



KEY to HOME

**YOUTH HOMELESS DEMONSTRATION PROGRAM (YHDP)
REPLACEMENT PROJECT APPLICATION**

FY24 Continuum of Care (CoC)

**OKLAHOMA CITY CONTINUUM OF
CARE (CoC OK-502)**

APPLICANTS NOT PREVIOUSLY FUNDED THROUGH COC: Please attach the following checklist and requested documents to the application. The application will not be processed without the following documents.

- Documentation of 501 (c)(3) status from the US Internal Revenue Service
- Current list of Board of Directors
- Current Organizational Chart
- Copy of most recent audited financial statements
- Copy of past two board meeting minutes.
- Proof of active SAM registration with current information
- Admission/Intake Policy
- Consumer Handbook or document given to consumers describing their rights and program expectations

ALL NEW PROJECT APPLICANTS:

- Match documentation, including estimate of program income to be used as match.

- I am applying to replace a YHDP project currently being provided by my agency with a project of a different type.

- I am applying for to create a YHDP project with YHDP funds being reallocated from another agency.

Agency Information:

Agency Name # UEI
Mailing Address Phone
City State Zip

Person to contact about this application:

Contact Name Title
Email Phone

Person authorized to enter into agreement for this project:

Name Title

Program Components:

- Permanent Housing
- Transitional Housing - RRH
- Supportive Services Only
- HMIS
- PH - Rapid Rehousing

Eligible Costs:

- Leasing
- Rental Assistance
- Operations
- Supportive Services
- HMIS
- Administration

Total Requested Amount

Estimated number of persons to be served

Estimated number of households to be served

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1. Provide brief description of the proposed project and services to be provided.

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2. Please explain in detail why you are replacing the existing project.

3. Explain how the replacement project aligns with the OKC Coordinated Community Plan (CCP)

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4. CoC Participation

Please describe how your agency participates in the Continuum of Care. This may include partnerships with community partners, participation on committees or workgroups, or other planning and coordinating activities, especially those related to Key To Home. Be specific.

5. Inclusion & Diversity

Describe the work your agency is doing to forward racial diversity, equity and inclusion within the agency's services. How has your organization worked to identify and address barriers to participation. Include all approaches taken.

6. Consumer Satisfaction

Does the project collect consumer/participant satisfaction surveys at least annually?
If yes, please provide a copy of satisfaction survey.

Yes

No

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7. Are you applying for special YHDP activities? (see Attachment A)

Yes

No

(Special activities require approval from the Youth Action Board and letter of approval must be attached with your application.)

If "Yes", which activities are you applying for and why?

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Does your agency currently have a formerly homeless individual serving on the Board of Directors or equivalent policy making entity?

Yes

No

5. If the answer to Q4. was "No", describe your agency's plan to incorporate persons with lived experience.

ATTACHMENT A - YHDP SPECIAL ACTIVITIES

Recipients may carry out the activities below with written notice to the Deputy Assistant Secretary for Special Needs, subject to the requirements governing grant agreement amendments at 24 CFR 578.105. HUD will consider the inclusion of these activities in the project application as notification to the Deputy Assistance Secretary for Special Needs.

- i. Housing projects may have leases for a minimum term of 1 month plus 1 day under rental assistance budget line items.
- ii. Projects may use leasing, sponsor-based rental assistance, and project-based rental assistance in RRH projects.
- iii. The costs of providing household cleaning supplies to program participants.
- iv. Housing start-up expenses for program participants, including furniture, pots and pans, linens, toiletries, and other household goods, not to exceed \$300 in value per program participant.
- v. The one-time cost of purchasing a cellular phone and service for program participant use, provided access to a cellular phone is necessary to obtain or maintain housing and the costs of the phone and services are reasonable per 2 CFR 200.404.
- vi. The cost of internet in program participants' units if the costs of the service is reasonable per 2 CFR 200.404.
- vii. Payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- viii. Payment of utility arrears of up to 6 months per utility.
- ix. Up to 3 months of utilities for a program participant, based on the utility costs schedule for the unit size and location.
- x. In addition to transportation costs eligible in 24 CFR 578.53(e)(15), recipients may pay gas and mileage costs for a program participant's personal vehicle for trips to and from medical care, employment, childcare, or other services eligible under this section.
- xi. Legal fees, including court fees, bail bonds, and required courses and equipment.
- xii. Program participant's past driving fines and fees that are blocking a young person from being able to obtain or renew a driver's license and impacting their ability to obtain or maintain housing. Additionally, recipients may pay for program participants' costs for insurance and registration for personal vehicles, if the personal vehicle is necessary to reach medical care, employment, childcare, or other services eligible under this section.

Other Special Activities Allowed Under These Specific Conditions

- (i.) Projects may provide up to 36 months of RRH rental assistance to program participants if the recipient demonstrates: (1) the method it will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance.

(ii.) Projects may continue providing supportive services to program participants for up to 24 months after a program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: (1) the proposed length of extended services to be provided; (2) the method it will use to determine whether services are still necessary; and (3) how those services will result in self-sufficiency and ensure stable housing for program participants.

(iii.) Projects may continue providing supportive services to program participants for up to 36 months after program participants exit homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of caseworkers for program participants.

(iv.) Rental assistance may be combined with leasing or operating funds in the same unit, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would receive a double subsidy.

(v.) Projects may provide payments of up to \$1,000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program.

(vi.) YHDP recipients may pay for short-term (up to three months) emergency lodging in motels or shelters as the transitional housing component in a Joint transitional housing-rapid rehousing (TH-RRH) project, provided that the recipient can demonstrate that use of the hotel or motel room is accessible to supportive services.