review to verify that:
 - The PHA has submitted all required information identified in [section XIV.A.](#); and
 - The PHA meets the eligibility requirements of this notice.
- Eligibility Determination. After reviewing the application, HUD will either:
 - Advise the PHA to modify its request, if necessary, to provide the information required in [section XIV.A.](#), or provide a justification in accordance with [section VI.B.](#);
 - Deny the request if:
 - The PHA is not eligible under [section III.](#);
 - The PHA does not have a partnership agreement with the PCWA, in accordance with [section VI.](#);
 - The PHA has not received a referral of an eligible youth from its partnering PCWA;
 - HUD has requested that the PHA justify its request for new FYI vouchers despite having low FYI and FUP utilization and existing leasing capacity and determined that the information provided does not demonstrate a need for new FYI vouchers, in accordance with [section VI.B.](#); or
 - HUD does not have funds available to fulfill the request.

If denied, HUD will notify the PHA by email; or

- o Determine that the request meets the requirements of this notice.

C. Funding Process

Approved requests will be referred to PIH's 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. FYI funds are not eligible for MTW PHAs to use flexibility through funding fungibility.

In accordance with Notice PIH 2026-12 and any subsequent Funding Implementation Notice(s) for the HCV program with the same authorization as Notice PIH 2026-12, additional Special Fees may be provided for PHAs administering FYI vouchers. PHAs may use these funds to assist youth to lease units by conducting FYI initiative administrative activities, such as FYI landlord recruitment, housing search assistance activities, and landlord/tenant mediation activities, or other FYI expenses, such as owner incentives, retention payments, and security deposits. PHAs must follow requirements under Notice PIH 2022-18.

XV. MINIMUM AND MAXIMUM REQUEST LIMITS DURING THE FEDERAL FISCAL YEAR

A PHA's minimum request size for FYI vouchers may be as small as one voucher. To ensure that vouchers are available where youth need assistance, HUD previously limited the number of FYI vouchers that a PHA may request in a Federal fiscal year to 50 FYI vouchers.⁶ Senate Report 118-70 directs HUD to maximize the availability of FYI vouchers based on the identified need and referrals for such assistance. Therefore, HUD is eliminating the cap of 50 FYI vouchers and the maximum number of FYI vouchers that a PHA may request will generally be the number of FYI referrals received minus the number of turnover FYI and/or FUP vouchers available to the PHA. As stated in [section VI.B.](#), PHAs are generally expected to use their turnover FYI and/or FUP vouchers to serve eligible youth prior to requesting new FYI vouchers and HUD may request that the PHA provide a justification if it requests new FYI vouchers despite having low FYI and FUP utilization and existing leasing capacity. HUD may deny a request if the additional information does not support the need for new FYI vouchers.

An application for vouchers under this notice may not occur until the PHA has received a referral of an eligible youth from the partnering PCWA. The request for FYI vouchers must be based on a referral(s) of eligible youth.

XVI. RECAPTURE

A. Voluntary Recapture

If a PHA, after consulting with its partnering PCWA, determines that it no longer needs some or all of its FYI noncompetitive vouchers that it received either through

⁶ An initial maximum cap of 25 FYI vouchers in the Federal fiscal year, with the ability to request up to an additional 25 FYI vouchers if the PHA had validated VMS data showing at least 90 percent utilization of FYI vouchers.

this notice or through previous FYI noncompetitive notices,⁷ the PHA may request that such vouchers and any associated funding be recaptured and returned back to HUD. The PHA may make this request at any time by emailing FYI@hud.gov, FMC_Funding_Team@hud.gov, and the PHA's respective FMC Financial Analyst. Any recaptured amounts will be reallocated through the FYI Noncompetitive Process set forth in this notice or any superseding notice.

B. HUD-Initiated Recapture

The 2026 Act provides that HUD will review PHAs' utilization of FYI noncompetitive vouchers allocated through this notice or through previous FYI noncompetitive notices and recapture unutilized voucher assistance that is no longer needed. The 2026 Act further provides that HUD will reallocate any recaptured amounts through the FYI noncompetitive process set forth in this notice or any superseding notice. HUD will implement these provisions through guidance at a later date.

XVII. ADDITIONAL PROGRAM REQUIREMENTS

The following program requirements also apply:

A. Youth Failure to Use Voucher/Turnover

Should a youth fail to use the voucher, the PHA must 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.

B. Reporting

PHAs must maintain a special program code for FYI voucher participants in line 2n of the Family Report (form HUD-50058), line 2p of the MTW Family Report (form HUD-50058 MTW), or line 2n of the MTW Expansion Family Report (form HUD-50058 MTW Expansion), as applicable. The special program code is "FYI." PHAs must also properly record the date the PHA issues the voucher to youth and the date of admittance to the program. Lines 2b, for the effective date, and 2h must be used to report the date the PHA initially admitted the youth into the program. PHAs should also be responding to the homeless at the admission field (line 4c) of the form.

PHAs must also report leasing and expense information for these vouchers in VMS, form HUD-52681B. The "Foster Youth to Independence – HAP and Leasing" or "MTW Foster Youth To Independence HAP and Leasing" category, as appropriate, must be used.

The total number of vouchers leased for all FYI vouchers awarded, including FYI tenant protection vouchers (TPV) vouchers, should no longer be reported in the FUP field. This went into effect in March 2022 for the February 2022 data submission.

⁷ Notices PIH 2020-28, 2021-26, or PIH 2023-04.

A. Administrative Plan

The PHA Administrative Plan must be amended in accordance with applicable program regulations and requirements at 24 CFR 982.54. PHAs should ensure to include 24 CFR 982.54(d)(1), which addresses selection and admission of applicants from the PHA's waiting list(s).

B. Lead-Based Paint Requirements

When providing education or counseling on renting housing that may include pre-1978 housing you must inform participating youth of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A) and the Lead Safe Housing Rule (subparts B, R, and, as applicable, F-M).

C. Statutory and Regulatory Waivers

Notice PIH 2025-08 establishes both mandatory and optional waivers, and alternative requirements for both FYI and FUP vouchers. These mandatory and optional waivers, and alternative requirements apply to FYI vouchers awarded under this notice.

XVIII. FYI TPV ADMINISTRATION

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 when a youth does not use a voucher or leaves the program. 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 program. HUD does not have authority to allow the voucher to be used for a youth other than the one identified in the request.

XIX. POST-AWARD REQUIREMENTS AND ADMINISTRATION

A. Regulatory and Administrative Requirements

The [General Administrative, National, and Departmental Policy Requirements and Terms for HUD's Financial Assistance Programs](#) and the [General Statutory and Regulatory Requirements Affecting Eligibility for HUD's Financial Assistance Programs](#) are posted on the [HUD Policies and Regulations webpage](#). To receive an award, you must adhere to the applicable requirements at the time of application. You must also adhere to the applicable requirements for the life of the award to remain eligible for the award.

All recipients of Federal financial assistance are responsible for ensuring activities funded by Federal awards comply with existing and future executive orders and other Presidential actions as part of the administrative requirements, whether the recipients carry out those activities directly or use contractors or subrecipients. Review these directives on the White House's [Presidential Actions webpage](#).

If any part or provision of the grant agreement or terms of this notice are enjoined or held to be void or unenforceable in any jurisdiction, they shall be ineffective as to such jurisdiction and only to the extent of such prohibition or injunction and shall

not invalidate or affect the legality or enforceability of the remaining provisions and applications of the agreement and notice. In the event the enjoinder of such provisions is stayed, dissolved, or reversed, the full terms of the grant agreement and notice, including such provisions, will automatically become effective. This clause is self-executing and will become effective, binding, and enforceable automatically upon issuance of this notice.

B. Remedies for Noncompliance/Termination

HUD may terminate all or a part of your award as described under [2 CFR 200.340-343](#), including to the extent authorized by law:

- If an award no longer effectuates the program goals or agency priorities; or
- In the case of a partial termination, if HUD determines that the remaining portion of the award will not accomplish the purposes for which the HUD award was made.

HUD may also impose specific conditions on your award or take other remedies as described by 2 CFR 200.339-343 if you do not comply with your award terms and conditions.

C. Reporting

Further, the recipient hereby acknowledges that HUD is in the process of implementing new grants management and reporting tools for all records pertinent to the Federal award. The recipient agrees to report on grant performance and financial activities (including vendor and cash disbursement supporting details for the recipient and its subrecipients) using these new tools when they are released and to satisfy occasional requests for records pertinent to the Federal award, consistent with the requirements for recordkeeping, access to records, and reporting laid out in 2 CFR part 200, which may be amended from time to time. HUD will work with the recipient to support its transition to the new reporting tools. HUD reserves the right to exercise all its available rights and remedies for any noncompliance with these grants management and financial reporting requirements, to include, without limitation, requiring additional or more detailed financial reports, suspension of disbursements, and all other legally available remedies, to the furthest extent permitted by law.

D. Environmental Requirements

In accordance with 24 CFR 50.19(b)(11) and (12), and 58.35(b)(1) and (2), activities funded under this notice are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under related laws and authorities.

XX. PAPERWORK REDUCTION ACT

The information collection requirements contained in this notice are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C. 3501, et. seq.). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the

collection displays a currently valid OMB Control Number. The active information collections in this notice include OMB Control Number(s) 2577-0169.

XXI. CONTACT

Direct questions about this notice to the Housing Voucher Management and Operations Division at FYI@hud.gov.



Benjamin Hobbs
Assistant Secretary
for Public and Indian Housing

Foster Youth to Independence (FYI) Voucher Program:

OVERVIEW OF PROGRAM RULES

[Foster Youth to Independence](#) (FYI) vouchers provide dedicated rental assistance to support youth in two situations: youth exiting foster care who are at risk of homelessness, and youth who have become homeless (or at risk of homelessness) after having been in foster care. The program is designed to provide rental assistance to youth for 36 months; youth who meet certain conditions can have their rental assistance extended beyond this for an additional 24 months, allowing those youth to receive rental support for a 5-year period.



Who Administers FYI Vouchers?

Public Housing Agencies (PHAs) that administer Housing Choice Vouchers and partner with a child welfare agency are eligible to apply to receive FYI vouchers through the U.S. Department of Housing and Urban Development (HUD).

Who Applies for FYI Vouchers?

PHAs can apply for FYI vouchers in two ways. One way is through a national competition in response to a periodic Notice of Funding Opportunity (NOFO) issued by HUD.

PHAs partnering with a child welfare agency can also apply for FYI vouchers through a noncompetitive process. This allows PHAs to access vouchers on an as-needed basis, whenever an eligible youth is referred by the child welfare agency partner. The noncompetitive process affords every eligible PHA the opportunity to access FYI vouchers on behalf of youth in their locality.

Who is Eligible for FYI Voucher Assistance?

The FYI vouchers can be used to assist youth who are eligible for the [Family Unification Program](#) (FUP) vouchers. This includes youth who:

- have left foster care or will leave foster care within 90 days as part of a transition plan;
- are at least 18 years of age (or will be upon receipt of the voucher) and not more than 24 years of age (i.e., not yet reached their 25th birthday) at point of referral and execution of FYI rental assistance contract; and
- are homeless or at risk of becoming homeless.
- Youth exiting institutional settings (such as mental health or correctional facilities) are among those potentially eligible for FYI rental assistance.

What Services Are Provided to Youth?

Youth receiving FYI vouchers are strongly encouraged to participate in Family Self-Sufficiency (FSS) programs, if the PHA offers the program and is accepting participants. The child welfare agency partner must agree to deliver or secure additional services to help youth access housing, achieve housing stability, and meet their own educational and employment goals.

FYI voucher assistance cannot be made contingent on youth agreeing to accept services. However, youth who do not participate in an FSS program, if available to them, will be ineligible for an extension of rental assistance beyond 36 months unless they are exempt from doing so.

What is Required of Youth to Receive an Extension Beyond 36 Months?

Youth who first leased a unit with their FYI voucher after December 27, 2020, are assessed by the PHA as they approach receipt of 36 months of FYI assistance to determine eligibility for a 12-month extension. They are assessed again as they approach receipt of 48 months of FYI assistance for an additional 12-month extension.

PHAs must extend FYI voucher rental assistance to all youth eligible for an extension. This includes youth who:

- Participated in an FSS or a Moving to Work self-sufficiency program;
- Were unable to enroll in an FSS program but who did engage in education, or workforce development activities or were employed in 9 of the preceding 12 months; or
- Are exempt from participation in an FSS program or education, workforce development, or employment activities due to caring for a dependent child under age 6 or an incapacitated person; engaging in drug or alcohol treatment and rehabilitation; or being incapable of participating in FSS or educational, workforce development or employment activities due to a documented medical condition.

HUD does not provide a threshold (e.g.: number of hours of employment each month) as to what constitutes youths' engagement in education, employment, or workforce development activities nor do they identify documentation requirements. Each PHA can define their own threshold for what meets the expectation of participation in education or workforce development or employment, however, HUD does encourage PHAs to offer extensions to the broadest number of youth possible while remaining compliant with rules.



How Can Your Jurisdiction Access Vouchers to Assist Youth?

Implementing FYI vouchers requires partnerships between PHAs and child welfare agencies. The noncompetitive process enables all PHAs who administer Housing Choice Vouchers to access FYI vouchers on behalf of eligible youth once they have established a partnership agreement with a local child welfare agency. No PHA may receive more than 50 FYI vouchers through the noncompetitive process in a fiscal year.

PHA Responsibilities

PHAs must develop a partnership with their local child welfare agency.

The agreement between these agencies, in the form of a Memorandum of Understanding or a letter of intent, must delineate how each partner will fulfill the requirements of the FYI voucher program.

Youth referred by the child welfare agency must be added to the HCV waitlist. The PHA can open a waitlist for the exclusive purpose of adding youth eligible for FYI vouchers.

Once the PHA and the child welfare agency have established a partnership agreement, the PHA can use the FYI Application Request Form on HUD's website to request an FYI voucher from HUD.

Child Welfare Agency Responsibilities

The child welfare agency must agree to identify and refer eligible youth.

The child welfare agency is also expected to demonstrate how supportive services will be provided to youth for 36 months. Services may be offered by the child welfare agency or by a third party.

Child welfare agencies are also required to develop a system to prioritize youth for FYI voucher assistance among all eligible potential recipients. This includes youth preparing to transition from foster care and youth who are currently homeless after exiting care.

HUD directs child welfare agencies to prioritize youth for FYI voucher assistance based on "level of need and appropriateness of the intervention." Any system of prioritization must not violate fair housing, civil rights, and HUD's Equal Access Requirements.

Where Can I Learn More About FYI Vouchers?

The [National Center on Child Welfare](#) offers a wide variety of resources on FYI vouchers. These resources include information targeted to youth currently in foster care, foster care alumni, child welfare workers, and program administrators.

[HUD](#) offers a rich array of resources on a dedicated FYI webpage. The webpage includes information about FYI vouchers available through the competitive and noncompetitive process, FAQs, archived webinars, and a list of PHAs that have accessed FYI vouchers on behalf of youth.

The National Alliance to End Homelessness and its partners understand that helping localities maximize use of the FYI program requires identifying and documenting emerging promising practices. The Alliance welcomes input from partners utilizing FYI vouchers to prevent and end youth homelessness so those lessons can be translated to the larger field. Please feel free to reach out to Sharon McDonald (smcdonald@naeh.org) and Malik Rivers (mrivers@naeh.org) with local insights and experiences.