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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 95 LCM-34

Date: April 5, 1995

Division: Services and  
Community  
Development

TO: Local District Commissioners

SUBJECT: FAMILY UNIFICATION PROGRAM 1995-96

ATTACHMENTS: (1) DHCR Section 8 Local Administrators (on-line)  
(2) Letter of Intent format (on-line)  
(3) Needs/Coordination Supplement format (on-line)

1. Purpose

The purpose of this Memorandum is to advise social services districts of the opportunity to participate in the 1995 federal Family Unification Program demonstration administered by the United States Department of Housing and Urban Development (HUD). Preliminary notice of this opportunity was sent to districts via GIS Message 95-010 (March 22, 1995). Local districts may apply to participate in the Family Unification Program by joining with their local public housing authority in a direct application to HUD. Districts in which the New York State Division of Housing and Community Renewal (DHCR) has a Section 8 Local Administrator may join in and share in a statewide Family Unification Program application being made by DHCR and the New York State Department of Social Services (SDSS). (The DHCR list of Section 8 Local Administrators and the counties they serve is included with this Memorandum as Attachment 1).

If after reviewing this Memorandum your district is interested in applying to participate in the joint DHCR/SDSS application, notify, by April 12, the SDSS Family Unification Program Coordinator noted in Section 5 of the district's intent to apply.

This notification does not commit the district to final participation, but it will allow the Department to target technical assistance to interested districts for submission of necessary application information.

The due date for submission of all applications is April 26, 1995.

The Family Unification Program provides federal Section 8 rental assistance to families for whom lack of adequate housing is a primary factor which would result in:

- (a) the imminent placement of the family's child or children in out-of-home care, or
- (b) the delay in the discharge of a child or children from out-of-home care.

The Family Unification Program rental certificates are to be used for families who meet these criteria as certified by the local public child welfare agency (PCWA) and who meet the HUD Section 8 housing eligibility criteria. Statewide the PCWA is SDSS; locally the PCWA is the local social services district.

HUD expects to make approximately 2000 Section 8 rental certificate units available for the Family Unification Program for 1995-96. These certificates will be awarded on a lottery basis to qualifying applicants in 16 target states (including New York). The maximum number of certificates to be awarded to any one public housing authority (HA), including DHCR, is 50.

As noted above, districts may participate in the Family Unification Program by a joint application with a local HA direct to HUD, or by joining in the statewide application being made by DHCR and SDSS. However, the following districts do not have a housing program with a Section 8 agreement with DHCR and thus cannot be included in the joint application:

- |            |             |           |
|------------|-------------|-----------|
| ALBANY     | BROOME      | CORTLAND  |
| ERIE       | FULTON      | MONROE    |
| MONTGOMERY | ONEIDA      | ONONDAGA  |
| RENSSELAER | SCHENECTADY | SCHOHARIE |
| WARREN     |             |           |

THESE DISTRICTS CAN ONLY PARTICIPATE IN THE FAMILY UNIFICATION PROGRAM THROUGH JOINT APPLICATION WITH A LOCAL PUBLIC HA THAT IS CERTIFIED BY HUD.

Since the joint DHCR/SDSS application is limited to 50 certificates to be allocated among participating districts, local districts may enhance their opportunities for access to Family Unification Program certificates by exploring the possibility of joining a local public HA to apply for inclusion in the Family Unification Program.

DHCR, SDSS and local districts have previously submitted applications to HUD for Family Unification Program Section 8 rental certificates. A successful application for 1992-93 resulted in the allocation of certificates in 16 participating districts. The 1993-94 program year's application was not selected for the program. DHCR/SDSS again applied for the 1994-95 program with 10 targeted districts. The Department is still awaiting the HUD announcement of the 1994-95 lottery which is anticipated to be within the month. Target districts will be notified as soon as any results are known.

Family Unification Program rental certificates are fully federally funded. The local district investment in the Family Unification Program would be staff time and resources necessary for certifying the eligibility of families in the district's child welfare caseload for the Family Unification Program and for ensuring coordination with the local HA that families are identified and assisted in a timely manner.

## 2. Program Description

The HUD Notice of Fund Availability (NOFA) for the Family Unification Program demonstration requires coordination between the local HA and local PCWA both in applying for inclusion in the program and in implementation if the HA/PCWA are awarded certificates for the Family Unification Program. At the application level, the NOFA requires the local PCWA to supply information for the completion of two portions of the application: Selection 3, "Coordination Between HA and Public Child Welfare Agency to Identify and Assist Eligible Families," and Selection Criterion 4, "Public Child Welfare Agency Statement of Need for Family Unification Program".

The major local district tasks in implementation will be to determine the eligibility of families in the district's child welfare caseload for the Family Unification Program and to coordinate with the local Section 8 Administrator in ensuring that eligible families are identified and assisted in a timely manner. In addition to the general eligibility requirement that lack of adequate housing be a primary factor in either imminent placement in or the delay of discharge from out-of-home care, local districts must apply Department preventive housing services standards as well. These standards are the "provision of housing services to discharge a child from foster care" standards contained in Section 430.9(e)(2) of Department Regulations and the standards for Preventive Housing Demonstration to prevent foster care placement set out in 91 LCM 139. In accordance with the HUD guidelines, lack of adequate housing is a situation in which a family is homeless, is living in substandard housing, or is or will be involuntarily displaced from a housing unit because of actual or threatened violence against a family member as these conditions are defined in federal regulations.

Written certification that a family qualifies for the Family Unification Program by child welfare standards is then submitted by the district to the local Section 8 Administrator who will determine whether the family is on the Section 8 waiting list. Families which are eligible and are on the HA's Section 8 waiting list will be served for provision of a Family Unification Program rental certificate in order of their position on the waiting list in accordance with HUD regulations and procedures. For families certified by the local district as eligible for the Family Unification Program but which are not on the HA's Section 8 waiting list, the Section 8 Administrator will determine the family's eligibility according to HUD standards for Section 8 housing assistance. Any family found eligible will be added to the HA's Section 8 waiting list. [The waiting list must be opened, or re-opened, for Family Unification Program families certified by the local PCWA, that is, the local social services district.]

As part of local PCWA (local district) responsibilities in implementing the Family Unification Program locally, the local district has to agree to commit sufficient staff resources to ensure that Family Unification Program eligible families are identified and certified in a timely manner. Districts must also agree to cooperate with evaluation activities conducted by HUD on the Family Unification Program.

Local HAs are no longer required to review their waiting lists and send the names of possible eligible families to SDSS or the local district for possible match-ups. However, HAs must send to the local PCWA (local district) the names of any families on the HA Section 8 waiting list who are in temporary shelters or on the street. As with the PCWA, local HAs must cooperate with any HUD evaluation of the Family Unification Program.

### 3. District Participation

#### DHCR/SDSS Statewide Application

With the exception of the 13 districts which do not have DHCR Section 8 Local Administrators, a local district may join the joint Family Unification Program application being made by DHCR and SDSS. The DHCR/SDSS application will be for 50 rental certificate units that, if awarded, will be allocated among the districts that join in the statewide application. Allocation is subject to an agreement between DHCR and SDSS and an allocation plan to be devised by DHCR and SDSS upon any award of certificates.

To be included in the DHCR/SDSS joint application requires the completion of a Letter of Intent and the submission of supporting information and data regarding need, the local district's experience with obtaining housing assistance from HUD, local HAs, or other sources, and the coordination of assistance with the DHCR Section 8 Local Administrator. These requirements are set out more completely in Section 5 of this Memorandum. The local district must collaborate with the DHCR Section 8 Local Administrator in the HA with whom the district will join in the operation of the Family Unification Program. DHCR Section 8 Local Administrators were notified of this program in DHCR General Mailing 94-5 dated March 22, 1995.

Letters of Intent and the supporting statements are due to the Department by 5:00 PM, Wednesday, April 26, 1995, in accordance with the instructions set out in Sections 4 and 5 below.

Districts will not be included in the joint DHCR/SDSS application unless there is confirmation of an agreement between the district and the DHCR Section 8 Local Administrator to join the DHCR/SDSS Family Unification Program application. This means that the DHCR Section 8 Local Administrator will submit the required local HA material/information to DHCR in time for inclusion in the application to HUD.

### Local Applications

As an alternative to or in addition to participating in the joint DHCR/SDSS application, a local district may join with a local public HA that serves its locality and which wishes to apply to HUD for inclusion in the Family Unification Program certificates lottery. This specifically includes the 13 districts that do not have housing programs with DHCR Section 8 Local Administrators. (Programs that have Section 8 agreements with DHCR may only apply as part of the statewide DHCR/SDSS joint application. These are the agencies and Local Administrators that are listed in Attachment 1.)

As this local application will be for certificates to be awarded to the local public HA, local districts may enhance their opportunity to obtain access to Family Unification Program Section 8 rental certificates by making a local application, if the local public HA agrees. The local public HA must be the lead applicant.

If you wish to apply with your local public HA, you must work with the HA in the completion of the application. The due date for Family Unification Program applications to be in hand at the relevant HUD office is May 17th at 3:00 PM. If you have not already done so, immediate contact with the local public HA is necessary if you are interesting in joining in a local application.

If you apply at the local level with a local public HA, complete details on what must be included are set out in the HUD program announcement. If you wish a copy of the announcement and cannot obtain a copy from your local public HA, contact the SDSS Family Unification Program Coordinator as noted in Section 5 below. The Notice of Funding Availability (NOFA) appeared in the Federal Register of March 3, 1995.

#### 4. Submissions for DHCR/SDSS Application

Districts that wish to join the DHCR/SDSS joint statewide application will need to complete and submit to SDSS a Letter of Intent along with the supporting form "Needs/Coordination Supplement". The formats for these documents are included as Attachments 2 and 3 to this Memorandum.

To the extent possible, SDSS will compile needed information from existing data sources (MAPS, CCRS, etc.). However, information is requested from local districts to strengthen the quality of the application regarding specific local needs information and HA/PCWA (HA/local districts) coordination and cooperation.

The directions set out below request information that is not available in regular State data resources and about which your local data is either expected to be more complete or more relevant for identifying need and describing the coordination with the DHCR Section 8 Local Administrator. However, districts do not need to do special surveys or data analyses to provide the data and information requested. You are expected only to have to refer to existing data. Brief statements based on the best information readily available are what you should provide. It would help, however, to

identify sources or relevant times or time frames if you are relying on specific data or information for your statement(s).

To complete the first section of the "Needs/Coordination Supplement" form, provide the following information to the best of your ability:

- description of the impact of homelessness and family violence on foster care placements in the local district, including any relevant local statistics available;
- information regarding the number and characteristics of families in which inadequate housing is a primary factor in a child's risk of foster care placement or in the delay of a child's return home from placement.

The second section of the "Needs/Coordination Supplement" form is critical as it relates specifically to your local district and cannot be completed from any State data resources. This section must be completed describing any local district experience in administering similar programs (including Preventive Housing Services and/or Preventive Housing Demonstration rent subsidies and other local district provision of or participation in a housing assistance program or services) and the local district's experience (success or lack of success) in obtaining housing through HUD, local HAs, or other programs for housing assistance. This section must be completed.

It may be that the district either has no experience or has no information regarding some of the areas to be included in the Statements. Leave blanks if this is the situation. Report only what you actually can. However, information regarding what the local experience has been regarding similar programs and particularly with obtaining (or attempting to obtain) HUD assisted services must be included.

After the "Needs/Coordination Supplement" form is completed, complete the Letter of Intent. Where applicable, fill in the name of your county/district. In paragraph 1 of the letter, also fill in the name of the Section 8 Administrator and the Administrator's agency affiliation, indicating the district's contact with the HA. In paragraph 4 of the letter, fill in the name and phone contact information for the person who will be responsible for implementation of the Family Unification Program in the local district and who may be contacted if necessary to obtain additional information related to the district's participation in or implementation of the Family Unification Program. The letter of intent also includes a commitment to provide sufficient resources and support for the implementation of the Family Unification Program, and an agreement to provide data and information as necessary to assist in program evaluation. The letter also acknowledges the district's recognition that allocation of any certificates awarded to DHCR/SDSS as a result of the HUD application is subject to joint DHCR/SDSS agreement and the devising of an allocation plan by DHCR and SDSS for any certificates awarded. The signed letter of intent by the Commissioner indicates that the local district will participate in the Family Unification Program if certificates are awarded to New York State and DHCR.

5. Transmittal to SDSS

As soon as the Letter of Intent and the two supporting statements are complete and the letter has been signed by the local Commissioner, send the original to:

Hal Harkess  
Family Unification Program Coordinator  
Division of Services and Community Development  
New York State Department of Social Services  
40 North Pearl Street, 11-D  
Albany, New York 12243.

In order to allow for consolidation and processing of application materials for submission to DHCR in time to meet HUD deadlines, the absolute deadline for receipt of letters and supporting documents in order for your district to be included in the 1995 DHCR/SDSS Family Unification Program application is 5:00 PM, Wednesday, April 26, 1995. That means in the office of the Coordinator no later than that date and time.

Only an original letter with Commissioner's signature will be accepted. Fax copies may not be submitted. Districts are responsible for utilizing an appropriate delivery mechanism to ensure receipt of their submissions at SDSS by the required deadline. The Department reserves the right to determine that incomplete application materials or application materials received after the April 26th deadline may not be included in the 1995-96 DHCR/SDSS application.

Mr. Harkess is available by telephone or E-Mail to answer any questions and to provide assistance to local districts regarding the completion of their letters and supplements. He may be reached by phone at 1-800-343-8859, extension 49584, or directly at 518-474-9584. The OFISLINK E-Mail address is 0fb110.

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Anona Holland Joseph  
Deputy Commissioner  
Division of Services and Community Development

SECTION 8 ADMINISTRATORS  
affiliated with  
NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL

ALLEGANY COUNTY

Lynda Klemm  
Accord Corporation  
84 Schuyler Street  
Belmont, NY 14813

(716) 268-7605

CATTARAUGUS COUNTY

Joan Davis  
Cattaraugus Development Corporation  
201 South Union Street  
Olean, NY 14760

(716) 372-2550

CAYUGA COUNTY

Helen Wilmont  
Cayuga Development Corporation  
60 Clark Street  
Auburn, NY 13021

(315) 253-8451

CHAUTAUQUA COUNTY

Diane Salvo  
Chautauqua Opportunity, Inc.  
200 East 3rd Street  
Jamestown, NY 14701

(716) 661-9430

CHEMUNG COUNTY

Al Smith  
Tri-County Action Council  
382 East Second Street  
Corning, NY 14830

(607) 962-2477

CHENANGO COUNTY

Nancy Matz  
Opportunity for Chenango  
44 W. Main Street  
Norwich, NY 13815

(607) 334-7114

CLINTON COUNTY

Carole K. Harsh  
Clinton County Housing  
Surrogate Bldg.  
135 Margaret St.  
Plattsburgh, NY 12901

(518) 565-4698

COLUMBIA COUNTY

Gail Paone  
Columbia Opportunities, Inc.  
802 Columbia Street  
Hudson, NY 12534

(518) 828-4612

DELAWARE COUNTY

John Eberhart  
Delaware Opportunities  
47 Main Street  
Delhi, NY 13753

(607) 746-2165

DUTCHESS COUNTY

Jayne McKnight  
Rural New York Farmworker  
Hollobrook Office Park  
15 Myers Corners Road, Suite 3F  
Wappingers Falls, NY 12590

(914) 298-8998

ESSEX COUNTY

Sue S. Reaser  
Housing Assistance Program of  
Essex  
P.O. Box 157  
Elizabethtown, NY 12932

(518) 873-6888

FRANKLIN COUNTY

Candace Breen  
Franklin County Community Housing  
121 East Main Street  
Malone, NY 12953

(518) 483-5934

GENESSEE COUNTY

Kevin Kennedy  
Rural New York Farmworker  
106 Main Street--8A  
Batavia, NY 14020

(716) 343-3861

GREENE COUNTY

Zenna Rose  
Greene County Planning  
Mountain Avenue  
Cairo, NY 12413

(518) 622-2593

HAMILTON COUNTY

Shirley A. Smith  
Housing Assistance Program of  
Hamilton County  
County White House  
P.O. Box 207  
Lake Pleasant, NY 12108

(518) 548-5981

HERKIMER COUNTY

Scott D. Holden  
Community Action in Herkimer County  
327 King Street  
Herkimer, NY 13350

(315) 866-0030

JEFFERSON COUNTY

Lila Youngs  
Lewis County Opportunity Inc.  
749 Leray Street  
Watertown, NY 13601

(315) 788-0193

LEWIS COUNTY

Brenda Monnat  
Lewis County Opportunity Inc.  
P.O. Box 111  
New Bremen, NY 13412

(315) 376-8202

LIVINGSTON COUNTY

Ruth Swift  
Livingston County Govt. Ctr.  
6 Court Street  
Suite 305--Room 360A  
Geneseo, NY 14454-1043

(716) 243-7555

MADISON COUNTY

Terri Galavotti  
Madison Business Development  
P.O. Box 220  
Town of Eaton Building  
Morrisville, NY 13408

(315) 684-3222

NASSAU COUNTY

Daniel G. Simmonds  
Nassau County Office of  
Intergovernmental Affairs  
250 Fulton Avenue  
Hempstead, NY 11501

(516) 572-0860

NIAGARA COUNTY

Helen Del Signore  
Department of Community Development  
Leased Housing Program  
1022 Main Street  
Niagara Falls, NY 14302-0069

(716) 286-4476

NEW YORK CITY

Linda Kedzierski  
New York State Division of  
Housing & Community Renewal  
One Fordham Plaza, Room S242  
Bronx, NY 10458

(718) 519-5496

ONTARIO COUNTY

Cindy Faulkner  
Ontario County Department of Housing  
Community Resources  
3871 County Road #46  
Canandaigua, NY 14424

(716) 396-4036/7

ORANGE COUNTY

Carmen Nieves  
Rural New York Farmworker  
53 Highland Avenue  
Middletown, NY 10940

(914) 343-0771/72

ORLEANS COUNTY

Sheila Allport  
Orleans County Planning Board  
Administration Building  
14016 Route 31 West  
Albion, NY 14411

(716) 589-7004 Ext. 200

OSWEGO COUNTY

Dona Lee Falciatano  
Oswego County Planning Board  
46 East Bridge Street  
Oswego, NY 13126

(315) 349-8292

OTSEGO COUNTY

Mabel Rice  
Otsego Rural Housing Assistance  
27 Railroad Avenue  
Cooperstown, NY 13326

(607) 547-9293

PUTNAM COUNTY

Andrew Clementi  
Putnam County Housing  
7 Seminary Hill Road  
Carmel, NY 10512

(914) 225-8493/94

ROCKLAND COUNTY

Lisa E. Rappold  
Rockland County Office of  
Community Development  
151 South Main Street, Suite 212  
New City, NY 10956

(914) 638-5199

SARATOGA COUNTY

Dottie O'Donald  
Saratoga County R.P.C.  
36 Church Avenue  
Ballston Spa, NY 12020

(518) 885-0091

SENECA COUNTY

Sue Gallagher  
Seneca Housing Inc.  
13 West Main Street  
Waterloo, NY 13165

(315) 539-3409

STEUBEN COUNTY

Al Smith  
Tri-County Action Council  
382 East Second Street  
Corning, NY 14830

(607) 962-2477

SULLIVAN COUNTY

Rhetta Eason  
Rural Opportunities  
43 Sturgis Road  
Monticello, NY 12701

(914) 794-4880

TOMPKINS COUNTY

Lee Dillon  
Tompkins County E.O.C.  
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301 Dates Drive  
Ithaca, NY 14850

(607) 273-8816

SCHUYLER COUNTY

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(607) 962-2477

ST. LAWRENCE COUNTY

Nancy Casey  
St. Lawrence County Community  
Development Program  
1 Commerce Lane  
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(315) 386-1102

SUFFOLK COUNTY

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Suffolk Community Development  
Corporation  
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Centereach, NY 11720

(516) 471-1215

TIOGA COUNTY

Doris Savage  
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(607) 687-0707

ULSTER COUNTY

Kathy Maxwell  
Rural Ulster Preservation Company  
289 Fair Street  
Kingston, NY 12401

(914) 331-2140

WASHINGTON COUNTY

Robert Guillily  
Washington County Housing  
P.O. Box 67  
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(518) 747-3371 (EOC)

WAYNE COUNTY

Tom West  
Community Action for Self-Help  
9 Broad Street  
Lymons, NY 14489

(315) 946-6992

WESTCHESTER COUNTY

Norma Drummond  
Westchester County Planning  
Department  
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White Plains, NY 10601

(914) 285-2420

WYOMING COUNTY

Martin Mucher  
Office of Human Services  
5632 Mungers Mill Road  
Silver Springs, NY 14550

(716) 786-8835

YATES COUNTY

Loretta Henrie  
Rural New York Farmworker  
100 East Main Street  
Penn Yan, NY 14527

(315) 536-7439

Ms. Anona Joseph  
Deputy Commissioner  
Division of Services and Community Development  
New York State Department of Social Services  
40 North Pearl Street  
Albany, New York 12243

Dear Ms. Joseph:

The \_\_\_\_\_ County Department of Social Services agrees to join in the application for a Family Unification Program demonstration award being made by the New York State Division of Housing and Community Renewal (DHCR) and the New York State Department of Social Services (SDSS) to the US Department of Housing and Urban Department (HUD). Written notification has been provided to the local Section 8 Administrator with whom we will collaborate in the operation of the Family Unification Program [\_\_\_\_\_of\_\_\_\_\_].

A "Needs/Coordination Supplement" providing available local information on local needs and on local experience with similar programs and coordination with the DHCR Section 8 Local Administrator is attached to this letter.

\_\_\_\_\_ County Department of Social Services agrees to commit necessary resources and support to the Family Unification Program and also agrees to provide information and data on the experience of families and the local department in the implementation, development, and outcome(s) of the Family Unification Program to SDSS, to DHCR, or to HUD to assist in the evaluation and assessment of the Family Unification Program.

\_\_\_\_\_ is responsible for the implementation of the Family Unification Program for the \_\_\_\_\_ County Department of Social Services and can be contacted at (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ for any additional information related to participation in or implementation of the program.

I understand that there is a maximum allotment of 50 Section 8 certificates available to New York State and that allocation of any award made to New York State will be distributed among cooperating local housing authorities (and their collaborating local departments of social services) subject to a joint agreement and allocation plan to be devised by DHCR and SDSS.

On the basis of the information and understandings outlined above, I commit the \_\_\_\_\_ County Department of Social Services to participation in the Family Unification Program if certificates are awarded to New York State.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_County Department of Social Services

Date: \_\_\_\_\_

Needs/Coordination Supplement

\_\_\_\_\_ County Department of Social Services  
FAMILY UNIFICATION PROGRAM 1995-96

The need for housing assistance and specifically for the Family Unification Program to assist families in preventing out-of-home placement of children or averting delays in returning children from out-of-home placement is indicated by the following:

Describe district past experience in obtaining Housing through HUD assisted programs and other sources for families lacking adequate housing (include any past district experience with the administration of similar programs and any past cooperation with the DHCR Section 8 Local Administrator).

[COMPLETION OF THIS SECTION IS REQUIRED]