

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
AND  
CITY OF POMONA HOUSING AUTHORITY  
FOR  
FOSTER YOUTH TO INDEPENDENCE TENANT PROTECTION VOUCHERS**

**I. Introduction and Purpose:**

Through the Foster Youth to Independence (FYI) initiative, the U.S. Department of Housing and Urban Development (HUD) will provide Tenant Protection Vouchers (TPVs), for youth eligible under the Family Unification Program (FUP), to conform with "Home Together" the Federal Strategic Plan to prevent and end homelessness. These TPVs will be subject to availability and are collectively referred to as the FUP-FYI TPV Program. Through this targeted allocation, HUD is investing in local, cross-system collaborative efforts to prevent and end homelessness among youth with a current or prior history of child welfare involvement. The success of these efforts requires that community partners coordinate effectively to identify, target, and connect eligible youth at-risk of or experiencing homelessness to housing and related supports.

This Memorandum of Understanding (MOU) is between the County of Los Angeles Department of Children and Family Services (DCFS), and the City of Pomona Housing Authority (PHA).

Both parties agree with the provisions of this MOU.

- a. PHA and DCFS commit to administer the FUP-FYI TPV Program such that, to the maximum extent feasible, it serves to:
  - i. Ensure that rental assistance payments help youth participating in DCFS child welfare system to find affordable and decent housing in a safe and supportive environment.
  - ii. Ensure that youth leaving foster care are safe and secure and are not subject to inadequate housing as a result of neglect.
  - iii. Empower youth to resolve their own problems, to effectively utilize service systems and community institutions by providing supportive services to address the youths' needs beyond the housing stabilization.

- iv. Ensure that problems arising from homelessness or inadequate housing are identified as early as possible and engage youth in a change process to remedy these problems.
- v. Help youth to transition to adulthood and to become self-sufficient.
- b. PHA shall cooperate with DCFS to administer the FUP-FYI TPVs and shall provide any assistance needed to help DCFS administer and achieve its goals in regard to FUP-FYI TPV Program. All named agencies will continue to collaborate in terms of program implementation and modifications to ensure that youth receive the best support possible to ensure housing stability. Over the last several years, DCFS has been working in Los Angeles County with the Homeless Initiative (HI) to formulate a plan to address homelessness within the Los Angeles County. With the guidance of the HI, DCFS has been working on developing a County action plan to address the homelessness issue in Los Angeles County and has established baseline data to assist in accomplishing the goals of the HI. This partnership will continue to support the administration of the FUP-FYI TPV Program and be integrated into the overall County HI's continuum of services.
- c. The FUP-FYI TPV Program's desired outcomes are as follows:
  - i. At least 90% of youth participating in FUP-FYI TPV Program shall obtain and maintain FUP-FYI TPV-subsidized housing for at least one year.
  - ii. Two years after the youth move(s) to a Section 8-subsidized unit or after the date of reunification, in the case of a previous out-of-home placement, at least 65% of such youth remain with their families whether or not they continue living in Section 8-subsidized housing.
- d. The names, staff positions, and contact information at DCFS and PHA who will serve as the lead FUP - FYI TPV Program liaisons are as follows:

Lead FUP - FYI TPV Program Liaisons:

**Name, title and address of DCFS liaisons:**

Michael Scoggins, Children Services Administrator III

510 S Vermont Ave 10<sup>th</sup> Fl, Los Angeles, CA, 90020

Phone Number: (213) 763-9334

Email Address: [scoggm@dcfs.lacounty.gov](mailto:scoggm@dcfs.lacounty.gov)

or

Robert Castaneda, Children Services Administrator II

510 S Vermont Ave 10<sup>th</sup> Fl, Los Angeles, CA, 90020

Phone Number: (213) 763-9307

Email Address: [castara@dcfs.lacounty.gov](mailto:castara@dcfs.lacounty.gov)

**Name, title and address of PHA liaison:**

George Montano, Assistant Director of Neighborhood Service Services

505 S. Garey Ave., Pomona, CA 91767

Phone Number: (909) 620-2426

Email Address: [George.Montano@pomonaca.gov](mailto:George.Montano@pomonaca.gov)

or

Veronica Perez, Family Self-Sufficiency Coordinator

505 S. Garey Ave., Pomona, CA 91767

Phone Number: (909) 620-2467

Email Address: [Veronica.Perez@pomonaca.gov](mailto:Veronica.Perez@pomonaca.gov)

**II. Term**

The term of the MOU shall be effective August 1, 2025 through July 31, 2028, unless terminated earlier pursuant to the terms of this agreement.

**III. Statement of Cooperation:**

DCFS agrees to cooperate with HUD and shall provide requested data to HUD or HUD-approved contractor(s), delegated with the responsibility of program evaluation, consistent with applicable confidentiality laws, including but not limited to California Welfare and Institutions Code section 827, et seq., and to follow all evaluation protocols established by HUD or HUD-approved contractor(s), including other applicable assignment procedures. All named agencies will communicate on on-going and as needed basis to ensure that HUD receives the requested information.

**IV. Definition of Youth Population Eligible for FUP - FYI TPV Assistance:**

The FUP-FYI eligible youth is defined as a youth that DCFS has certified to be.

- a. At least 18 years old, and not more than 24 years of age, and who has 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.
- b. Homeless or is at-risk of becoming homeless as these terms are defined at 16 or older CFR 578.3 and 24 CFR 576.2.

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

**V. Housing Search Assistance:**

DCFS involved youth are impacted by issues of child abuse and neglect and have multiple and complex challenges due to other Issues including health, mental health, substance abuse, and domestic violence that impact the youth's ability to

obtain and maintain stable housing.

DCFS will identify and prioritize at-risk homeless youth and work closely with PHA to assist FUP-FYI eligible youth to locate housing units and to secure appropriate eligible units.

DCFS will provide case management services to youth with open DCFS case(s) through various contracted providers that offer various services such as in-home counseling, teaching and demonstrating life skills, short-term counseling, long-term mental health counseling, domestic violence and substance abuse services, parenting classes, transportation, concrete supports (food, clothing, financial assistance with rent and deposit, furniture and appliances, etc.) and advocacy to navigate various public systems.

Additionally, DCFS will provide housing stabilization and case management.

These services will be provided prior to and after permanent housing is secured and will be focused on coordinating and delivering services that ensure long-term housing stability.

## **VI. Services to Be Provided to FUP-FYI-Eligible Youth:**

FUP-FYI-eligible youths will be an integral part of the FUP-FYI TPV Program. Based on the youth's needs, PHA will designate up to 25 TPVs for FUP-FYI-eligible youth.

Currently, DCFS' youth receive various services such as those outlined below either directly through DCFS or through contracted community providers. All youth who are in the FUP-FYI TPV Program are eligible to receive the following services as needed and as outlined in their individual case plans:

- a. Basic life skills information and counseling on money management, use of credit, housekeeping, proper nutrition concepts, 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 Housing Choice Voucher program participant requirements, including assistance or referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- c. Providing assurances to owners of rental property that are reasonable and necessary to assist a FUP-FYI-eligible youth to rent a unit with a TPV.

- d. Job preparation and attainment counseling (where to look, how to apply, appropriate dress code, grooming, relationships with supervisory personnel, etc.).
- e. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance and financing of education at a technical school, trade school or college; including successful work ethic and attitude models.
- f. Formulation of needs assessment and individualized case plan for each FUP-FYI-eligible youth detailing services to be received and ensuring participation of each FUP-FYI-eligible youth in assessment and implementation of actions taken to address their needs (includes obtainment of FUP-FYI-eligible youth's commitment to plan to satisfy the requirement to sign a service plan agreeing to attend counseling and training sessions and take other actions as deemed appropriate to youth's successful transition from foster care).

*Note: A youth's failure to fulfill obligations under the service plan is not grounds to terminate the youth from the FUP-FYI TPV Program.*

All the above services will be provided for a period of up to 36 months to FYI-eligible youth receiving rental assistance through the use of a FUP-FYI TPV, regardless of age. For example, if a FYI-eligible youth enters the program at age 24, DCFS may continue to provide 36 months of service, even though after two months, the youth no longer meets the initial age of eligibility requirements.

## **VII. PHA Responsibilities:**

PHA agrees to the following:

- a. PHA will accept referrals of youth certified by DCFS as eligible for assistance under FUP-FYI TPV. PHA, upon receipt of the referrals from DCFS, will enter the clients' information into the PHA's client data management system. If the youth has already been entered into the PHA's client data management system as an applicant on the Housing Choice Vouchers waitlist, the data management system will produce a message indicating that a duplicate record exists.
- b. PHA will determine if youth ages 18 through 24 referred by DCFS are eligible for HCV assistance and place eligible youths on the HCV waitlist. Eligibility will be determined in accordance with the applicable HCV regulations and procedures, including income determinations incorporating Electronic

Verification and HUD's Enterprise Income Verification system, as applicable, and asset verification.

- c. PHA will administer the FUP-FYI TPVs to FUP-FYI-eligible youth with identified housing needs. FUP-FYI-eligible youth may also be enrolled in or eligible to participate in DCFS' Youth Development Services (YDS) program, that provides comprehensive services and resources to assist Transition Age Youth (TAY) successfully transition from dependency to self-sufficiency.
- d. PHA will amend the administrative plan, in accordance with applicable program regulations and requirements, if needed.
- e. PHA will administer the FUP-FYI TPVs in accordance with all applicable program regulations and requirements.
- f. PHA will refer FUP-FYI-eligible youth to the Family Self Sufficiency Program (FSS) Coordinator who will assist and connect the youth to related programs and services with the objective to reduce the dependency on welfare assistance, HCV assistance, public assistance, or any Federal, State, or local rent or homeownership subsidies.

This is accomplished by providing linkages to resources within the community, which may include but are not limited to case management, job training, educational workshops, counseling, and other forms of social assistance that assist participants in achieving economic independence. Participation by the FUP-FYI-eligible youth is voluntary.

- g. PHA will comply with the provisions of this MOU.
- h. If changes are made to the rules governing the FUP-FYI TPV or to PHA's HCV policies and procedures as they pertain to FUP-FYI TPV, or in the event that new DCFS staff are assigned to the FUP-FYI TPV Program, PHA will conduct training to ensure that DCFS staff are familiarized with PHA's current HCV procedures as they pertain to FUP-FYI TPV Program and have the capacity to interface with PHA effectively throughout the referral process. During such training, DCFS shall be provided with any updated PHA forms pertaining to the FUP-FYI TPV process and shall be briefed on any updated FUP-FYI TPV rules and/or updated PHA HCV policies and procedures pertaining to the Program.

#### **VIII. DCFS Responsibilities:**

DCFS commits to the following plan:

- a. DCFS shall identify and prioritize FUP-FYI-eligible youth whose housing stability are impacted by the following:
  - i. Currently homeless or living in an unsafe environment for youth (which could be due to criminal activity, sex abuse, condition of the home, etc.).
  - ii. History of substance abuse, mental health issues, evictions, unstable housing, frequent moves, absent without leave, or child welfare involvement.
  - iii. Current physical, mental, or emotional disabilities.
  - iv. Lack of job skills or ability to work.
  - v. Lack of safe and appropriate family support.
- b. DCFS shall ensure that referrals are made as the youth are identified, and not only upon successful completion of other aspects of case management plans.
- c. DCFS will identify FUP-FYI-eligible youth who are current and former foster youth. Priority will be given to those who are at risk of becoming homeless and will or have recently exited one of DCFS' housing programs. FUP-FYI-eligible youth who receive FUP-FYI TPVs will receive case management services.
- d. DCFS shall provide all FUP-FYI-eligible youth with case management services that include the completion of ongoing case planning needs assessments as well as termination needs assessments. During the development of the needs assessments, a FUP-FYI-eligible youth will report whether they have a permanent housing exit destination or if they instead require housing assistance because they are at risk of becoming homeless.
- e. DCFS shall commit sufficient staffing resources to the FUP-FYI TPV Program to ensure that the foregoing process is carried out as efficiently as possible.
- f. DCFS will provide written certification to PHA that a youth is FUP-FYI-eligible, based upon the criteria established in HUD's FYI-TPV policy.
- g. DCFS will communicate with PHA via a monthly FUP-FYI TPV report maintained by PHA, which will track each referred FUP-FYI-eligible youth throughout the lifetime of the FUP-FYI TPV process. The Monthly FUP-FYI TPV Report includes data points for the date of the youth's first interview

appointment, the date of the TPV appointment, and the date the client is issued a FUP-FYI TPV. PHA will communicate with DCFS on a monthly basis to identify whether or not PHA has any identified FUP-FYI TPVs available for issuance.

- h. FUP-FYI-eligible youth will receive ongoing case management services, including, at minimum: ongoing needs assessments and referrals to Community Based Supportive Services (CBSS) and to YDS service providers for comprehensive services and resources to assist to successfully transition from dependency to self-sufficiency. CBSS providers will provide regular contact for at least six months subsequent to FUP-FYI TPV issuance, and, ideally for 36 additional months during the period of FUP-FYI TPV participation.
- i. FUP-FYI-eligible youth, whose DCFS cases are terminated, will also be provided with Prevention and Aftercare support that includes case navigation, linkages to services, parenting education, financial literacy training, structured parent-child and family-centered activities, neighborhood and community action groups, peer support groups, and other concrete services.
- j. Upon notification that FUP-FYI TPVs have been issued, DCFS' program manager will train the PHA staff on the DCFS referral procedures, as needed. Agencies will develop cross training to ensure consistency in the program administration.
- k. DCFS will conduct monthly meetings with PHA to continue the services collaboration to ensure the ongoing administration of the FUP-FYI TPV Program and to continue the collaboration for the County-wide initiative to address homelessness.
- l. DCFS will comply with the provisions of this MOU.

#### **IX. Confidentiality:**

All parties to this MOU shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies, and procedures relating to confidentiality, including, without limitation, their policies concerning information technology security and the protection of confidential records and information.

All parties to this MOU shall comply with all applicable laws pertaining to confidentiality. This shall include, but is not limited to, the confidentiality provisions of California Welfare and Institutions Code §§ 827 and 10850, as well as California Department of Social Services Manual of Policies and Procedures Division 19.

**X. Notices:**

All notices, consents, requests, demands, and other communications required under this MOU shall be in writing and shall be deemed effective: 1) by electronic mail, 2) personal delivery, 3) confirmed delivery by courier services, or 4) the United States mail, addressed to the FUP-FYI TPV Program Liaison set forth in Section I.(d) above.

Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this section.

**XI. Assignment:**

This MOU or any provision thereof or any right or obligation arising hereunder is not assignable by PHA or DCFS, in whole or in part, without the prior written consent of the other party to this MOU.

**XII. Independent Contractor Status:**

PHA and DCFS shall perform the services as contained herein as independent contractors, not as an employee of the other party or under the other party's supervision or control. This MOU is by and between PHA and DCFS, and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, between PHA and DCFS.

**XIII. Amendments:**

Any changes, modification, or extension to this MOU shall be enacted only by a written amendment executed by PHA and DCFS.

**XIV. Termination:**

During the term of this MOU, either party may terminate this MOU due to programmatic or funding changes, they shall notify the other party within 30 days of such changes. PHA and DCFS each have the right to terminate this MOU for convenience, with or without cause, with a 30-day prior written notice. The Executive Director or designee of each party is hereby authorized to give said notice of termination. The notice of termination shall specify the date upon which such termination becomes effective.

**XV. Interpretation:**

No provisions of this MOU is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this MOU is to be construed as if drafted by both parties hereto.

**XVI. Waiver:**

No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision shall not be deemed to be a waiver of any breach of the same or any other provision hereof.

**XVII. Entire Agreement:**

This MOU constitutes the complete and exclusive statement of understanding between the parties, which supersedes all previous agreements, written or oral, and all other communications between the parties relating to the subject matter of this MOU.

IN WITNESS WHEREOF, DCFS AND PHA by and through their duly authorized representatives have caused this MOU to be subscribed to on the day and year first above written.

**CITY OF POMONA HOUSING  
AUTHORITY**

By: \_\_\_\_\_  
Anita D. Scott, City Manger

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

**COUNTY OF LOS ANGELES  
DEPARTMENT OF CHILDREN AND  
FAMILY SERVICES**

By: \_\_\_\_\_  
Brandon T. Nichols, Director

Date: 07/15/25

Attest:

By:  
Rosalia Butler, CMC, City Clerk

Approved as to Form:

By:   
City Attorney