OKLAHOMA
DEPARTMENT OF COMMERCE
OKcommerce.gov

State of Oklahoma Consolidated Plan

FY 2016 Annual Update

To Five-Year Strategic Plan
For 2014 – 2018

Program Year: April 1, 2016 – March 31, 2017

Oklahoma Department of Commerce
900 N Stiles Ave.
Oklahoma City, OK 73104-3234
800-879-6552

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The *State of Oklahoma Consolidated Plan* and subsequent Annual Action Plans are comprehensive planning documents identifying the State's needs in housing, community, and economic development. The U. S. Department of Housing and Urban Development (HUD) requires the State to complete a Consolidated Plan to receive federal funds for the application and use of four (4) formula grant programs:

Community Development Block Grant (CDBG);

Emergency Solutions Grant (ESG);

HOME Investment Partnerships (HOME); and

Housing Opportunities for Persons with AIDS (HOPWA)

The Consolidated Plan is designed to be a collaborative process whereby the State establishes a unified vision for community development actions. It offers the State the opportunity to shape the various housing and community development programs into effective, coordinated community development strategies. The vision outlines the state's overall policies and objectives for housing and community development throughout the state. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the state level, and serves as a management tool that helps the state, local governments, and citizens assess performance and track results.

The Consolidated Plan approach is also the means to meet the federal submission requirements for CDBG, HOME, ESG, and HOPWA. This process replaces prior planning and submission requirements with a single document that satisfies the submission requirements of these four formula programs for the State.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The federal statutes for the four grant programs covered by the Consolidated Planning rule (CDBG, ESG, HOME, and HOPWA) include a number of basic goals discussed in the Housing and Community Development Act, as amended, and the National Affordable Housing Act, as amended, which relate to major commitments and priorities of HUD. The Consolidated Plan furthers the goals of the programs by providing decent affordable housing, establishing and maintaining a suitable living environment, and expanding economic opportunities for individuals/families in Oklahoma, particularly for low- and very-low-income persons. These goals are incorporated in the State of Oklahoma Consolidated Plan:

Provide Decent Housing

- Assist homeless persons to obtain appropriate housing.
- Assist those threatened with homelessness.
- Retain the affordable housing stock.
- Make available permanent housing that is affordable to low-income Americans without discrimination.
- Increase the supply of supportive housing for persons with special needs.

Provide a Suitable Living Environment

- Improve safety and livability of neighborhoods.
- Increase access to quality facilities and services.
- Reduce isolation of income groups within an area through decentralization of housing opportunities and revitalization of deteriorating neighborhoods.
- Restore and preserve properties of special value for historic, aesthetic reasons.
- Conserve energy resources.

Expand Economic Opportunities

- Create jobs accessible to low-income persons.
- Empower low-income persons to achieve self-sufficiency to reduce generations of poverty in federally assisted public housing.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The State's evalution of past performance comes from several different sources. First, the State's Consolidated Plan itself creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the state level, and serves as a management tool that helps the state, local governments, and citizens assess performance and track results.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The State has adopted a Citizen Participation and Consultation Plan for the Consolidated Plan. All meetings are held in fully accessible facilities. Meeting announcements are sent to media outlets via press releases throughout the state, including the larger non-English speaking newspapers and radio stations.

A summary of the activities for the development of the State's Consolidated Plan follows:

- Informal meetings were held during the months of July, and August to discuss the annual updates on the categories of Homeless, Housing, and Non-Housing Community Development. Notifications were posted on the agency's website, and the meeting information was placed in the agency's *New Pioneer* newsletter inviting all interested individuals to participate.

- A Public Input Session was held in September in Oklahoma City where all components were discussed. Notifications were posted on the agency's website, and the meeting information was placed in the *Community Developer* newsletter inviting all interested individuals to participate. Additionally, the session was listed on the calendar of the Oklahoma Department of Commerce website, and announced at various meetings.

- A Public Hearing was held in October in Oklahoma City. As with the Public Input Session, the hearing was publicized through the resources mentioned above. As per HUD Cititizen

Participant requirements, the State accepted comments up to 30 days after the date of the formal Public Hearing.

Organizations involved in the development of the Consolidated Plan include:

- Various Community Action Agencies; various sub-state planning districts/Councils of Governments; various public housing authorities and emergency shelters; Governor's Interagency Council on Homelessness; various state agencies; and others.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of Public Comments taken during the Citizen Participation process is as attached in the Appendix. The comment summary has been attached due to the required formatting that allows for the best viewing and understanding.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted in relation to Citizen Participation process.

7. Summary

The Consolidated Plan describes the State's plan for pursuing these goals in three components: Housing, Homelessness, and Non-housing Community Development. Each of these areas is arranged in a similar fashion. First, a needs assessment is provided followed by a prioritization of goals to meet the identified needs, and finally recommended strategies to address the priorities. It should be recognized, however, that the priorities and strategies are general and far-reaching in nature, thus the responsibility for fulfilling any recommendation lies not only with ODOC but also with other federal and state agencies as well as community-based non-profit organizations and the private sector. Therefore, communities and other entities are encouraged to go beyond the funding available in the CDBG, ESG, HOME, and HOPWA programs by building partnerships and leveraging these combined resources in furtherance of those goals by which they are directly affected.

For example, local jurisdictions and community-based non-profit organizations, through coordination by ODOC's Office of Community Development, are integrating federal and state funded programs such as the Community Services Block Grant (CSBG), the Homeless Assistance Program (HAP), the Emergency Solutions Grant (ESG) Program, and State Appropriated Funds (SAF) to address homelessness

issues. Such integration needs to continue to be explored and extended at all levels to include the coordination of as many available resources as may be appropriate and applicable.

The U.S. Department of Housing and Urban Development (HUD) issued the final rule for the Consolidated Plan in the Federal Register on February 9, 2006. The Consolidated Plan contains a Five-Year Strategic Plan developed after conducting a needs assessment and determining the priorities/strategies on housing, homelessness, and community development. In compliance with HUD's final rule, the *State of Oklahoma Consolidated Plan* serves the following separate, but integrated, functions:

- A planning document for a jurisdiction that builds on a participatory process;
- The application for formula grant programs administered by HUD's Office of Community Planning and Development;
- A strategic plan for carrying out HUD's programs; and
- An action plan that provides a basis for assessing performance.

The Annual Action Plan is completed in order to report what activities the State plans to undertake during the upcoming year. It identifies activities that are funded by the HUD formula grant programs of CDBG, ESG, HOME, and HOPWA, in addition to listing other actions and funds used to meet the priorities/strategies established in the Five-Year Strategic Plan. This Five-Year Strategic Plan will remain in effect until priorities and strategies have either been accomplished, or amended in the annual updates.

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	OKLAHOMA	
CDBG Administrator	OKLAHOMA	OK Department of Commerce / Comm Development
HOPWA Administrator	OKLAHOMA	Oklahoma Housing Finance Agency / HDT
HOME Administrator	OKLAHOMA	Oklahoma Housing Finance Agency / HDT
ESG Administrator	OKLAHOMA	OK Department of Commerce / Comm Development
HOPWA-C Administrator	OKLAHOMA	

Table 1 – Responsible Agencies

Narrative

NOT APPLICABLE

Consolidated Plan Public Contact Information

Vaughn Clark | Director, Community Development Services

p (405) 815-5370 | tf (800) 879-6552 | f (405) 605-2870

900 N. Stiles Ave. | Oklahoma City, OK 73104-3234

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

It should be recognized that the priorities and strategies of the plan are general and far-reaching in nature, thus the responsibility for fulfilling any recommendation lies not only with ODOC but also with other federal and state agencies as well as community-based non-profit organizations and the private sector. Therefore, communities and other entities are encouraged to go beyond the funding available in the CDBG, ESG, HOME, and HOPWA programs by building partnerships and leveraging these combined resources in furtherance of those goals by which they are directly affected.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

As a statewide public housing authority, OHFA works with assisted housing providers to ensure that they are aware of and provide housing for voucher holders in their area. OHFA also works with other PHAs to ensure that assisted housing providers are aware of their voucher holders as well.

HOPWA Project Sponsors transition recipients from short term assistance into long term permanent housing solutions by coordinating with public and assisted housing providers.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The State of Oklahoma makes available a percentage of its HOME program funds to be paired with Continuum of Care funding. The state works closely with HUD C of L staff to make these projects work.

There are two HOPWA Project Sponsors that coordinate services with COC to meet the needs of all categories of homelessness individuals that meet the eligibility criteria under the HOPWA Program guidelines.

Emergency Solutions - The State facilitates Statewide CoC meetings 5-6 times a year. These meetings are used for peer-to-peer discussions of issues relating to serving the needs of those who are homeless; best practices of CoC Grant competitions and statewide coordination of the Point-in-Time Count and Homeless Needs Assessment.

Topics discussed by the CoC representatives needing State Agency assistance or answers are submitted to the Governor's Interagency Council for discussion and resolution. The GICH is a twenty-five (25) member Council that includes representatives from nineteen (19) State agencies along with representatives from the nonprofit direct service provider role and others who are knowledgeable regarding homelessness.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Emergency Solutions - In addition to the Statewide CoC meetings held throughout the year, Focus Groups are held with each of the six rural CoC to discuss program changes and how the ESG funds are to be distributed. It was decided that each of the rural Continua would receive an allocation that they would award to the highest scoring applications in their Continuum. Each Continuum has also been given the authority to create stricter requirements in regard to awarding grant funds as long as they can justify that the stricter regulations will help adhere more closely to that CoC's Strategic Plan to end homelessness. Each CoC Governance Board is also given a copy of the report submitted after each monitoring conducted by ODOC as well as the results from an Agency Status Assessment also conducted by the ODOC Monitor for them to use in their evaluation of each subrecipient's program.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Oklahoma Association of Regional Councils
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services - Victims Health Agency Child Welfare Agency Other government - State Other government - County Other government - Local Regional organization Planning organization Civic Leaders Business and Civic Leaders

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Economic Development Anti-poverty Strategy Lead-based Paint Strategy

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As members of the Oklahoma Association of Regional Councils (OARC), our statewide network of 11 regional councils provides numerous services and federal levels.Our regional councils provide a broad range of services to local governments within our multi-jurisdictional regions. Traditionally, our services have focused on planning, program management and technical assistance related to community and economic development, infrastructure development and resource management.Today, we are taking a leadership role on a variety of important issues, such as homeland security, hazard mitigation, rural fi re defense, environmental stewardship and brownfi elds redevelopment, transportation planning, business and workforce development and human services, such as housing aid and elder care. Various state grant programs provide us with the resources and flexibility to plan and implement an array of services, such as capital improvement planning and rural fire defense planning. Our regional councils serve local governments and community leaders by gathering and disseminating pertinent information. We keep local officials informed of federal and state programs, including complex environmental rules, funding opportunities and performance requirements.We conduct, sponsor and assist with special training workshops, town hall meetings and public hearings. We respond to information inquiries, facilitate information exchanges and maintain libraries of data, planning documents and fundraising applications.

Identify any Agency Types not consulted and provide rationale for not consulting

NOT APPLICABLE

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Multiple Lead Organizations of six (6) Rural CoC's	All CoC Strategic plans compliment the State Plan to end Homelessness. The local Strategic Plans usually tend to be more localized, detailed steps depending on the specific needs and resources in each set of communities and organizations partnered together.

Table 3 - Other local / regional / federal planning efforts

Narrative

NOT APPLICABLE

OMB Control No: 2506-0117 (exp. 07/31/2015)

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

The State has adopted a Citizen Participation and Consultation Plan for the Consolidated Plan. All meetings to include informal program specific input sessions, formal Public Input Session, and the formal Public Hearing are held in handicap accessible facilities. Meeting announcements were made via the New Pioneer newsletter and a dedicated State Consolidated Plan webpage located on the Oklahoma Department of Commerce website.

A summary of the activities for the development of the State's Consolidated Plan follows:

- Informal meetings were held during the months of July, and August to discuss the annual updates on the categories of Homeless, Housing, and Non-Housing Community Development. Notifications were posted on the agency's website, and the meeting information was placed in the *Community Developer* newsletter inviting all interested individuals to participate.

- A Public Input Session was held in September in Oklahoma City where all components were discussed. Notifications were posted on the agency's website, and the meeting information was placed in the *Community Developer* newsletter inviting all interested individuals to participate. Additionally, the session was listed on the calendar of the Oklahoma Department of Commerce website, and announced at various meetings.

- A Public Hearing was held in October in Oklahoma City. As with the Public Input Session, the hearing was publicized through the resources mentioned above. As per HUD Cititizen Participant requirements, the State accepted comments up to 30 days after the date of the formal Public Hearing.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Organizations involved in the development of the Consolidated Plan include:

- Various Community Action Agencies; various sub-state planning districts/Councils of Governments; various public housing authorities and emergency shelters; Governor's Interagency Council on Homelessness; various state agencies; and others.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	SEE APPENDIX	SEE APPENDIX	NOT APPLICABLE	

OMB Control No: 2506-0117 (exp. 07/31/2015)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing All Citizens Statewide	SEE APPENDIX	SEE APPENDIX	NOT APPLICABLE	

OMB Control No: 2506-0117 (exp. 07/31/2015)

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing All Citizens Statewide	SEE APPENDIX	SEE APPENDIX	NOT APPLICABLE	http://okcommerce.gov/about/reports-planning-documents/consolidated-plan/

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The State of Oklahoma annually receives federal funding from HUD for the four formula grant programs of CDBG, ESG, HOME, and HOPWA. Due to complexity and textbox narrative size limitations, detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	12,828,337	750,000	0	13,578,337	0	

OMB Control No: 2506-0117 (exp. 07/31/2015)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	5,694,282	0	0	5,694,282	0	

OMB Control No: 2506-0117 (exp. 07/31/2015)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	253,729	0	1,163,588	1,417,317	0	The total expected amount available includes five years of HOPWA funding plus program income, and prior year resources that include contributions from organizations such as United Way, Ray White, and various other contributors and fundraisers. It is important to note that these funds (prior year resources) are used mainly to leverage the HOPWA funds and not to actually carry out additional HOPWA eligible services. i.e. Ryan White funding is used in the calculation. However, only a small amount of those funds would be used to provide transportation to a very small amount of HOPWA clients.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,522,558	0	0	1,522,558	0	Each subrecipient is required to provide and track "dollar-for-dollar" match to spend on eligible Emergency Solution activites during the Program period.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The State of Oklahoma annually receives federal funding from HUD for the four formula grant programs of CDBG, ESG, HOME, and HOPWA. Due to complexity and textbox narrative size limitations, detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not Applicable.

Discussion

Not Applicable.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	State CDBG Program - Infrastructure	2014	2018	Non-Housing Community Development	State of Oklahoma	State CDBG Program	CDBG: $10,221,671	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5000 Households Assisted
2	State CDBG Program - Econ Dev	2014	2018	Non-Housing Community Development	State of Oklahoma	State CDBG Program	CDBG: $1,554,837	Jobs created/retained: 120 Jobs
3	State CDBG Program - Planning	2014	2018	Non-Housing Community Development	State of Oklahoma	State CDBG Program	CDBG: $400,000	Other: 1 Other
4	State CDBG Program - State CDBG Admin/TA	2014	2018	Non-Housing Community Development	State of Oklahoma	State CDBG Program	CDBG: $479,684	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	State HOME Program	2014	2018	Affordable Housing	State of Oklahoma	State HOME Program	HOME: $5,333,116	Rental units constructed: 40 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Added: 10 Household Housing Unit Homeowner Housing Rehabilitated: 0 Household Housing Unit Direct Financial Assistance to Homebuyers: 40 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted
6	State ESG Program	2014	2018	Homeless	State of Oklahoma	State ESG Program	ESG: $1,563,557	Tenant-based rental assistance / Rapid Rehousing: 1400 Households Assisted Homeless Person Overnight Shelter: 5000 Persons Assisted Homelessness Prevention: 900 Persons Assisted
7	State HOPWA Program	2014	2018	Non-Homeless Special Needs	State of Oklahoma	State HOPWA Program	HOPWA: $246,907	Housing for People with HIV/AIDS added: 55 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

OMB Control No: 2506-0117 (exp. 07/31/2015)

1	**Goal Name**	State CDBG Program - Infrastructure

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Goal Description	ODOC/CD goals are consistent with and mirror the HUD goals identified in Title 1 of the Housing and Community Development Act of 1974 (as amended): **Decent Housing.** Covers a wide range of housing activities. The objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements. **A suitable living environment.** Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective is related to activities that are intended to address a wide range of issues (physical infrastructure, health care, elderly, etc.) faced by low and moderate income persons. **Expanded economic opportunity.** Applies to activities related to economic development, commercial revitalization, job creation and/or job retention. Beginning in 2007, HUD required each CDBG-funded activity to be identified as addressing at least one of the following goals and one of the following outcomes: **Availability/Accessibility** applies to activities that make services, infrastructure, public facilities, public services, etc available or accessible to low and moderate income persons. **Affordability** applies to activities that provide affordability in a variety of ways to low and moderate income people. Affordability is an appropriate objective outcome whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to them more livable or viable. Generally, this outcome focuses on a specific geographic area with numerous activities being undertaken simultaneously. Additionally, under the performance measurement system, specific data indicators will be collected on CDBG-Funded activities. There are four common indicators for each CDBG-funded activity to include; Funds Leveraged, Quantity of persons, households; Income levels; and Current racial/ethnic and disability categories. In addition, HUD has identified seventeen (17) other indicators to be used depending on the CDBG-funded activity and its intent. To collect the applicable indicator data and meet the HUD performance measures system requirements, the ODOC/OCD will establish a performance measurement data collection system that is directly integrated with HUD's

OMB Control No: 2506-0117 (exp. 07/31/2015)

		Integrated Disbursement Information System (IDIS) to include grant application forms, contracting documents, and closeout forms.

OMB Control No: 2506-0117 (exp. 07/31/2015)

2	**Goal Name**	State CDBG Program - Econ Dev

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Goal Description	ODOC/CD goals are consistent with and mirror the HUD goals identified in Title 1 of the Housing and Community Development Act of 1974 (as amended): **Decent Housing.** Covers a wide range of housing activities. The objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements. **A suitable living environment.** Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective is related to activities that are intended to address a wide range of issues (physical infrastructure, health care, elderly, etc.) faced by low and moderate income persons. **Expanded economic opportunity.** Applies to activities related to economic development, commercial revitalization, job creation and/or job retention. Beginning in 2007, HUD required each CDBG-funded activity to be identified as addressing at least one of the following goals and one of the following outcomes: **Availability/Accessibility** applies to activities that make services, infrastructure, public facilities, public services, etc available or accessible to low and moderate income persons. **Affordability** applies to activities that provide affordability in a variety of ways to low and moderate income people. Affordability is an appropriate objective outcome whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to them more livable or viable. Generally, this outcome focuses on a specific geographic area with numerous activities being undertaken simultaneously. Additionally, under the performance measurement system, specific data indicators will be collected on CDBG-Funded activities. There are four common indicators for each CDBG-funded activity to include; Funds Leveraged, Quantity of persons, households; Income levels; and Current racial/ethnic and disability categories. In addition, HUD has identified seventeen (17) other indicators to be used depending on the CDBG-funded activity and its intent. To collect the applicable indicator data and meet the HUD performance measures system requirements, the ODOC/OCD will establish a performance measurement data collection system that is directly integrated with HUD's

OMB Control No: 2506-0117 (exp. 07/31/2015)

		Integrated Disbursement Information System (IDIS) to include grant application forms, contracting documents, and closeout forms.
3	**Goal Name**	State CDBG Program - Planning
	Goal Description	ODOC/CD goals are consistent with and mirror the HUD goals identified in Title 1 of the Housing and Community Development Act of 1974 (as amended). Since 1993, the Oklahoma Department of Commerce/Community Development (ODOC/CD) has funded grants to local governments to develop Capital Improvement Plans (CIP). The process involves the creation of a Geographic Information System (GIS) based, comprehensive mapping and inventory of governmentally owned assets. It also includes the development of a total Capital Needs Summary/5-year strategic plan. Local implementation is essential to planning for the repair and replacement of publicly owned assets in order to maximize the impact on local infrastructure. CIP grantees work with their Substate Planning District (SSPD) to complete a project.
4	**Goal Name**	State CDBG Program - State CDBG Admin/TA
	Goal Description	State CDBG Program Admin/TA is added as a goal under guidance by HUD OneCPD in order to account for CDBG program administration and technical assistance in the IDIS E-Consolidated Plan system. Beneficiaries are not accounted for under this category. Outcomes and objectives are selected to mirror the overall program since the IDIS E-Consolidated Plan requires an input. HUD OneCPD Guidance: In order to reconcile the anticipated resources and goals (and/or projects in the Action Plan) you can add a goal for TA/Admin and can use "other" as a goal outcome indicator for that goal and enter a value of "1" as a placeholder for that field.

5	**Goal Name**	State HOME Program
	Goal Description	OHFA is proposing to continue its emphasis on rental activities as opposed to homeownership activities, based on past modifications of Written Agreements from homeownership to rental activities, and also the results of surveys taken by OHFA and the Affordable Housing Committee. However, OHFA plans to allow more homeownership units in areas where growth and demand are strong. The depressed real estate market and the record number of foreclosures over the past few years have driven the demand for affordable rental housing to record levels. In 2011 the Affordable Housing Committee, formed as a partnership between the Oklahoma Housing Finance Agency (OHFA) and a variety of its partners and stakeholders, conducted a statewide survey of cities and towns, as well as non-profit and for-profit housing providers, and received nearly 140 responses. By far the most commonly cited housing problems were a lack of personal funds for housing, and a lack of affordable housing, especially rental housing. In addition, in 2011 OHFA conducted a separate statewide survey for an update to the State's Analysis of Impediments to Fair Housing Choice. 165 stakeholders responded to this survey. The survey did not ask about the greatest housing need, but instead asked about the State's most significant impediment to Fair Housing choice. Surprisingly, the most frequently cited impediment to Fair Housing choice was not age, gender or racial discrimination, but a lack of affordable rental housing.
6	**Goal Name**	State ESG Program
	Goal Description	Due to E-Consolidated Plan system narrative text limitations, more detailed program information is available in the Appendix of the E-Consolidated Plan.
7	**Goal Name**	State HOPWA Program
	Goal Description	Due to E-Consolidated Plan system narrative text limitations, more detailed program information is available in the Appendix of the E-Consolidated Plan.

Table 7 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

The State of Oklahoma annually receives federal funding from HUD for the four formula grant programs of CDBG, ESG, HOME, and HOPWA. Due to complexity and textbox narrative size limitations, detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

Funding Allocation Priorities

	State CDBG Program - Infrastructure (%)	State CDBG Program - Econ Dev (%)	State CDBG Program - Planning (%)	State CDBG Program - State CDBG Admin/TA (%)	State HOME Program (%)	State ESG Program (%)	State HOPWA Program (%)	Total (%)
CDBG	81	13	3	3	0	0	0	**100**
HOME	0	0	0	0	100	0	0	**100**
HOPWA	0	0	0	0	0	0	100	**100**
ESG	0	0	0	0	0	100	0	**100**

Table 8 – Funding Allocation Priorities

Reason for Allocation Priorities

As stated previously, the State of Oklahoma annually receives federal funding from HUD for the four formula grant programs of CDBG, ESG, HOME, and HOPWA. Each of the four formula grant programs independently sets its own allocation priorities based on feedback during the Citizen Participation phase of the Consolidated Plan. Detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The State of Oklahoma annually receives federal funding from HUD for the four formula grant programs of CDBG, ESG, HOME, and HOPWA. Due to complexity and textbox narrative size limitations, detailed program distribution descriptions and funding allocation amounts can be found in

the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan. Each of the four formula grant programs independently sets its own allocation priorities based on feedback during the Citizen Participation phase of the Consolidated Plan.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction

The State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, or HOPWA programs. Rather, each of these programs has its own method of distribution procedures that sometimes include specific requirements for projects in certain areas within the State. All seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, or HOPWA programs.

Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provde summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/

Distribution Methods

Table 9 - Distribution Methods by State Program

1	**State Program Name:**	State of Oklahoma Non-Entitlement Program (CDBG, ESG, HOME, HOPWA)
	Funding Sources:	CDBG HOPWA HOME ESG

	Describe the state program addressed by the Method of Distribution.	Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provde summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provde summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/

	If only summary criteria were described, how can potential applicants access application manuals or other **state publications describing the application criteria? (CDBG only)**	Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State CDBG program Action Plan can only provde summary information in this section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the mutlple set-asides contained within the State CDBG program, complete detail cannot be provided in this textbox section. A detailed State CDBG Action Plan has been uploaded as Appendix A in this HUD E-Consolidated Plan. The State CDBG Action Plan can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/
	Describe the process for awarding funds to state recipients and how the state will make its allocation available **to units of general local government, and non-profit organizations, including community and faith-based** **organizations. (ESG only)**	The State ESG program is a competitive program and geographic distribution is based on applications received and the results of the project selection process. The eligible applicants are units of general local government, Community Action Agencies (CAAs) and independant non-profits. The ESG applications are taken on an annual basis. (See detailed program description in the ESG Annual Action Plan) The State ESG Action Plan can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/

	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	HOPWA funds are distributed statewide through an Invitation to Bid process. This process is open to or accessible to grassroots faith-based and other community organizations. Proposals are selected based upon inventiveness, community support, and must contain evidence of cooperation and collaboration with a network of public and private agencies. A detailed HOPWA Action Plan has been uploaded in the appendix of this HUD E-Consolidated Plan. The HOPWA action plan can also be viewed on the Oklahoma Department of Commerce website at: http:okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/
	Describe how resources will be allocated among funding categories.	Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provde summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/

	Describe threshold factors and grant size limits.	Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provde summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/
	What are the outcome measures expected as a result of the method of distribution?	Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provde summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/

Discussion

The State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, or HOPWA programs. Rather, each of these programs has its own method of distribution procedures that sometimes include specific requirements for projects in certain areas within the State. All seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, or HOPWA programs.

AP-35 Projects – (Optional)

Introduction

The listing of individual projects in the Consolidated Plan is ONLY required of ENTITLEMENT jurisdictions and NOT of NON-ENTITLEMENT jurisdictions such as states per HUD guidance.

#	Project Name

Table 10 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The listing of individual projects in the Consolidated Plan is ONLY required of ENTITLEMENT jurisdictions and NOT of NON-ENTITLEMENT jurisdictions such as states per HUD guidance. Overall allocation priorities and obstacles in terms of NON-ENTITLEMENT jurisdictions are addressed in the Action Plan portion of the State Consolidated Plan.

AP-38 Project Summary

Project Summary Information

Table 11 – Project Summary

OMB Control No: 2506-0117 (exp. 07/31/2015)

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

Yes

Available Grant Amounts

The Section 108 Loan Guarantee Program (108) is a provision of the Community Development Block Grant (CDBG) program that provides a source of financing for economic development and housing rehabilitation projects. This use of the 108 loan proceeds must meet the HUD program objective of benefit to low and moderate income persons.

The application to HUD for a 108 loan must include the pledge of future grant allocations from the State of Oklahoma issued by the Oklahoma Department of Commerce. This pledge is titled a Commitment to Pledge. The city, town, or county wishing to make application to HUD for a 108 loan must first apply to the Oklahoma Department of Commerce for a Commitment to Pledge from the State of Oklahoma.

The final loan terms, conditions, and collateral requirements of the 108 loan will be set by HUD after negotiations between HUD and the applying city, town, or county.

All Projects: The following requirements are applicable to both economic development and housing rehabilitation projects.

- An Application for a Commitment to Pledge shall be made to the Oklahoma Department of Commerce, Community Development (ODOC/CD), Community and Economic Development Programs.
- The Application for a Commitment to Pledge shall be made following the requirements in the Section 108 Application for a Commitment to Pledge guide available from ODOC/CD at 1/800-879-6552, extension 5359.
- The minimum commitment to pledge amount is $500,000; the maximum commitment to pledge amount is $2,500,000.
- The total outstanding amount of Section 108 commitment to pledges to be issued by the State of Oklahoma shall not exceed $10,000,000.
- Section 108 loan proceeds cannot constitute more than 50% of the total project costs.
- The local unit of government where the project is located must participate by a contribution of at least 10% of the amount of the Section 108 loan. This permanent contribution is to be in the form of cash, land, buildings, other fixed assets, or permanent infrastructure improvements.
- The project cannot be located in the entitlement cities of Edmond, Enid, Lawton, Midwest City,

Moore, Norman, Oklahoma City, Shawnee, and Tulsa.

Economic Development: Economic development projects have the following additional threshold requirements.

- Assistance is limited to companies that sell at least 50% of their Oklahoma produced products and/or services outside the State of Oklahoma.
- Each project must include at least 10% equity in the form of a permanent investment.
- Each project must project to create at least one new job for each $3,000 of 108 loan proceeds being requested.
- Of the new jobs to be created, at least 51% of the jobs will be made available to low and moderate income persons.

Housing Rehabilitation: Housing rehabilitation projects have the following additional threshold requirements.

- Projects are limited to rehabilitation only, new construction is ineligible.
- The housing units rehabilitated with 108 loan proceeds will be made available to low and moderate income persons.
- Financial assistance is limited to a $40,000 average per housing unit for the 108 portion of the project.
- A minimum of 13 housing units will be rehabilitated with 108 loan proceeds.

Acceptance process of applications

The Application for a Commitment to Pledge is based upon the documentation required by HUD for an application for a 108 loan. A thorough review of this information is imperative for the following reasons:

- The State of Oklahoma, by agreeing to issue a Commitment to Pledge for a 108 loan, is pledging future allocations of grant resources to the State of Oklahoma, as the ultimate security for the loan.
- The State of Oklahoma has a responsibility, as a steward of public resources, to ensure that the projects that are sponsored have a high likelihood of success, so future grant allocations are not impaired or eliminated.

The application process is as follows:

- The applying city, town, or county prepares and submits an Application for a Commitment to Pledge. The Application for a Commitment to Pledge is submitted to ODOC/CD.
- Once all of the information required in the Application for a Commitment to Pledge has been received by ODOC/CD, a decision of either denial or approval of a Commitment to Pledge will be

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made within 45 days.

- If the Application for a Commitment to Pledge has been approved, ODOC/CD will forward a Commitment to Pledge to the applicant. The applicant will include the Commitment to Pledge in their Section 108 loan application packet to be sent to HUD.
- If the Application for a Commitment to Pledge has been denied, the applicant will be advised of the denial decision.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

State's Process and Criteria for approving local government revitalization strategies

Community Revitalization is predominately carried out under the CDBG Community Revitalization set-aside. Applicants can apply for up to **$150,000** grant maximum. Only one (1) project can be undertaken.

Communities have the ability to make a high impact through revitalization. Often, communities have several areas of interest to enhance. By planning and extensive assessment of the goals of the community, the CDBG Community Revitalization grant can help a community flourish into a thriving environment. *Basic community* development projects benefit the aesthetic appeal of the community, provide for fire protection, housing rehabilitation, street improvements or other types of projects that allow communities to remain viable and improve the quality of life. The Community Revitalization project is a positive experience for communities, and would hope to spark a sense of pride in citizens to further assist sustainable growth in rural Oklahoma.

All projects shall conform to eligible activities listed under Section 105(a) of the Federal Housing and Community Development Act of 1974, as amended, in addition to addressing one or more of the Primary National Objectives of the CDBG program.

Applications received under this set-aside will be scored competitively against one another regardless of project request.

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

The State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, or HOPWA programs. Rather, each of these programs has its own distribution procedures that sometimes include specific requirements for projects in certain areas within the State. The map below provides a geographical reference of all seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, or HOPWA programs.

The selection of the CDBG projects is a competitive process with the exception of the Small Cities Set-Aside. ODOC set aside funds for communities with populations between 15,000 and 50,000 and that are not currently HUD designated entitlement communities or a participant in the CDBG Urban County Designation for Tulsa County. There are currently eighteen (18) eligible entities for the small cities set aside comprised of Ada, Altus, Ardmore, Bartlesville, Bethany, Chickasha, Claremore, Del City, Duncan, Durant, El Reno, McAlester, Muskogee, Mustang, Ponca City, Stillwater, Tahlequah, and Yukon.

The ESG program is a competitive program. Funds are allocated to each of the six (6) rural Continuum of Care (CoC) regions based on a formula involving population, median income, unemployment and overcrowded housing. Competition for funding takes place within each of the CoC regional service areas. The eligible applicants are units of general local government and nonprofits. The ESG applications are taken on an annual basis.

The HOME program funds projects on a continuous application process from all parts of the State, with the exception of the HUD-designated metropolitan Participating Jurisdictions of Oklahoma City, Tulsa, Lawton and Norman, which receive a direct annual allocation of HOME funds. Applicants must pass all threshold criteria and evaluation factors, including but not limited to project readiness, leverage, staff capacity, and prior contractor performance in the use of HOME program funds.

HOPWA provides funding to eligible applicants ranked by a review committee. Analysis of epidemiological data has been utilized to determine an equitable distribution of Funds. Western Oklahoma will be eligible to receive approximately 61% of the available funds; Eastern Oklahoma will be eligible to receive the remaining 39%. These funds will be awarded through a competitive Invitation to

Bid (ITB) process to one or more applicants judged as the most capable of meeting the plan objectives.

Geographic Distribution

Target Area	Percentage of Funds
State of Oklahoma	100

Table 12 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

As identified earlier, the State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, or HOPWA programs. Rather, each of these programs has its own distribution procedures that sometimes include specific requirements for projects in certain areas within the State.

Discussion

As identified earlier, the State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, or HOPWA programs. Rather, each of these programs has its own distribution procedures that sometimes include specific requirements for projects in certain areas within the State. The map below provides a geographical reference of all seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, or HOPWA programs.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction

It is difficult to assess the possible number of affordable housing units to be constructed or the number of households to be assisted, due to the nature of the State's programs. However, the following goals were based on historical data and trends.

One Year Goals for the Number of Households to be Supported	
Homeless	4,000
Non-Homeless	900
Special-Needs	55
Total	4,955

Table 13 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	60
Rehab of Existing Units	10
Acquisition of Existing Units	10
Total	80

Table 14 - One Year Goals for Affordable Housing by Support Type

Discussion

This projection is based upon the actual numbers from prior years and the anticipated level funding for the total allocation for the State. The production of new units and the acquistion and rehabilitation of existing units will be funded through the HOME Program. These goals include only HOME units and not any other units in the HOME-assisted projects.

The number submitted for Homeless and Non-Homeless served are based on numbers served by the State Emergency Solutions program during previous year.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction

OHFA is itself a public housing agency that administers the Section 8 Housing Choice Voucher Program on a Statewide basis. OHFA also monitors the needs and activities of the other public housing agencies in the State of Okahoma.

Actions planned during the next year to address the needs to public housing

OHFA does not have any actions planned during the next year to address the needs to public housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

OHFA has made it a requirement that all of the entities awarded HOME funds have a Tenant Participation Plan.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

HUD has advised OHFA that Choctaw Electric Cooperative Housing Authority is a troubled public housing authority.

OHFA will work with HUD to address the problems they are facing. OHFA will work closely with HUD to provide technical assistance and oversight where necessary.

It is not anticipated that any HOME funds will be used to help the City of Idabel or any other troubled public housing authorities identified at a later date. The State of Oklahoma has not appropriated funds for this purpose, nor has it authorized OHFA to assume the federal government's role of subsidizing the operations of public housing agencies.

Discussion

Public Housing in the State of Oklahoma has unmet needs, but the level of HOME Program funding is not adequate for OHFA to assist with those needs. What little funding is available goes to the most pressing need, which is currently for more affordable rental housing units.

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The following program data and narratives on this page refer specifically to the ESG and HOPWA programs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The State requires each subrecipient to have a plan to address Outreach in their service area without creating unnecessary duplication of services.

Addressing the emergency shelter and transitional housing needs of homeless persons

Subrecipients are required to have either an emergency shelter and/or emergency shelter plan that will best use the resources within their CoC and immediate service area.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Subrecipients are required to have standards and a plan for helping homeless persons into housing and providing the services they need so they do not become homeless again. The subrecipients are required to have plans that includes partnerships and collaboration with their fellow CoC members and Main stream organizations and to assure as little duplication of services as possible.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Subrecipients are required to have standards and a plan for helping homeless persons into housing and

providing the services they need so they do not become homeless again. The subrecipients are required to have plans that include partnerships and collaboration with their fellow CoC members and Main stream organizations and to assure as little duplication of services as possible.

Discussion

NA

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	30
Tenant-based rental assistance	21
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	4
Total	55

AP-75 Barriers to affordable housing – 91.320(i)

Introduction

One of the primary obstacles to meeting underserved needs is the lack of coordination of financing resources. In an effort to promote that coordination, OHFA has published the *Affordable Housing Handbook* from which the following information was gathered. The *Handbook* is a guide that focuses on the processes, tools, and techniques that can be utilized to help solve these issues.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Barriers to affordable housing typically fall into one of three categories:

- Production
- Financing
- Cost to the individual

Production barriers can be either financial or non-financial. Financial barriers include land costs, development costs, and materials and labor costs. Non-financial barriers include lack of buildable land supply, lack of access to materials and labor, lack of infrastructure (roads, utilities, etc.), lack of local government support, zoning, permitting, and lack of knowledge.

Financing barriers can include lack of capital, lack of access to capital, or lack of awareness of existing financing programs.

Cost to the individual includes cost burdens such as paying over 30% of monthly income for rent/mortgage payments and utilities.

Discussion

The complete *Affordable Housing Handbook* can be obtained by contacting a member of the Oklahoma Housing Finance Agency's Housing Development Team.

AP-85 Other Actions – 91.320(j)

Introduction

It should be mentioned that the primary obstacle to meeting under-served needs such as in the areas of affordable housing and poverty is the lack of adequate funding. This holds true in all four of the HUD funded programs (CDBG, ESG, HOME, and HOPWA) covered by this State Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting under-served needs is the lack of adequate funding. There are also some secondary obstacles with regard to the State's ability to coordinate resources in the most efficient and effective manner.

The State's strategy to overcome existing deficiencies in its housing and community institutional structure is based on education, outreach, and comprehensive planning. Consumers, providers, financiers, policy makers, advocates, and communities can benefit from increased cross-sector communication, dialogue, and education in understanding that economic factors are inextricably linked with meaningful solutions to the housing and community development needs and improved quality of life among the lower-income population.

Actions planned to foster and maintain affordable housing

Oklahoma has a thorough network of public and private nonprofit organizations that delivers housing and supportive service needs. Many federal as well as State resources are provided through these entities directly to populations with supportive needs.

To attract and incorporate the programs and products offered through the supportive services network with the provision of affordable housing, many public intervention and private affordable housing resource providers encourage the use of development partnerships in their project selection systems. The State intends to continue its coordination of appropriate supportive services with its affordable housing activities through the use of funding selection methodologies.

Actions planned to reduce lead-based paint hazards

Subrecipients should be following state and federal regulations prohibiting the use of lead based paint (LBP). Subrecipients are relied upon to advise households receiving federal assistance.

Actions planned to reduce the number of poverty-level families

The State of Oklahoma is committed to allocating appropriate resources with the goal of allowing its

citizens the opportunity to reach self-sufficiency.

Two agencies of the State government are primarily identified for administering these programs: the Department of Human Services (DHS) and ODOC. It is clear, however, that many State agencies provide support for low-income clientele, including the Department of Education, the Department of Health, the Department of Mental Health and Substance Abuse, and the Department of Veterans Affairs.

Additionally, a wide range of nonprofit service providers offer various forms of assistance to those in need within their respective local service areas. Included in this group are such organizations as the American Red Cross, the Salvation Army, United Way-sponsored agencies, Community Action Agencies (CAAs), and churches of all denominations.

An excellent example of coordinated service delivery of aid to those living in impoverished conditions is the network of CAAs. The primary purpose of the 20 designated CAAs (whose service areas encompass the entire State of Oklahoma) is to advocate for the reduction of the causes, conditions, and effects of poverty, and to provide social and economic opportunities that foster self-sufficiency for low-income persons, including the elderly and disabled.

CAAs use funding from a variety of sources including the Community Services Block Grant (CSBG) program, various Stewart B. McKinney program funds, State Appropriated Funds, and the Emergency Solutions Grant program. Related services include:

- housing
- counseling
- providing short-term housing through vouchers
- homeless shelters
- education and employment counseling
- payment of medical expenses
- rent and utility deposits
- payment of day care costs

The CAAs address their goal by helping eligible clients in the following ways:

Securing and maintaining meaningful employment, training, work experience, and unsubsidized

employment

- Attaining an adequate education
- Making better use of available income
- Obtaining and maintaining adequate housing and suitable living environments
- Obtaining emergency assistance through loans or grants
- Removing obstacles and solving personal problems that block the achievement of self-sufficiency
- Achieving greater participation in the affairs of the community
- Undertaking family planning consistent with family goals, religious and moral convictions
- Obtaining emergency assistance and conservation and weatherization services

The major accomplishments of the CAAs include:

- Approximately 16,000 children participate in the CAA-sponsored Head Start and Early Head Start Programs each year
- More than 9,000 individuals housed in emergency shelters
- More than 400,000 meals served to senior citizens at 58 nutrition centers
- Providing services and assistance to 112,671 individuals and 47,489 families

Actions planned to develop institutional structure

The State of Oklahoma affordable housing programs, which include the HOME program and the coordination of the Section 8 Rental Assistance program, are administered OHFA. ODOC, OHFA, and the Oklahoma Association of Community Action Agencies (OACAA) supported legislation enacted to establish a State Housing Trust Fund. In 1998, the Oklahoma Legislature passed HB 3065, which established a trust fund to meet rural Oklahoma's affordable housing needs. OHFA administers the trust fund.

The State's homeless issues are addressed essentially by the Governor's Interagency Council on Homelessness (GICH). The group does not have regulatory powers but serves in advisory roles and makes recommendations to State agencies and nonprofit organizations which administer individual programs. As stated previously, OHFA administers the HOPWA program.

In the area of non-housing community development, ODOC serves as the major resource for economic development for the State. Through the administration of CDBG program, ODOC assists non-entitlement communities to reach self-sufficiency by funding eligible activities that enhance their capacity, improve

outdated infrastructure, and encourage capital planning. Many groups including several Federal and State agencies, as well as private business and nonprofit entities share the desire and responsibility for appropriate community development.

Actions planned to enhance coordination between public and private housing and social service agencies

Oklahoma has a thorough network of public and private nonprofit organizations that delivers housing and supportive service needs. Many federal as well as State resources are provided through these entities directly to populations with supportive needs.

To attract and incorporate the programs and products offered through the supportive services network with the provision of affordable housing, many public intervention and private affordable housing resource providers encourage the use of development partnerships in their project selection systems. The State intends to continue its coordination of appropriate supportive services with its affordable housing activities through the use of funding selection methodologies.

Discussion

NOT APPLICABLE

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction

The following program data and narratives on this page refer specifically to the CDBG, HOME, and ESG programs.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	750,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**750,000**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

The State of Oklahoma will not use HOME funds for any form of investment not identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   24 CFR 92.254 provides guidance for Resale/Recapture options for Homeownership. OHFA is authorized under the HOME Rules to select which option will be used for preserving the period of affordability. OHFA has chosen the recapture option. **If applicants demonstrate to OHFA staff that special conditions exist that would make the resale option superior, then it may be considered as an exception. If there is no direct subsidy to the homebuyer, the resale option must be used.**

   Since Recapture is only possible if there is a direct subsidy to the homebuyer, some Written Agreements between OHFA and a CHDO, non-profit developer, State Recipient or Sub-recipient may be structured such that under certain circumstances a Recapture Agreement with one homebuyer will be required, and under other circumstances a Resale Agreement with a different homebuyer will be required. Nonetheless, **the agreement between the CHDO, non-profit developer, State Recipient or Sub-recipient and any individual recipient of HOME funds may contain only one provision, either Recapture or Resale. An agreement with an individual recipient of HOME funds cannot contain both.**

   The applicant is to describe to OHFA its procedures as they relate to the HOME Recapture (or Resale) requirements. The procedures must fully comply with the HOME Rules, and must be approved by OHFA before implementation.

   Recapture provisions must ensure that there is recovery of all or a portion of the HOME assistance that represents a direct subsidy to the homebuyer, if the housing does not continue to meet the affordability requirements and/or continue to be the principal residence of the family for the duration of the period of affordability. **Mortgages, deed restrictions, land covenants or other similar legal mechanisms must be in place to enforce these provisions.**

   The amount subject to recapture is based on the amount of HOME assistance that represents a

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direct subsidy to the homebuyer. The amount subject to recapture may be forgiven over time. It must be forgiven on a prorated basis based on the amount of time remaining on the period of affordability. For instance, if the period of affordability is five years, the amount subject to recapture may be forgiven at the rate of twenty percent (20%) per year. The recaptured funds must be returned to OHFA. **OHFA requires that all recapture provisions for Homeownership and Homeowner Rehabilitation activities base the recapture amount on the net proceeds available from the sale and not the entire amount of the HOME investment**. Applicants may structure their recapture provisions such that the HOME funds are recaptured in one of the following three methods:

- Recapture of the HOME investment first, with the homeowner receiving any remaining net proceeds
- Allow the homeowner to recover his/her initial investment first, with the remainder of the net proceeds recaptured
- A "shared appreciation" method, where a pre-determined percentage of the net proceeds is retained by the homeowner, and the remainder of the net proceeds is recaptured

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   If the homebuyer receives no direct subsidy from the HOME funds, such as down-payment assistance or a reduction in the price of the home below its appraised value, and subsequently sells the home within the Period of Affordability, the resale option will be used ensure that the HOME-assisted unit remains affordable over the affordability term.

   Under the resale option:

- The homebuyer must sell the property to a new purchaser that meets the HOME Program definition of low-income.
- Said purchaser must occupy the property as his/her principal residence.
- The new purchaser's PITI cannot exceed thirty-five percent (35%) of his/her gross income.
- The original homebuyer (now the seller) must receive a "fair return" on his/her investment.

   OHFA defines a "fair return" on the original homebuyer's investment as a pro-rata share of any gain based on the net sales proceeds.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is

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rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The State of Oklahoma does not have any plans to use HOME funds to refinance any existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)
Reference 24 CFR 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)

   The State requires each subrecipient to have written standards for providing ESG assistance.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

   Every Continuum, both Rural and Urban, have implemented their Coordinated Assessment system. Cleveland County CoC has their own central call number with coordinated assessment tool, Oklahoma City and Tulsa County CoC's have partnered with their 2-1-1 systems to assist with multi-level coordinated intake which allows the 2-1-1 certified service specialists to directly link the caller to the case manager who will continur the assessment needed in order to provide the correct kind and amount of assistance the caller needs. The remaining Rural CoC's have approved standardized assessment tools that all participating service providers will use. Also, a "No Wrong Door" approach will be used. Clients that call any of the participating service providers will be asked initial intake/assessment questions to best determine what the client's needs are; then a referal and contact assistance will be provided to the client to help place them with the best suited help who will continue the assessment and assistance process.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

   The State recognizes that use of the established Continuum of Care (CoC) structure is the best institutional structure in the State to carry out the ESG goals. Each Continuum will collect, score and rank submitted applications according to the ODOC provided rating system and return the scores and ranking to ODOC. The recommendations for funding will be assessed for compliance with all ESG and CoC threshold criteria. Applications meeting the threshold criteria will be verified and awards determined.

   After ODOC has received the recommendations from each Continuum of Care, ODOC will enter into contractual agreements directly with the approved subrecipient to carry out the financial and programmatic requirements according to law. The contracts will outline the funding source, funding year, amount of funding, terms and conditions.

Each CoC has the authority to create their own additional policies and procedures pertaining to funding amounts and division of funding eligible activities in order to help use the Emergency Solutions Funds in the most beneficial way to fullfill their local Action Plan to end homelessness.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

   ODOC requires each ESG subrecipient to have written standards in regard to either having a member on their Board of Directors or Advisory Board who is homeless or formerly homeless and/or having a plan to receive feedback from those who are homeless and how the subrecipient incorporates the feedback into their decision making process. Most plans consist of "House meetings" where residents share in discussions of need and support and/or exit interviews or surveys were feedback is encouraged regarding client needs and ideas to make the program better.

5. Describe performance standards for evaluating ESG.

   ODOC Project Representatives monitor the ESG contracts at least once during the contarct period. During the time of the monitoring, the subrecipient is evaluated by comparing actual accomplishments with those projected in the approved application. An Agency Status Scales questionnaire is also completed to evaluate the strength of the organization. This evaluation along with the completed monitoring report will be forwarded to the CoC Governing Board for use to evaluate the organization before funding is awarded to organizations.

Discussion

The program data and narratives on this page refer specifically to the CDBG, HOME, and ESG programs.

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Appendices

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- App A: CDBG Action Plan
- App B: ESG Action Plan
- App C: HOME Action Plan
- App D: HOPWA Action Plan
- App E: Citizen Participation
- App F: SF-424's & Certs

Appendix A

Section Contents…

- CDBG Action Plan

OKLAHOMA
DEPARTMENT OF COMMERCE
OKcommerce.gov

CDBG STATE PLAN

FY 2016

For Administration of the Small Cities Community Development Block Grant (CDBG)

Oklahoma Department of Commerce
900 N Stiles Ave.
Oklahoma City, OK 73104-3234
800-879-6552

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INTRODUCTION

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The small cities portion of the program appropriates monies to the Department of Housing and Urban Development (HUD) for allocation to the states. The Oklahoma Department of Commerce (ODOC), formerly the Department of Economic and Community Affairs, was assigned the administrative responsibility for the program in Oklahoma in 1982.

The primary National Objective of the program is:

> "THE DEVELOPMENT OF VIABLE URBAN COMMUNITIES, BY PROVIDING DECENT HOUSING AND A SUITABLE LIVING ENVIRONMENT, AND EXPANDING ECONOMIC OPPORTUNITIES, PRINCIPALLY FOR PERSONS OF LOW INCOME."

All community activities funded by CDBG must meet one of the broad, federally mandated National Objectives. These are:

1. Benefit to low and moderate income persons;

2. Aid in the prevention or elimination of slums or blight; or

3. Community Development needs having a particular urgency, posing a serious and immediate threat to the health or welfare of a community.

It is estimated that, at a minimum, 95% of funds will be utilized on projects that meet the primary national objective of benefit to low and moderate income persons.

Distribution and management of the Community Development Block Grant funds allocated to Oklahoma will rely on systems which permit local communities to request assistance through the submittal of a formal application packet. The Oklahoma Department of Commerce/Community Development (ODOC/CD) shall conduct an evaluation of applications to ensure compliance with the National Objectives, all thresholds and program requirements.

ELIGIBLE APPLICANT

Eligible applicants are units of local government (incorporated towns, cities, and counties) that are **not** participants in the CDBG Entitlement Program. Oklahoma's entitlement cities are Edmond, Enid, Lawton, Midwest City, Moore, Norman, Oklahoma City, Shawnee, and Tulsa as well as the units of local government participating in the CDBG Urban County Designation for Tulsa County which consists of the following:

City of Bixby	City of Jenks	Town of Skiatook
City of Broken Arrow	City of Owasso	Town of Sperry
City of Collinsville	City of Sand Springs	Unincorporated Tulsa County
City of Glenpool	City of Sapulpa	

GRANT ALLOCATION

Funding for the Fiscal Year 2016 CDBG program:

Allocation:	$12,828,337
Less State administrative allowance:	$356,566
Less State technical assistance:	$128,283
Total available for distribution:	$12,343,488

CDBG Set-Aside Funding Distribution:

Public Facility and Improvements		$10,388,651
Water and Wastewater Engineering Phase I	$150,000	
Water and Wastewater Construction Phase II	$2,701,671	
Water and Wastewater Construction Competitive	$3,166,980	
Community Revitalization	$1,500,000	
CDBG-REAP	$1,500,000	
Small Cities	$1,370,000	
Planning (CIP Updates)		$400,000
Economic Development		
Economic Development Infrastructure Financing (EDIF)		$1,554,837

Program Income from the State's Economic Development Revolving Loan Fund shall be used to fund Economic Development Infrastructure Financing (EDIF) activities as described in this Plan. The estimated amount of program income made available during the program year will be $750,000. This amount will be used in addition to the $1,554,837 of regular CDBG funding allocated to this year's CDBG EDIF set-aside.

The Oklahoma Department of Commerce reserves the right to adjust set-aside and category allocations to ensure maximum utilization of funds. Such adjustments shall be the minimum amount necessary to fund projects efficiently.

GUIDELINES FOR SET-ASIDES

Audit Requirements

To be eligible to apply for funds in any category, units of general local government must demonstrate the ability to manage federal funds utilizing generally accepted principles of accounting. As evidence of this capacity, towns and cities (counties exempt) must provide, at the time of application, a copy of their **FY 2015** audit or Agreed Upon Procedures (11 O.S.§ 17-105 B) by the application submission deadline. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THIS STANDARD.

If the city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local county apply on their behalf, if the county chooses to do so. Nothing contained herein mandates a county to act as an accommodating party. Any applications by a county to act as an accommodation for a city or town that does not have $25,000 in annual revenues from its normal business, will not count against the county's open contract maximum.

Application Submission Requirements

1. City/Town Applicants: City/Towns may submit **only one (1) grant application per Program Year** selecting from Small Cities, Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). **Exclusions:** Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP).

2. County Applicants: Counties may submit a maximum of two grant applications per Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). **Exclusions:** Economic Development Infrastructure Financing (EDIF), and Capital Improvement Planning (CIP). **(Limitation: Counties may ONLY have two (2) open grants and still make an application.) This open total includes BOTH County sponsored contracts and those directly on the County's behalf.** In meeting the maximum of two applications, a County could be a Sponsor of two applications or a County could be a Sponsor of an application while also submitting one application where they have direct jurisdiction.

   Counties may submit applications in two forms:

   (a) Applications where they have direct jurisdiction (roads, bridges, County barn, County hospital, etc.), or;

   (b) Counties Sponsor applications where they do not have direct jurisdiction over certain public functions. Generally, these are communities with less than $25,000 in revenue, Rural Water Districts, and Rural Fire Districts.

   County Combinations Permitted: (Limitation: Counties may ONLY have two (2) open grants and still make an application.)

   (a) A county may submit an application on their behalf (direct jurisdiction) and sponsor an application, or;

(b) A County may submit two sponsored applications.

NON-COMPETITIVE WATER & WASTEWATER PHASE II CONSTRUCTION

The recipients below were funded under the FY 2015 Phase I Engineering Program. Each award recipient must achieve Release of Funds and their construction permit by **August 30, 2016**. Once a recipient secures Release of Funds and a construction permit, the remainder of their funding for construction will be provided, assuming future CDBG funds are provided and the U.S. Department of Housing and Urban Development approves the program.

If the project fails to materialize, the Applicant may be subject to contract de-obligation and reimbursing ODOC for any Phase I project costs expended. Extensions to the **August 30th** deadline will be considered ONLY under special circumstances with the verification and concurrence of the Oklahoma Department of Environmental Quality (ODEQ).

AWARDS TO BE MADE

1. Bromide, Town of
2. Burbank, Town of
3. Cleo Springs, Town of
4. Holdenville, City of
5. Kaw City, City of
6. Keota, Town of
7. Mooreland, Town of
8. Nash, Town of
9. Oakland, Town of
10. Oilton, City of
11. Porter, Town of
12. Soper, Town of

WATER & WASTEWATER ENGINEERING

This program is for those eligible applicants that do not have engineering completed. Applicants submitting under the engineering program may elect to either have (1) CDBG funds pay for the engineering, administration and other costs associated with securing a construction permit with ODEQ; (2) may choose other sources of funds to pay for these costs; or (3) provide a combination of CDBG funds and other funds to pay for these costs. Those successfully competing under this program that have CDBG funds budgeted for engineering, administration, and permitting will be awarded appropriate amounts in each category. Allowable engineering costs will be based on the USDA-RD sliding scale. Once the ODEQ permit and ODOC/CD release of funds requirements are complete (regardless of the source of funds) a construction award will be issued in the next program year for the remaining amount under the non-competitive program.

The total Grant Maximum is $450,000 for single applicants. All projects shall be single purpose, either water or wastewater that will focus on some of the most serious problems in the state.

For individual water and wastewater projects the maximum amount of CDBG funds that may be used for project administration is 8% of the total CDBG funds awarded.

Applications will be available online **January 15, 2016**. The deadline for application submission is **May 2, 2016**.

THRESHOLD REQUIREMENTS FOR WATER & WASTEWATER ENGINEERING

1. Requests for funds must address at least one or more of the Primary National Objectives of the CDBG program:
   A. Provide a direct benefit (fifty-one percent [51%] or more) principally for persons of low income;
   B. Aid in the prevention or elimination of slums or blight; and
   C. Address a particular urgent need posing a serious and immediate threat to the health or welfare of a community.

2. Cities, Towns and Counties with previous CDBG funding **must have close-out documents submitted by January 29, 2016**. As part of the close-out documents, the Final Inspection Report along with the Board or Council approval must also be submitted.

   Close-out Exceptions:

   - Counties may have two (2) open grants and still remain eligible for application submission.
   - Open Economic Development and CIP grants do NOT count against application submission eligibility.

3. A proper sponsor for Water/Wastewater Engineering projects is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

4. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

5. All cost estimates shall be obtained from professional sources, and submitted with the application. These estimates must be certified and from professional engineers, architects, construction companies, vendors, or appropriate personnel with experience to make such estimates.

6. The CDBG grant request cannot exceed $2,000 per beneficiary.

7. Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the Guideline and Application package including, but not limited to: Resolution, income survey results; survey maps; certifications; Section 102 Disclosures; project budget; etc.

8. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR FY 2015 AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. **NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT HAVE THE FY 2015 AUDIT OR AGREED UPON PROCEDURES COMPLETE AND SUBMITTED AT THE TIME OF APPLICATION DEADLINE.**

   If the city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party.

9. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates; ODOC can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC. This will result in a ***FAILED*** threshold application rating.

RATING CRITERIA FOR WATER & WASTEWATER ENGINEERING

Water and Wastewater applications, which meet threshold criteria, will be ranked for funding utilizing the following criteria (58 total points):

1. ***Project Benefit to Low to Moderate Income Persons (2-15 points).*** Projects awarded under these criteria will be awarded 1-10 points for percentage of LMI, and 1-5 points for total number of LMI.

LMI%	Points	LMI%	Points	#of LMI Persons	Points
51-55	1	76-80	6	0-250	1
56-60	2	81-85	7	251-500	2
61-65	3	86-90	8	501-750	3
66-70	4	91-95	9	751-1000	4
71-75	5	96-100	10	Over 1000	5

2. ***Severity of Need Water and Wastewater Projects (0-10 points).*** Projects will be rated on the verification of the level of seriousness associated with documented health, safety, and welfare hazards.

   Water and wastewater health, safety, and welfare deficiencies may be documented in one of two ways: (1) through the presence of a legal enforceable order issued by Oklahoma Department of Environmental Quality (ODEQ) or the U.S. Environmental Protection Agency (EPA), or (2) by written confirmation of a "hazard" from ODEQ that specifically states the cause and extent of the water or wastewater, health, safety, and welfare deficiency. Water and Wastewater category health, safety, and welfare hazards will be validated and analyzed by ODOC/CD through ODEQ. Additionally, ODEQ will determine the level of severity associated with legal enforceable orders or documented hazards and will assist in determining whether a proposed project's activities directly address the identified system deficiencies.

   Water and Wastewater projects that document health, safety, and welfare hazards involving legal enforceable orders will be rated on a separate scale of severity than written documentation of hazards. The two scales are as follows:

Legal Enforceable Orders	
Low Severity	5.0 points
Medium Severity	7.5 points
High Severity	10.0 points

Documented Hazards	
Invalid	0 points
Low Severity	2.5 points
Medium Severity	5.0 points
High Severity	7.5 points

Severity of Need (0-10 points) Water and Wastewater Projects for New Housing Construction

Projects for Water and Wastewater system expansions serving new housing developments shall be rated on their verification of the extent of the local jurisdictions housing shortage as documented by an official housing market analysis that clearly concludes a projected 3-5 year demand for a specific number of single family ownership units and/or rental units. Points will be determined by the level of impact based on the following criteria:

- Vacancy rates
- Population growth
- Projected job growth
- Number of Units + Total units

3. ***Residential Water and Wastewater Rates and Water Rate Structures*** **(-3 to +10 points)**

   Water project proposals will earn points based on the first 5,000 gallons of the most current water rate structure and the subsequent revenue generating capacities where wastewater service is provided in conjunction with water service. Water rate structures that favor both strong fiscal management and conservation awareness will be analyzed and awarded points by using portions of the Oklahoma "Water Resources Boards' Emergency Grant Priority

Point System." *Only proposals for water related system improvements* will receive points for the residential water rate structure based on the following table:

Flat Water Rate: Unmetered charges on unmetered systems that charge a fee without regard to the amount of water used, unless the proposed project involves metering of all taps on the system. ***-3 points***

Decreasing Block Water Rates: Price per unit of water becomes lower as the quantity of water use increases. ***-3 points***

Fixed/Uniform Water Rates: Price per unit of water, in excess of any base or minimum charge, remains constant. ***0 points***

Increasing Block Water Rates: Price per unit of water increases as the quantity of water use increases. ***+ 3 points***

All Water and Wastewater category projects will also receive points based on the revenue generating capacity of their rate structures. The appropriate table of points is determined based on the type of services provided by the system operator. If the system operator provides water service only, then Table #1 is used; if the system operator provides wastewater service, then Table #2 is used; and if the system operator provides both water and wastewater service, then Table #3 is used.

Table #1 For Systems Providing Water Service Only:

Cost Per 5,000 gallons	Points
$35 or greater	7
$30 to $34.99	6
$25 to $29.99	5
$23 to $24.99	4
$21 to $22.99	3
$19 to $20.99	2
$18 to $18.99	1
Less than $18	0

Table #2 For Systems Providing Wastewater Service Only:

Cost of connection/month	Points
$28 or greater	7
$26 to $27.99	6
$24 to $25.99	5
$22 to $23.99	4
$20 to $21.99	3
$18 to $19.99	2
$16 to $17.99	1
Less than $16	0

Table #3 For Systems Providing Water and Wastewater Services:

Cost Per 5,000 gallons	Points
$45 or greater	7
$41 to $44.99	6
$37 to $40.99	5

$34 to $36.99	4
$32 to $33.99	3
$31 to $31.99	2
$30 to $30.99	1
Less than $30	0

4. ***Ability to Finance Project (0-10 pts)***
Applicants ranked by giving a standardized account of the amount of the existing water/sewer rates would have to be raised in order for the applicant to finance the project through a loan. The formula is as follows:

FP=AR(0.1102)
(12) (c)
FP = Estimate of amount of rates to be raised to finance project through loan
AR = Amount Requested
0.1102 = Annual rate factor for a 25 year loan at 10%
12 = Number of months per year
c = Number of Customers

Ability to Finance Project Through Loan	Points
$12.00 or Greater	10
$10.00 - $11.99	9
$9.00 - $9.99	8
$8.00 - $8.99	7
$7.00 - $7.99	6
$6.00 - $6.99	5
$5.00 - $5.99	4
$4.00 - $4.99	3
$3.00 - $3.99	2
$2.00 - $2.99	1
Less than $2.00	0

5. ***Grant Request Amount (0-10 points)***
Due to the limited amount of funds, ODOC/CD encourages the smallest grant possible. For Consolidation projects, it will be an average of all applicants.

Grant Request	Points
$159,999 or Less	10
$160,000 to $169,999	9
$170,000 to $179,999	8
$180,000 to $199,999	7
$200,000 to $224,999	6
$225,000 to $249,999	5
$250,000 to $274,999	4
$275,000 to $299,999	3
$300,000 to $324,999	2
$325,000 to $399,999	1
$400,000 to $450,000	0

6. ***Strategic Planning Programs (0–3 Points)***
Points awarded to CDBG-CIP and other local planning programs as applicable.

WATER & WASTEWATER CONSTRUCTION

The purpose of this program is to fund projects that are ready to begin construction. Eligible entities that provide documentation of final plans and specifications or a construction permit secured through the ODEQ may apply under this category. This information will be verified with the ODEQ. The documentation must show that the final plans and specifications have been submitted to ODEQ or the construction permit has been issued prior to the CDBG application deadline. ***Absolutely no engineering costs will be allowed or reimbursed using CDBG funds in this category.***

CDBG funds may only be utilized for construction, inspection, and administration. The grant maximum for single applicants is $450,000. All projects shall be single purpose, either water or wastewater that will focus on some of the most serious problems in the state.

For a basic water and wastewater project the maximum amount of CDBG funds that may be used for project administration is 8% of the total CDBG funds awarded.

Applications will be available online **January 15, 2016**. The deadline for application submission is **May 2, 2016**.

THRESHOLD REQUIREMENTS FOR WATER & WASTEWATER CONSTRUCTION

1. Requests for funds must address at least one or more of the Primary National Objectives of the CDBG program:
   A. Provide a direct benefit (fifty-one percent [51%] or more) principally for persons of low income;
   B. Aid in the prevention or elimination of slums or blight; and
   C. Address a particular urgent need posing a serious and immediate threat to the health or welfare of a community.

2. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan. Each unit of local government benefiting from a consolidation project must meet citizen participation requirements.

3. All cost estimates derived from professional sources, and submitted with the application. Water and Wastewater projects must have certified cost estimates from a professional engineer licensed to work in Oklahoma.

4. Applications must include a resolution passed by the current governing body requesting that particular assistance.

5. The CDBG grant request cannot exceed $2,000 per beneficiary.

6. A proper sponsor of water and wastewater project is defined as a unit of general local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

7. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR FY 2015 AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. **NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES**

NOT HAVE THE FY 2015 AUDIT OR AGREED UPON PROCEDURES COMPLETE AND SUBMITTED AT THE TIME OF APPLICATION DEADLINE.

If the city or town receives less than $25,000 in annual revenues from its normal business the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party.

8. Documentation of Final Plans and Specifications or Construction Permit issued by the Oklahoma Department of Environmental Quality (ODEQ).

9. Cities, Towns and Counties with previous CDBG funding **must have close-out documents submitted by 5:00 p.m. January 29, 2016**. As part of the close-out documents, the Final Inspection Report along with the Board or Council approval must also be submitted.

   Close-out Exceptions:

   - Counties may have two (2) open grants and still remain eligible for application submission.
   - Open Economic Development and CIP grants do NOT count against application submission eligibility.

10. Applicant must provide a response to all application questions and satisfy all documentation requirements delineated in the Guidelines and Application package including, but not limited to, income survey results; survey maps; certifications; Section 102 Disclosures; project budget; etc.

RATING CRITERIA FOR WATER & WASTEWATER CONSTRUCTION

Water and Wastewater applications, which meet threshold criteria, will be ranked for funding utilizing the following criteria (73 total points):

1. ***Project Benefit to Low to Moderate Income Persons (0-10 points).*** Projects awarded under these criteria will be awarded 0-5 points for percentage of LMI, and 0-5 points for total number of LMI.

LMI%	Points	#of LMI Persons	Points
51-60	1	0-250	1
61-70	2	251-500	2
71-80	3	501-750	3
81-90	4	751-1000	4
91-100	5	Over 1000	5

2. ***Severity of Need Water and Wastewater Projects (0-10 points).*** Projects will be rated on the verification of the level of seriousness associated with documented health, safety, and welfare hazards.

   Water and wastewater health, safety, and welfare deficiencies may be documented in one of two ways: (1) through the presence of a legal enforceable order issued by Oklahoma Department of Environmental Quality (ODEQ) or the U.S. Environmental Protection Agency (EPA), or (2) by written confirmation of a “hazard” from ODEQ or the local ODEQ

representative that specifically states the cause and extent of the water or wastewater, health, safety, and welfare deficiency. Water and Wastewater category health, safety, and welfare hazards will be validated and analyzed by ODOC/CD through ODEQ. Additionally, ODEQ will determine the level of severity associated with legal enforceable orders or documented hazards and will assist in determining whether a proposed project's activities directly address the identified system deficiencies.

Water and Wastewater projects that document health, safety, and welfare hazards involving legal enforceable orders will be rated on a separate scale of severity than written documentation of hazards. The two scales are as follows:

Legal Enforceable Orders	
Low Severity	5.0 points
Medium Severity	7.5 points
High Severity	10.0 points

Documented Hazards	
Invalid	0 points
Low Severity	2.5 points
Medium Severity	5.0 points
High Severity	7.5 points

Severity of Need (0-10 points) Water and Wastewater Projects for New Housing Construction

Projects for Water and Wastewater system expansions serving new housing developments shall be rated on their verification of the extent of the local jurisdictions housing shortage as documented by an official housing market analysis that clearly concludes a projected 3-5 year demand for a specific number of single family ownership units and/or rental units. Points will be determined by the level of impact based on the following criteria:

Vacancy rates
Population growth
Projected job growth
Number of Units + Total units

3. ***Residential Water and Wastewater Rates and Water Rate Structures***
(-3 to +10 points)

Water project proposals will earn points based on the first 5,000 gallons of the most current water rate structure and the subsequent revenue generating capacities where wastewater service is provided in conjunction with water service. Water rate structures that favor both strong fiscal management and conservation awareness will be analyzed and awarded points by using portions of the Oklahoma "Water Resources Boards' Emergency Grant Priority Point System." *Only proposals for water related system improvements* will receive points for the residential water rate structure based on the following table:

Flat Water Rate: Unmetered charges on unmetered systems that charge a fee without regard to the amount of water used, unless the proposed project involves metering of all taps on the system. ***-3 points***

Decreasing Block Water Rates: Price per unit of water becomes lower as the quantity of water use increases. ***-3 points***

Fixed/Uniform Water Rates: Price per unit of water, in excess of any base or minimum charge, remains constant. ***0 points***

Increasing Block Water Rates: Price per unit of water increases as the quantity of water use increases. ***+ 3 points***

All Water and Wastewater category projects will also receive points based on the revenue generating capacity of their rate structures. The appropriate table of points is determined based on the type of services provided by the system operator. If the system operator provides water service only, then Table #1 is used; if the system operator provides water and wastewater service, then Table #2 is used; and if the system operator provides wastewater service only, then Table #3 is used.

Table #1 For Systems Providing Water Service Only:

Cost Per 5,000 gallons	Points
$35 or greater	7
$30 to $34.99	6
$25 to $29.99	5
$23 to $24.99	4
$21 to $22.99	3
$19 to $20.99	2
$18 to $18.99	1
Less than $18	0

Table #2 For Systems Providing Water and Wastewater Services:

Cost Per 5,000 gallons	Points
$45 or greater	7
$41 to $44.99	6
$37 to $40.99	5
$34 to $36.99	4
$32 to $33.99	3
$31 to $31.99	2
$30 to $30.99	1
Less than $30	0

Table #3 For Systems Providing Wastewater Service Only:

Cost of connection/month	Points
$28 or greater	7
$26 to $27.99	6
$24 to $25.99	5
$22 to $23.99	4
$20 to $21.99	3
$18 to $19.99	2
$16 to $17.99	1
Less than $16	0

4. ***Ability to Finance Project (0-10 points)***

Applicants ranked by giving a standardized account of the amount of the existing water/sewer rates would have to be raised in order for the applicant to finance the project through a loan. The formula is as follows:

FP=AR(0.1102)
(12) (c)
FP = Estimate of amount of rates to be raised to finance project through loan
AR = Amount Requested
0.1102 = Annual rate factor for a 25 year loan at 10%
12 = Number of months per year
c = Number of Customers

Ability to Finance Project Through Loan	Points
$12.00 or Greater	10
$10.00 - $11.99	9
$9.00 - $9.99	8
$8.00 - $8.99	7
$7.00 - $7.99	6
$6.00 - $6.99	5
$5.00 - $5.99	4
$4.00 - $4.99	3
$3.00 - $3.99	2
$2.00 - $2.99	1
Less than $2.00	0

5. ***Grant Request Amount (0-10 points)***
Due to the limited amount of funds, ODOC/CD encourages the smallest grant possible.

Grant Request	Points
$159,999 or Less	10
$160,000 to $169,999	9
$170,000 to $179,999	8
$180,000 to $199,999	7
$200,000 to $224,999	6
$225,000 to $249,999	5
$250,000 to $274,999	4
$275,000 to $299,999	3
$300,000 to $324,999	2
$325,000 to $399,999	1
$400,000 to $450,000	0

6. ***Leverage (0-10 points)***
Projects will be rated on their ability to integrate the use of funds other than CDBG to carry out the proposed CDBG project. *Leverage will be valued using full value for cash leverage and **half** of the in-kind leverage will be recognized as cash.* ***A maximum of 10 points is available for leverage.*** *The leverage score will be calculated as follows:*

Formula:

Cash Leverage	$_____	x	1 =	$_____
In-Kind Leverage	$_____	x	.5 =	$_____

Total Cash Leverage Allowed for Rating $_____

Total Cash Leverage X 10 = Leverage Points
Grant Request Amount

EXAMPLE:

Grant Amount Requested $100,000

Cash Leverage	$50,000	x	1	$50,000
In-Kind Leverage	$25,000	x	.5	$12,500
Total Cash Leverage Allowed For Rating				$62,500

$62,500
$100,000 X 10 = 6.25 points

7. ***Oklahoma Department of Environmental Quality (ODEQ) Permitting (0-10 Points)***

Permitting Status	**Points**
• ODEQ Permit **not** required	0
• Final Plans and Specifications submitted to ODEQ for approval	5
• Permit to Construct Issued by ODEQ	10

8. ***Strategic Planning Programs (0–3 Points)***
Points awarded to CDBG-CIP and other local planning programs as applicable.

COMMUNITY REVITALIZATION

Applicants can apply for up to **$150,000** grant maximum. Only one (1) project can be undertaken.

Communities have the ability to make a high impact through revitalization. Often, communities have several areas of interest to enhance. By planning and extensive assessment of the goals of the community, the CDBG Community Revitalization grant can help a community flourish into a thriving environment. *Basic community* development projects benefit the aesthetic appeal of the community, provide for fire protection, housing rehabilitation, street improvements or other types of projects that allow communities to remain viable and improve the quality of life. The Community Revitalization project is a positive experience for communities, and would hope to spark a sense of pride in citizens to further assist sustainable growth in rural Oklahoma.

All projects shall conform to eligible activities listed under Section 105(a) of the Federal Housing and Community Development Act of 1974, as amended, in addition to addressing one or more of the Primary National Objectives of the CDBG program.

Applications received under this set-aside will be scored competitively against one another regardless of project request. Starting back in FY 2012, CR applications were NO longer separated into the following categories: Buildings, Streets/Drainage, Emergency Equipment, and All Other Public Facilities as was the case in previous program years.

The maximum amount of CDBG funds that may be used for Community Revitalization project administration is six percent (6%) of the total award.

Applications will be available online **January 15, 2016**. The deadline for application submission is **March 31, 2016**.

THRESHOLD REQUIREMENTS FOR COMMUNITY REVITALIZATION

All Community Revitalization Projects must meet the following threshold criteria:

1. Each individual project selected must address at least one or more of the Primary National Objectives of the CDBG program:
   A. Provide a direct benefit (fifty-one percent [51%] or more) principally for persons of low income;
   B. Aid in the prevention or elimination of slums or blight; and
   C. Address a particular urgent need posing a serious and immediate threat to the health or welfare of a community.

2. A proper sponsor for Community Revitalization projects is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

3. Applicants can apply for up to $150,000 grant maximum. Applicants may not apply for more than one (1) project activity under this grant.

4. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

5. All cost estimates shall be obtained from professional sources, as applicable, and submitted with the application. These estimates must be certified from professional engineers, architects, construction companies, vendors or appropriate personnel with experience to make such estimates.

6. Cities, towns and counties with previous CDBG funding **must have close-out documents submitted by January 29, 2016.** As part of the close-out documents the Final Inspection Report along with Board/Council approval must also be submitted.

   Close-out Exceptions:

   - Counties may have two (2) open grants and still remain eligible for application submission.
   - Open Economic Development and CIP grants do NOT count against application submission eligibility.

7. Grant request cannot exceed $2,000 per beneficiary for all projects.

8. Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the Guidelines and Application package including, but not limited to: Resolution, income survey results, survey maps, certifications, Section 102 Disclosures, project budget, etc.

9. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR FY 2015 AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. **NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT HAVE THE FY 2015 AUDIT OR AGREED UPON PROCEDURES COMPLETE AND SUBMITTED AT THE TIME OF APPLICATION DEADLINE.**

   If the city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party

10. Applicants must certify that if the proposed project is funded by CDBG dollars it will be properly insured for the life of the asset. Proper insurance for buildings includes property and liability insurance coverage. When the project includes vehicles proper insurance will include liability, comprehensive and collision coverage.

11. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates; ODOC can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC. This will result in a ***FAILED*** threshold application rating.

RATING CRITERIA FOR COMMUNITY REVITALIZATION

Applications which meet threshold requirements will be ranked for funding utilizing the following criterion: (78 total points)

1. ***Project Benefit to Low to Moderate Income Percentage (2 - 30 points)***

LMI%	Points
51-55	1
56-60	2
61-70	4
71-80	6
81-90	8
91-100	10

# of LMI Persons	Points
0-100	1
101-200	2
201-300	4
301-400	6
401-500	8
501-600	10
601-700	12
701-800	14
801-900	16
901-1000	18
Over 1000	20

2. ***Strategic planning Programs (0 – 3 points)***
   Points awarded to CDBG-CIP and other local planning programs as applicable.

3. ***Population Growth Rate (.5 – 10 points)***
   Applicants are **NOT** required to submit their own demographic data for establishing "Demographic Need". The population growth rate is based on the most recent data obtained by the Oklahoma Department of Commerce from the U.S. Census Bureau and is consistent at the same point in time for all applicants.

   Population growth rate points are based on census data and assessed as follows:

Positive Growth Rate %	Points	Negative Growth Rate %	Points
0.0 – 5.9	1	0.0 – (-5.9)	.5
6.0 – 10.9	2	-6.0 – (-10.9)	1
11.0 – 15.9	3	-11.0 – (-15.9)	1.5
16.0 – 20.9	4	-16.0 – (-20.9)	2
21.0 – 25.9	5	-21.0 – (-25.9)	2.5
26.0 – 30.9	6	-26.0 – (-30.9)	3
31.0 – 35.9	7	-31.0 – (-35.9)	3.5
36.0 – 40.9	8	-36.0 – (-40.9)	4
41.0 – 50.9	9	-41.0 – (-50.9)	4.5
Over – 50.9	10	Over – (-50.9)	5

4. ***Leverage (0 – 30 points)***
   Projects will be rated on their ability to integrate the use of funds other than CDBG to carry out the proposed CDBG project. ***Leverage will be valued using full value for cash leverage and half of the in-kind leverage (MAX $100,000 x.5 = $50,000) will be recognized as cash. A maximum of 30 points is available for leverage.*** In an attempt to level the playing field faced by smaller communities, a variable will be applied to the

previously used ratio (total leverage to grant request amount ratio) based on population numbers compiled by the U.S. Census Bureau and the U.S. Department of Housing and Urban Development. Moreover, if the applicant is a county submitting on behalf of an unincorporated area, the maximum variable allowed (2) will automatically be applied.

Applicants with population of 1,500 or less will receive a variable of two (2). Those with a population of 1,501 to 3,500 will receive a variable of one and a half (1.5). Finally, if the applicant has a population of 3,501 and above; the variable applied will be one (1).

The leverage score will be calculated as follows:

Formula:

Cash Leverage	$_____	x	1 =	$_____
In-Kind Leverage	$_____	x	.5 =	$_____
Total Cash Leverage Allowed for Rating				$_____

$$\frac{\text{Total Leverage}}{\text{Grant Request Amount}} \times 30 = \text{Leverage Points}$$

EXAMPLE:

Grant Amount Requested $150,000

Cash Leverage	$50,000	x	1	$50,000
In-Kind Leverage	$50,000	x	.5	$25,000
Total Leverage Allowed For Rating				$75,000

$$\frac{\$75{,}000}{\$150{,}000} \times 30 = 15$$

Example A: ***The applicant has a population of 2,750 people. 15 x 1.5 = 22.5 points awarded.***

Example B: ***The application has a population of 1,200 people. 15 x 2.0 = 30 points awarded.***

5. ***Previous Grant (0 or 5 points)***
If the city, town or county has received a CDBG Award (excluding EDIF or CIP) in the last three (3) program years the applicant will receive zero (0) points. If the applicant has not received a CDBG award in the last three (3) program years, they will receive five (5) points.

CDBG/RURAL ECONOMIC ACTION PLAN (REAP)

The total funding amount for the REAP category is **$1,500,000**. The allocation formula for each Substate Planning District Area (SSPD) is based on low to moderate-income population. ODOC/CD reserves the right to adjust set-aside and category allocations to ensure maximum utilization of funds. Such adjustments shall be the minimum amount necessary to fund projects efficiently. An applicant may submit a project proposal for any eligible activity listed under Section 105 (a) of the Federal Housing and Community Development Act of 1974, as amended. Any funds not applied for in the Substate Planning District Area will be transferred to another set-aside as determined by ODOC/CD. ODOC/CD allows applicants to compete in the CDBG/REAP and any other CDBG program in accordance with each set-aside restrictions.

The maximum amount of CDBG funds that may be used for CDBG REAP project administration is six percent (6%) of the total award.

Applications will be available online **January 15, 2016**. The deadline for application submission is **February 29, 2016**.

The SSPD Areas Estimated **Allocations are listed below:**

1.	ACOG	$145,668	7.	KEDDO	$139,660
2.	ASCOG	$140,861	8.	NODA	$123,737
3.	COEDD	$149,414	9.	OEDA	$112,920
4.	EODD	$150,725	10.	SODA	$136,235
5.	GGEDA	$149,370	11.	SWODA	$122,312
6.	INCOG	$129,098			

THRESHOLD CRITERA FOR CDBG REAP

1. Eligible applicants for the CDBG/REAP Program are units of general local governments (counties and incorporated towns and cities) that are REAP eligible as identified by the Sub-state Planning District and in accordance with 62 O.S. § 2001 et al as amended.

2. CDBG funds must be matched dollar for dollar by REAP. For example, if a project is $80,000 it must be $40,000 CDBG and $40,000 REAP.

3. Requests for funds must address at least one or more of the Primary National Objectives of the CDBG program:
   A. Provide a direct benefit (fifty-one percent [5l%] or more) principally for persons of low income;
   B. Aid in the prevention or elimination of slums or blight; and
   C. Address a particular urgent need posing a serious and immediate threat to the health or welfare of a community.

4. Cities, Towns, and Counties with previous CDBG funding **must have close-out documents submitted by January 29, 2016.**

Close-out Exceptions:

- Counties may have two (2) open grants and still remain eligible for application submission.
- Open Economic Development and CIP grants do NOT count against application submission eligibility.

5. A proper sponsor is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

6. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

7. All cost estimates shall be obtained from professional sources, as applicable, and submitted with the application. These estimates must be certified and from professional engineers, architects, construction companies, vendors, or appropriate personnel with experience to make such estimates.

8. The CDBG grant request cannot exceed $2,000 per beneficiary.

9. Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the Guideline and Application package including, but not limited to: Resolution income survey results; survey maps; certifications; Section 102 Disclosures; project budget; etc.

10. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR FY 2015 AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. **NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT HAVE THE FY 2015 AUDIT OR AGREED UPON PROCEDURES COMPLETE AND SUBMITTED AT THE TIME OF APPLICATION DEADLINE.**

    If the city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party.

11. Applicants must certify that if the proposed project is funded by CDBG dollars it will be properly insured for the life of the asset. Proper insurance for buildings include property and liability insurance coverage. When the project includes vehicles proper insurance will include liability, comprehensive and collision coverage.

12. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates; ODOC can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC. This will result in a ***FAILED*** threshold application rating.

SMALL CITIES

Communities with a 2010 U.S. Census Bureau population estimate of 15,000 to 50,000 that are currently **not** HUD designated entitlement communities are eligible to participate in the FY 2016 Small Cities category. Oklahoma's entitlement cities are Edmond, Enid, Lawton, Midwest City, Moore, Norman, Oklahoma City, Shawnee, and Tulsa as well as the units of local government participating in the CDBG Urban County Designation for Tulsa County which consists of the following:

City of Bixby
City of Broken Arrow
City of Collinsville
City of Glenpool
City of Jenks
City of Owasso
City of Sand Springs
City of Sapulpa
Town of Skiatook
Town of Sperry
Unincorporated Tulsa County

The total amount of funding for the Small Cities category is **$1,370,000.** The allocation formula for each community will be based on a weight of 70% for poverty and 30% for population with a base amount of $50,000. Those communities who are eligible to participate are listed below with their tentative allocations: These figures are estimated until allocation is received from the U.S. Department of Housing and Urban Development (HUD).

These figures are estimated until allocation is received from the U.S. Department of Housing and Urban Development (HUD). Listed below are the eligible communities with their tentative allocations:

	2016 Allocation	
1.	Ada	$74,462
2.	Altus	$68,140
3.	Ardmore	$88,480
4.	Bartlesville	$93,977
5.	Bethany	$70,889
6.	Chickasha	$60,444
7.	Claremore	$63,468
8.	Del City	$82,158
9.	Duncan	$79,135
10.	Durant	$69,789
11.	El Reno	$59,895
12.	McAlester	$70,339
13.	Muskogee	$96,725
14.	Mustang	$60,170
15.	Ponca City	$85,731
16.	Stillwater	$99,473
17.	Tahlequah	$80,509
18.	Yukon	$66,216
		$1,370,000

THRESHOLD REQUIREMENTS FOR SMALL CITIES

Due to the U.S. Department of Housing and Urban Development (HUD) desire for all states to dramatically increase their expenditure rates, the following new expenditure criteria has been established.

To participate in the Small Cities set-aside, the communities with open Small Cities contracts must comply with **First** the following Threshold Requirements.

100% of 2012 Small Cities Award expended
100% of 2013 Small Cities Award expended
50% of 2014 Small Cities Award expended

If the above expenditure requirements have not been met, the community will not be allowed to participate in the FY 2016 Small Cities set-aside. Once the above expenditure criterion has been met, then the community may apply in the Small Cities Set-Aside or choose to compete in the appropriate CDBG set asides.

Second, the following Threshold Requirements must be met:

1. Leverage project at 1:1. Proposed leverage must be ***directly*** related to the proposed CDBG project. For example, local funds being utilized in one section of town would not be considered as leveraging the CDBG funds if the CDBG funds were being utilized in a different section of town.

2. No administration from CDBG, but leverage can include reasonable administration.

3. Cannot apply for any Community Development (CD) set-aside during the FY 2016 program year.

4. The project must achieve a national objective. Most CDBG projects are qualified under the National Objective as benefiting at least 51% of persons who are low to moderate income. This is accomplished by conducting a random sample income survey in the project target area. However, the use of any Census Data to document the percentage of low and moderate income beneficiaries for any CDBG funded activity should receive prior ODOC review and approval.

5. Each community must have an updated Citizen Participation Plan, and conduct one public hearing before the application is submitted. Acceptable documentation of the public hearing consists of the affidavit of publication.

6. Specific projects identified in the application must have cost estimates derived from professional sources. Water and wastewater projects must have certified cost estimates from a professional engineer licensed to work in Oklahoma. For other types of projects professional cost estimates may be derived from architects, engineers, vendors, construction companies, or appropriate personnel to make such estimates.

7. Applications must include a Resolution passed by the current governing body requesting the particular assistance.

8. Grant request cannot exceed $2,000 per beneficiary for all projects.

9. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR FY 2015 AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. **NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES**

NOT HAVE THE FY 2015 AUDIT OR AGREED UPON PROCEDURES COMPLETE AND SUBMITTED AT THE TIME OF APPLICATION DEADLINE.

Applications will be released online **January 15, 2016**. The deadline for application submission is **July 18, 2016**.

ECONOMIC DEVELOPMENT

The objective of the Economic Development (ED) set-aside is the development of communities and counties by expanding economic opportunities, primarily for low and moderate-income persons. The State's activities shall achieve the national objective by funding projects that stimulate the creation of jobs primarily for low and moderate-income persons.

ELIGIBLE APPLICANT

Eligible applicants are units of local government (incorporated towns, cities, and counties) that are **not** participants in the CDBG Entitlement Program. Oklahoma's entitlement cities are Edmond, Enid, Lawton, Midwest City, Moore, Norman, Oklahoma City, Shawnee, and Tulsa as well as the units of local government participating in the CDBG Urban County Designation for Tulsa County which consists of the following:

City of Bixby	City of Jenks	Town of Skiatook
City of Broken Arrow	City of Owasso	Town of Sperry
City of Collinsville	City of Sand Springs	Unincorporated Tulsa County
City of Glenpool	City of Sapulpa	

Applicants seeking funding under other FY 2016 CDBG set-asides may concurrently apply for funding under the Economic Development set-aside.

Economic Development Infrastructure Financing (EDIF) Program

The EDIF program shall be utilized for public infrastructure and other improvements necessary for a business to create new jobs primarily for low and moderate-income persons in Oklahoma. Public improvements eligible to be financed by this program are publicly owned or public easement improvements that will provide basic infrastructure services to a new or expanding business. Such improvements may include, but are not limited to, water, wastewater, transportation improvements, and rehabilitation and new construction of publicly owned industrial buildings.

The State shall review for funding purposes only, individual economic development projects between an eligible applicant and a specific employment generating business.

In order to provide prospective applicants with clear objectives of the Oklahoma Department of Commerce/Community Development (ODOC/CD) EDIF program the following general guidance is provided.

1. New Jobs for low - moderate income persons are the primary purpose of this program;
2. Funding is for publicly owned infrastructure;
3. The infrastructure improvement activity must be directly related to the industry being assisted and have a clear link to the creation of jobs;
4. Funding is not for the benefit of retail, private prisons, or educational institutions;
5. ODOC/CD will examine the business(es) involved and its reasonable potential to create the projected jobs;
6. Start-up businesses will not be considered unless the company has cash capitalization of at least 25% of the company's project costs;

7. EDIF funds may not be used for speculation; a specific business creating new jobs is required;
8. Reasonable cost of administration up to a maximum of $15,000;
9. The charge for professional engineering services will be based upon the USDA-Rural Development fee guidelines.
10. The application packet shall contain all information necessary to apply for funding, and it must be complete to be considered for funding;
11. A company can be the beneficiary of only one CDBG-EDIF project at a time. All projected jobs must be created and the project must be closed out before a company can benefit from another CDBG-EDIF project.

FINANCING OPTION:

Business Expansions or Targeted Industries

- Targeted towards assisting Oklahoma existing companies' expansion efforts and new companies or industries to the state.

- Targeted industry group (i.e. alternative energy, agribusiness, aerospace, defense or other advanced manufacturing),with the new jobs being Quality Job eligible in terms of health insurance (as long as the company has a plan to meet the National Objective of benefit to low and moderate income persons).

- Maximum grant amount is $1,000,000 based upon jobs and leverage.

- 110% of the average county wage for all new jobs. If the project does not meet the 110% ACW, the following three criteria may be considered:
  - Established Company – in business for at least 10 years.
  - County unemployment is higher than the state average.
  - Wages are no lower than the ACW.

PROJECT SELECTION PROCEDURES – EDIF PROJECTS

CDBG-EDIF PROGRAM – THRESHOLD REQUIREMENTS

1. At least 51% of the projected jobs to be created shall be held by, or made available to, persons who qualified as low to moderate-income persons.

2. At least one permanent job shall be created for every $35,000 of CDBG-EDIF funds.

3. All projects shall require one new dollar committed as financial leverage to the project for each CDBG-EDIF dollar requested.

4. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

5. If the city or town receives less than $25,000 in annual revenues from its normal business the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party. Any applications by a County

to act as an accommodation for a city or town that does not have $25,000 in annual revenues from its normal business, will not count against the County's open contract maximum.

6. The proposed use of the CDBG-EDIF funds is "allowable, reasonable, and appropriate."

EVALUATION CRITERION FOR EDIF PROGRAM

General: There are no specific application deadlines. ODOC/CD reserves the right to suspend the taking of applications based upon availability of funding. Projects will be evaluated and a funding decision reached as expeditiously as possible. However, project evaluation will depend on the applicant satisfactorily completing the application and all information requested by ODOC/CD.

Economic development projects may be approved where a community development project is in existence. Funds cannot be used to relocate economic activity from one Oklahoma community to another when CDBG funds are the primary motivation factor. Applicant will be asked to justify request when relocation is an issue. Eligible entities are strongly encouraged to apply only for the minimum financing necessary to make the project a reality. Projects must have other new leverage dollars in place or currently applied for.

Applications meeting the aforementioned requirements shall be evaluated based upon the following criterion. The state will review and underwrite applications to determine if, and to what extent, the criterion is met. Each application will stand on its own, and the strengths or weaknesses of the applicant's claim will be evaluated. A determination will be made by ODOC/CD as to the likelihood or reasonableness of the claims made by the applicant becoming reality. The criteria are prioritized according to relative importance to the State.

In the event that funding levels reach 75 percent (75%) of all CDBG-EDIF funds awarded, the Evaluation Criteria point system will be utilized to determine the CDBG-EDIF request. All projects (currently under review and any new applications received) at this point which meet Eligibility, Threshold, and Completeness review will be funded based on the highest points achieved on the Evaluation Criteria point system until the CDBG-EDIF funds are exhausted. Once funds are exhausted, all applications not funded will be returned to the applicant.

EVALUATION CRITERIA FOR CDBG-ED – BUSINESS EXPANSION

Business Expansions (60 Points Maximum)

Leverage

1:1	0 points
2:1	1 points
3:1	2 points

Each whole number increase is worth one point to a maximum of 10 points.
Leverage does not include in-kind contributions, and ratios are rounded down.

New job benefits:

Does the company provide Quality Job minimum level of health insurance for all full time positions?

Yes	5 points

No 0 points

Average wages of the new jobs compared to average county wage (ACW):

County name: _____

Average County Wage _____

Average wages 110% of ACW 0 points
Average wages _____ of ACW 5 points
Average wages _____ of ACW 10 points
Each 5% increase is worth one point to a maximum of 10 points. Percentages are rounded down.

Job threshold:

- Small community population <5,000 people; greater than 5 jobs 5 points
- Community of 5,000 – 10,000 people; greater than 10 jobs 5 points
- Medium community population 10,000 – 40,000 people: greater than 25 jobs 5 points
- Large community >40,000 people: greater than 50 jobs 5 points

Company information:

Is the company a manufacturing company?
Yes 5 points
No 0 points

How long has the company been in existence in Oklahoma?
2 – 0 years 0 points
5 – 3 years 1 points
8 – 6 years 2 points
12 – 9 years 3 points
15 – 13 years 4 points
18 – 16 years 5 points
Greater than 18 years 10 points

Project location:

Is the project located in an enterprise zone?
Yes 5 points
No 0 points

Regional project:

How many units of local government involvement does the project include?
One unit 0 points
Two units 5 points
Three units 10 points

EVALUATION CRITERIA FOR CDBG-ED – TARGETED INDUSTRIES

Targeted Industries (55) Points Maximum)

Leverage

1:1 0 points

2:1	1 points
3:1	2 points

Each whole number increase is worth one point to a maximum of 10 points.
Leverage does not include in-kind contributions, and ratios are rounded down.

New job benefits:

Does the company provide Quality Job minimum level of health insurance for all full time positions?

Yes	5 points
No	0 points

Average wages of the new jobs compared to average county wage (ACW):

County name: _____
Average County Wage _____

Average wages 110% of ACW	0 points
Average wages _____ of ACW	5 points
Average wages _____ of ACW	10 points

Each 5% increase is worth one point to a maximum of 10 points. Percentages are rounded down.

Job threshold:

- Small community population <5,000 people; greater than 5 jobs — 5 points
- Community of 5,000 – 10,000 people; greater than 10 jobs — 5 points
- Medium community population 10,000 – 40,000 people greater than 25 jobs: — 5 points
- Large community >40,000 people: greater than 50 jobs — 5 points

Company information:

Is the company a manufacturing company?

Yes	5 points
No	0 points

Is the company within an industry targeted by ODOC?

Yes	5 points
No	0 points

Project location:

Is the project located in an enterprise zone?

Yes	5 points
No	0 points

Regional project:

How many units of local government involvement does the project include?

One unit	0 points
Two units	5 points
Three units	10 points

CAPITAL IMPROVEMENT PLANNING (CIP)

Beginning in 1993, the Oklahoma Department of Commerce/Community Development (ODOC/CD) has funded grants to local governments to assist in developing Capital Improvement Plans (CIP).

To guide participating entities through this process, ODOC/CD created GeoCIP®, a standardized method for creating a Geographic Information System (GIS) based, comprehensive mapping and inventory of local government assets. This information is used in annually evaluating asset conditions, identifying infrastructure needs, setting improvement priorities and updating the local government's capital budget. The process also includes the development of a Total Capital Needs Summary/5-year strategic plan that prioritizes needs and identifies potential funding sources.

Local participation and implementation in a GeoCIP® project is essential and necessary to planning for the repair and replacement of publicly owned assets. This involvement is to maximize the impact on local infrastructure. GeoCIP® grantees work with their Substate Planning District/Council of Government (SSPD/COG) to complete a GeoCIP® project.

The total allocation for the FY 2016 CIP Program will be **$400,000**. Applications will be available beginning **January 15, 2016**. The deadline for application submission is **July 1, 2016**. There is no grant maximum for an individual project. Grant amounts will be based on the criteria set forth in the CDBG application packet. Each SSPD/COG should determine their priority list of projects. FY 2016 CIP funds will be available after 60% of the FY 2015 projects have been completed. Each local government must update compliance with meeting the National Objective of benefiting at least 51% of persons who are low to moderate income.

THRESHOLD REQUIREMENTS FOR CIP

1. Application Summary & Certification attesting to the accuracy and completeness of the application. All forms must be complete when submitted.

2. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

3. A proper sponsor of a GeoCIP® project defined as a unit of local government with direct jurisdiction over the majority (60%) of the proposed beneficiaries.

4. Requests for funds must provide a direct benefit (51% or more) principally for persons of low income.

5. Applicants must provide responses to all application form questions and satisfy all documentation requirements delineated in the Guidelines and Application package including, but not limited to, income survey results, survey maps, certifications, Section 102 Disclosures, prior projects audit form, etc.

6. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR FY 2015 AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE.

NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT HAVE THE FY 2015 AUDIT OR AGREED UPON PROCEDURES COMPLETE AND SUBMITTED AT THE TIME OF APPLICATION DEADLINE.

If the city or town receives less than $25,000 in annual revenues from its normal business the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County may apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party.

SPECIAL FUNDING AND ALLOCATION CONSIDERATIONS

New Allocation from HUD
If any additional CDBG monies are allocated to the State, in addition to the regular allocation, by the US Department of Housing and Urban Development, they will be allocated in the same manner as stated in the re-use statement, after the State administration and technical assistance (TA) have been subtracted.

Re-use Statement
The definition of re-use is the funds available from cancellation of projects; from projects completed under budget; from funds designated but not expended; the Community Development loan pool program income or from funds allocated by this Plan in a set-aside but not utilized. As the State cannot predict in advance the source, amount, or timing of available re-use funds, the State reserves the right to determine, based upon need, timing and amount of funds available for re-use, the most appropriate utilization of these funds. This includes but is not limited to other set-asides or federally declared disaster areas.

Based upon the above re-use statement, any funds utilized for any of the set-asides will be utilized in conformance with the guidelines established in this plan for the individual set-aside.

Program Income Statement
Economic Development: All uses of program income must be for CDBG eligible activities, must comply with applicable State and Federal rules and regulations, and must be reported to the Oklahoma Department of Commerce. Local recipients are generally required to spend program income prior to requesting additional grant funds. Program income from FY'87-08 Economic Development projects deposited in the State's revolving fund will be utilized for CDBG eligible activities.

Community Development: All program income from the loan pool will revert to the State. These funds will be utilized following the guidelines established in the re-use plan.

GENERAL DEFINITIONS

Blighted Area
An area in which there are properties, buildings or improvements, whether occupied or vacant, whether residential or nonresidential, which by reason of dilapidation, deterioration, age, or obsolescence; inadequate provision for ventilation, light, air, sanitation or open spaces; population overcrowding, inadequate parcel size; arrested economic development; improper street layout; faulty lot layout in relation to size adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements; diversity of ownership, tax or special assessment delinquency; any one or combination of such conditions which substantially impair or arrest the sound growth of municipalities or constitutes an economic or social liability which endangers life or property, or is conducive to ill health, transmission of disease, mortality, juvenile delinquency or crime, and by reason thereof is detrimental to public health, safety, morals, or welfare.

Benefit to Low and Moderate Income persons
To meet the National Objective of benefit to low and moderate income groups, an activity must benefit households whose income is 80% of the median income for that county or Metropolitan Statistical Area (MSA) where the project is located as established by HUD. An activity

undertaken in an area where 51% of the residents are low and moderate income does not necessarily benefit such persons. Each proposed activity must be analyzed on its own merits. Benefit is determined by the nature of the proposed activity and how it serves the residents of the target area.

Financial Leverage/Project Definition/EDIF
New money contributed for the express purpose of implementing the proposed project. The source of the new money may be cash or other asset resources (and, bank loans, proceeds from the sale of stock or bonds, or loans from other public agencies). Net worth and existing assets are generally not new money leveraged into a project; this form of "old money" cannot be considered as leverage. Commitments in writing are generally required to document financial leverage. A "Project" is the cumulative activities that the CDBG-ED resources are an integral part thereof. Said activities could include, but not be limited to, new construction improvements, machinery and equipment, land, engineering, etc.

Proper Sponsors
A proper sponsor under the Community Development set-aside is defined as the unit of government with direct jurisdiction over the majority (60%) of the proposed project's beneficiaries. In the event that no unit of local government has sixty percent (60%) of the proposed beneficiaries, then the unit of local government with the majority of the proposed beneficiaries must sponsor the application. Request for Waivers to the proper sponsor rule must be accompanied by proof that the rule is counter-productive to the goals of the program.

Program Income
Gross income earned by a grantee from grant-supported activities includes, but is not limited to, sale of real or personal property, service fees, sale of commodities, usage or rental fees, royalties, and loan and interest repayments on economic development projects.

Leverage
Leverage may consist of the following: Cash from other Federal/State grants and loans, local funds, and capital improvement funds earmarked (as a release of funds requirement) in municipal and/or county budget. Fair market value is given to land, building, or materials portion of infrastructure improvements. In-kind contributions are eligible for the leverage requirement if properly valued and documented.

The value of in-kind contributions must be reasonable and verifiable. Additionally, the claiming of leverage must be fair and consistent among all communities who are competing for CDBG project funds. The Department reserves the right to require additional documentation of the extent and value of in-kind contributions and to reject the proposed valuation of the contributions if found to be unreasonable or lack appropriate documentation. In-kind includes value of force account labor, voluntary labor (at $10.00 per hour) and services and supplies provided by another entity. Guidelines for documentation are included in the application manual.

Proposed leverage must be directly related to the proposed CDBG project proposal. Penalties may be accessed for in-kind leverage not materializing.

Same Activity
For Economic Development projects, the State defines Section 104(i), "Same Activity," as the same purpose as the original award.

Slum

Any area where dwellings predominate, which by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light, or sanitary facilities, or any combination of these factors, is detrimental to safety, health and morals.

Target Area
That portion of a town, city or county within which the governing body of such town, city, or county determines that by reason of special need or special condition the area is designated for specific analysis and project development.

Urgent Need
The State defines needs having a particular urgency as declared by the Governor, as those needs that are proposed to be remedied that alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the recipient that are of recent origin or that recently became urgent, that the recipient could not have foreseen, that the recipient is unable to finance the activity on its own, and that other sources of funding are not available. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the certification of the recipient.

GENERAL APPLICATION PROCEDURES

All applications for assistance must be submitted using the appropriate online application forms through the State's online application system formally known as *OKGrants*. Applications must include a resolution passed by the current governing body requesting that particular assistance and must comply with all required certifications. As a part of ODOC/CD's administrative responsibility, the Department guarantees that all applicants under the CDBG program will be protected against any form of unlawful discrimination.

The Oklahoma Department of Commerce will review only one application per entity per set-aside. The restriction of submitting only one application does not apply to economic development or CIP projects. No facsimile or paper applications will be accepted in any set-aside. All specific application procedures are included in the set-aside descriptions in this plan.

Disallowance of Supplemental Funding
Once a unit of local government is awarded CDBG funds for a specific project/activity, that unit of local government will not be allowed to apply for additional/supplemental CDBG funds for that specific project/activity until the project/activity has met all close out requirements.

Audit Requirement: All audits of prior awards from ODOC/CD must be in accordance with ODOC/CD Audit Policies and Procedures Manual. An audit is required if $25,000 or more was received from ODOC/CD. The audit should be completed and the report submitted no later than twelve (12) months after the end of the contractor's fiscal year.

If the audit has not been submitted or the audit is not closed prior to the release of funds, then your contract may be unable to draw funds unless a good cause is shown and approved by ODOC/CD.

The General Rules of Practice and Procedure established by ODOC/CD include a formal appeals process pursuant to the Oklahoma Administrative Procedures Act (OAPA). In addition, ODOC/CD has promulgated CDBG Rules in accordance with OAPA.

All individuals who wish to administer a Community Development Block Grant (CDBG) project for a fee, regardless of the source of the fee, except for full-time employees of

local units of government, will have to be certified by the Oklahoma Department of Commerce/Community Development. This requirement went into effect at the beginning of the 1998 CDBG Fiscal Year on April 1, 1998.

PERFORMANCE MEASUREMENT SYSTEM

The proposed Outcome Performance Measurement System was published in the Federal Register on June 10, 2005 (70 FR 34044). The final outcome performance measurement system includes objectives, outcome measures, and indicators that describe outputs. For a full discussion of the objectives, outcomes and indicators see Oklahoma's Consolidated Plan. The objectives are Creating Suitable Living Environments, Providing Decent Affordable Housing, and Creating Economic Opportunities. The Outcome categories are Accessibility/Availability, Affordability, and Sustainability. There is a standardized list of output indicators that Oklahoma will report on as appropriate for our chosen objectives and outcomes.

The State of Oklahoma's estimated performance measures can be found in the State's Consolidated Plan. These performance measures are listed in tables that provide performance measurement data which span the five-year lifecycle of the State's Consolidated Plan. These measures are categorized as Public Facility and Improvements (which includes Water and Wastewater, Community Revitalization, Small Cities, and CDBG/REAP), Economic Development and Planning set-asides. Within each of these categories "common indicators", new specific HUD designated indicators and ODOC internal indicators are set forth.

Appendix B

Section Contents…

- ESG Action Plan

Emergency Solutions Grant (ESG)

Annual Action Plan

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Proposed Timetable
The Oklahoma Department of Commerce will make available to Units of General Local Government and Non-Profit organizations all Emergency Solutions Grant Program funds within 60 days of the date the State receives its grant award notice from the U.S. Department of Housing and Urban Development (HUD).

Date	Description
March 30, 2016	Application Webinar
April 1 – May 30, 2016	Applications entered into OK Grants
June – July, 2015	Continua score, rank and recommend
August – September, 2016	ODOC verifies eligibility of potential subrecipients
First Week of September, 2016	Approximate Date for Award Notification
October 1, 2016	ESG 2016 Contract Start Date
March 31, 2018	ESG 2016 contract end date. All funds must be expended by this date.
May 31, 2018	ESG 2016 Closeout Documentation and Annual Report Due to ODOC.

FY 2016 Emergency Solutions Grant
Request for Application

Background
The original Homeless Assistance Grants were originally established by the Homeless Housing Act of 1986, in response to the growing issue of homelessness among men, women, and children in the United States. In 1987, the Emergency Shelter Grant Program was incorporated into subtitle B of title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). In May 2009 the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed; establishing the newly reauthorized and updated Emergency Solutions Grant Program. This program is still the first step in a continuum of homeless assistance operated by HUD. Since its inception and incorporation into the McKinney-Vento Act, the ESG Program has helped States and localities provide facilities and services to meet the needs of homeless people.

Purpose
Strategies outlined by the Governor's Interagency Council on Homelessness'(GICH) 10-year Plan adopted by the Oklahoma Department of Commerce/ Community Development (ODOC/CD) continues to advance and energize the state's efforts to identify and combat the issues that result in homelessness. To that end ODOC/CD continues to lead the efforts for the preparation of the Consolidated Plan, devoted to the organization of federal resources to identify, strategize and implement effective ways to relieve the burden of low-income and in many cases homeless individuals and families. The Emergency Solutions Grant (ESG) Program is a component of the state's efforts to alleviate homelessness in Oklahoma. When used in conjunction with other local resources the ESG program provides the foundation for homeless people moving toward and maintaining independence.

Eligible Applicants
Shelter operators interested in making application, must meet one of three options:

1. Private Nonprofits who have a yearly independent audit may directly apply for an ESG grant without sponsorship.

2. Or, Shelters may seek sponsorship from either a unit of general local government or the Community Action Agency (CAA) operating in that jurisdiction.
    a. Emergency Shelters that are owned and/or operated by a unit of general local government or a CAA must submit their request for funding through their owner.
3. Private Nonprofits seeking ESG funding for the **first time** must have a Sponsor. After the first funded program year, the private nonprofit has received a clean audit and a monitoring report with no major findings, the private nonprofit can request permission from ODOC to apply for ESG funding independently with no sponsor.

Sponsorship Responsibilities
The Sponsor, unit of local government or local Community Action Agency, will be the signatory on the contract and the direct recipient of the ESG funds. In turn, there will be a process in which the Sponsor receives documentation, such as invoices, to reimburse the non-profit for the services provided as approved in the written application.

The Sponsor is responsible for the oversight of the financial reporting, Proof of Match and Federal Requirements of the sponsored non-profit.

A unit of general local government or CAA may retain prevention or administrative funds to carry out certain activities. Not all funds used by the unit of general local government or CAA for prevention or administrative activities must be used by the shelter.

A Sponsor/Shelter Agreement must be signed and submitted to ODOC before funds can be released.

ODOC/CD funds only those ESG applicants located in and serving non-formula areas. Potential applicants with a shelter located in the jurisdictions of the City of Tulsa or the City of Oklahoma City must apply through their prospective entitlement communities.

Local Government Project Approval
Distribution of funding to CAA/Nonprofit is permitted only when the unit of general local government, in which the assisted project is to be located, certifies that it approves the proposed project. This certification must be submitted to ODOC with the application. If the CAA/Nonprofit intends to provide homeless assistance in a number of jurisdictions, a certification of approval must be submitted by each of the units of general local government in which the project(s) are to be located.

General Program Requirement Overview
1. These competitive program funds are to be used to provide services to clients who meet the HUD definition of homelessness, including the new expansion of the definitions at risk of homelessness and other federal regulation definitions of homelessness.
2. Grant recipients must be an active participant on their local Continuum of Care
3. Grant recipients must use their local Continuum of Care HMIS database. The only exception is for Domestic Violence Shelters who must have a comparable client tracking database approved by ODOC.
4. Grant recipients must provide 100% match of grant funds to be used for services under the ESG program.

Threshold Requirements for the Emergency Solutions Grant:
All Emergency Solutions Applicants must meet the following threshold criteria:
- Sponsor / Shelter must have an emergency shelter component or partnership to provide emergency shelter services.
- Access to the Shelter or access to beds must be available 24/7
- Sponsor / Shelter must provide evidence of active involvement in Continuum of Care planning and coordination of service efforts.

- Sponsor / Shelter must provide evidence they are collecting service data through their Continuum of Care HMIS database.
- All outstanding monitoring findings or unresolved issues about previous ESG grants must be resolved.
- All required certifications must be received and signed by the appropriate signatory.
- 100% of funds including match must have been expended on current or past ESG contracts.
- Must have Termination of Participation and Grievance Procedures
- Must have a process for participation of Homeless Persons in Policy-Making and Operations
- Must have a Confidentiality Policy
- Must follow all General Record Keeping Requirements; both for financial and client files.

Continuum of Care
The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. ODOC believes that the best approach for alleviating homelessness is through a community-based process that provides a comprehensive response to the diverse needs of homeless persons. Sponsor / Shelter must obtain verification from their Continuum of Care that they are involved in the CoC organization and service delivery process as well as participate in the HMIS data collecting and Point-In-Time Count Survey. The fundamental components of a Continuum of Care system are:

- Outreach and assessment to identify a homeless person's needs.
- Immediate (emergency) shelter as a safe, decent alternative to the streets.
- Transitional housing with appropriate supportive services to help people reach independent living.
- Permanent housing or permanent supportive housing for the disabled homeless.

Continuum of Care Criteria
Each of the six (6) State Program eligible Continuum of Care organizations will be allocated a portion of the State program funds. In order for a Continuum of Care to be allocated funds, the Continuum must comply with the HUD Continuum rule definitions, regulations and timeline pertaining to Continuum structure and planning process.

An eligible Continuum of Care must manage the three primary responsibilities under the CoC Program regulations.

<u>Operate the CoC:</u>
- Establish a Board to act on behalf of the Continuum of Care
- Conduct semi-annual meetings of the full membership
- Issue a public invitation for new members, at least annually
- Adopt and follow a written process to select a board
- Appoint additional committees, subcommittees, or work groups
- Develop and follow a governance charter detailing the responsibilities of all parties
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor the performance of recipients and subrecipients, evaluate outcomes, and take action against poor performers
- Evaluate and report to HUD and ODOC outcomes of ESG and CoC projects as instructed.
- Establish and operate a centralized or coordinated assessment system
- Establish and follow written standards for providing CoC assistance

<u>Designate and Operate a Homeless Management Information System:</u>
- Designate a single HMIS
- Select an eligible applicant to manage the CoC's HMIS
- Monitor recipient and subrecipient participation in the HMIS

- Review and approve privacy, security, and data quality plans

Coordinate CoC Planning:

- Coordinate the implementation of a housing and service system within its geographic area
- Conduct a Point-in-Time count of homeless persons, at least biennially
- Conduct an annual gaps analysis
- Provide information required to complete the Consolidated Plan(s)
- Consult with ESG recipients regarding the allocation of ESG funds and the evaluation of the performance of ESG recipients and subrecipients

Any Continuum of Care entity that does not comply with the responsibilities above will not receive the allocated funds for their region. These funds will be re-distributed to other eligible Continuum of Care organizations through procedure set by ODOC/CD later in this application.

Continuum Care Authority of the ESG Program:

- The CoC Governing Board must create policies/procedures to decide the dollar amount of grants awarded in their CoC region. The overall total amounts awarded must meet at minimum the 60(Shelter)/40(Housing)% spending regulations of the ESG Program.
- The CoC Governing Board must create policies/procedures to add restrictions/requirements to the scoring process for awarding ESG funds. Any restrictions/requirements added to the scoring process must be in line with making improvements to better adhere to the CoC's Action Plan and/or Performance Measures.
- The CoC Governing Board must create policies/procedures regarding how to redistribute funds that are returned to the CoC if funds are made available after initial awards are granted.
- The CoC Governing Board creates policies/procedures regarding how funds will be awarded/distributed throughout each Continua service area to best answer the Federal/State's overall "No Wrong Door" goals.

Distribution of Non-allocated or Dollars not awarded:

In any case where funds are not allocated due to there being no eligible CoC in a region or if dollars are returned due to lack of eligible applicants in a CoC region; the funds will be redistributed to the remaining CoC's for award distribution. Any funds not awarded through a first round allocation will be entered into the ODOC/CD ESG distribution formula and redistributed to the remaining CoC's to award to their eligible applicants until all funds have been awarded.

Continuum of Care Eligibility Documentation:

1. Each CoC Lead Agency must submit the following to ODOC/CD:
    a. Names of members who will be scoring the applications
    b. If applicable, agreement with another lead CoC agency to score each other's CoC applications
    c. The following data to show proof of Lead CoC Eligibility:
        i. Copy of most updated CoC Governance Charter
        ii. Copy of most current Point-in-Time Survey data showing who submitted the response into the HDX (Only if this has not already been submitted).
        iii. Copy of most current Continuum of Care Grant application (Exhibit 1) showing the name of the lead agency or member agency who submitted the application (Only if this has not already been submitted)
        iv. Documentation of any changes that have been made regarding the grant amounts awarded and proof that membership was made aware and agreed to approved changes:

1. Copy of Agenda and Minutes of meeting where changes were discussed and/or approved.
2. Copy of policies/procedures created as a result of above discussion and approval.

FY 2016 Program Design
The 2016 ESG Program is designed to address the following priority areas:

- Identification/prioritization of community needs and assessments.
- Clients' successful movement towards self-sufficiency.
- Development of Continuum of Care Participation.
- Performance Measure Results and Reporting.

Emergency Solutions subrecipients are required to track a minimum of three (3) out of five (5) of the State Performance measures based on their local Continuum and agency goals. The Statewide Performance Measures to be tracked for the purpose of this program are:

1. Number of individuals and families accessing homeless assistance services that enter permanent housing.
2. Number of households accessing homeless assistance program services increase or maintain their income upon exit.
3. Number of households accessing prevention services maintained their permanent housing.
4. Number of households accessing housing services enter permanent housing.
5. Number of unaccompanied youth access homeless assistance services return/enter permanent housing.

Definitions related to the Performance Measures:
Individuals – Persons not accompanied by children or adult partner. Individuals can also mean the number of family members in a household
Households – a single individual or group of persons who either currently live together in one dwelling unit or would live together in one dwelling unit were they able to maintain suitable housing accommodations.
Homeless Assistance Services – Any agency service providing assistance with ESG funds
"Increase or Maintain" – as relates to income, where assistance from the agency allows the client to keep their job during their housing crisis or assistance from the agency helps the client to receive a job or receive income benefits from mainstream services and/or local services.
Maintain – as it relates to Prevention, services provided that allows the client households to stay in their housing for at least 90 days if such follow up is possible.
Housing Services – As it relates to Rapid Re-Housing, services provided through Rapid ReHousing services that assist households who are literally homeless.
Unaccompanied Youth – Youth for the purposes of this program under the age of 25 years of age to qualify under the category for unaccompanied youth defined as homeless under other federal statutes. Youth who are in the official custody of the State, as a ward of the State, do not qualify for Emergency Solutions Grant assistance.

Funds will be distributed to each Rural Continuum of Care.
The State recognizes that use of the established Continuum of Care structure is the best method for determining appropriate entities for the distribution of the New ESG funds. Starting with a base of $140,000, the formula described below will be used to distribute the remainder of the funds; each eligible Continuum will be provided a target allocation of funds for distribution within its service area. Tulsa CoC will receive a base allocation of $60,000 to be awarded to service providers outside of the City of Tulsa entitlement area. Based on the 2016 HUD allocation of $ $1,522,558.00(minus the ODOC admin of $57,096.00) the 2016 Continuum of Care allocations will be as follows:

CoC	Allocation with Base of $140,000 Tulsa with Base of $60,000
CLEVELAND	$163,269
North Central	$200,625
Northeast	$232,309
Northwest	$226,495
Southeast	$320,908
Southwest	$243,789
Tulsa (minus City of Tulsa)	$ 78,067

The formula used for ESG project funding:

a. 10% - 2014 Estimated Total Population
b. 30% - Weighted Median Income Measure
c. 30% - September 2014 Quintile Tiering Based on Unemployment Rate
d. 30% - 2010 - 2014 Housing units experience severe overcrowding (1.5 occupants per room)

According to the set Timetable (page 2), Each Continuum will collect, score and rank submitted applications according to the ODOC provided rating system and return the scores and ranking to ODOC. The recommendations for funding will be assessed for compliance with all ESG and CoC threshold criteria. Applications meeting the threshold criteria will be verified and awards determined.

ODOC will follow a State version of the Continuum of Care grant process. Lead agencies must submit certain basic demographic and capacity data for their Continuum of Care service area.

Documentation will be required to show proof of capacity and prior success in managing of programs that match the eligible activities of ESG.

After ODOC has received the recommendations from each Continuum of Care, ODOC will enter into contractual agreements directly with the approved subrecipient to carry out the financial and programmatic requirements according to law. The contracts will outline the funding source, funding year, amount of funding, terms and conditions.

Each CoC has the authority and responsibility to create their own policies and procedures pertaining to funding amounts and division of funding eligible activities.

Eligible Program Participants

In order to receive financial assistance or services funded by ESG, individuals and families—whether homeless or housed—must at least meet the following minimum criteria:

1) The household must be at or below 30 percent of Area Median Income (AMI). Income limits are available on HUD's web site.
2) The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:
   a. no appropriate subsequent housing options have been identified; AND
   b. the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

Eligible Program Activities
While flexible in terms of the wide range of servings available to homeless sub-populations and preventing persons from becoming homeless, the ESG Program legislation and implementing regulations do limit the types of activities and amounts of funds that can be spent on different activities. Details regarding eligible activities are listed below. Unlike the previous program guidelines; if the activity/service is not listed, then that activity/service cannot be funded through this program.

1.0 Street Outreach Component.

1.1 Eligible costs. Subject to the expenditure limits, ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this grant, the term "unsheltered homeless people" means individuals and families who qualify as homeless under paragraph (1)(i) of the "homeless" definition under § 576.2. The eligible costs and requirements for essential services consist of:

1.2 Engagement. The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

1.3 Case management. The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

1.4 Emergency health services.

(A) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living.

(B) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.

(C) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

1.5 Emergency mental health services.

(A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living.

(B) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.

(C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.

(D) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

1.6 Transportation. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:

(A) The cost of a program participant's travel on public transportation;

(B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;

(C) The cost of purchasing or leasing a vehicle for the subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and

(D) The travel costs of subrecipient staff to accompany or assist program participants to use public transportation.

1.7 Services for special populations. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Minimum period of use. The subrecipient must provide services to homeless individuals and families for at least the period during which ESG funds are provided.

<u>Maintenance of effort.</u>

(1) If the subrecipient is a unit of general purpose local government, its ESG funds cannot be used to replace funds the local government provided for street outreach and emergency shelter services during the immediately preceding 12-month period, unless HUD determines that the unit of general purpose local government is in a severe financial deficit.

2.0 Emergency Shelter Component.

2.1 General. Subject to the expenditure limit in § 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

(A) Essential services. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

(B) Case management. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:

1. Using the centralized or coordinated assessment system as required under § 576.400 (d);
2. Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility;
3. Counseling;
4. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
5. Monitoring and evaluating program participant progress;
6. Providing information and referrals to other providers;
7. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and

8. Developing an individualized housing and service plan, including planning a path to permanent housing stability.

(C) Child care. The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

(D) Education services. When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.

(E) Employment assistance and job training. The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; onthe-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.

(F) Outpatient health services. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

(G) Legal services.

(1) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing.

(2) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.

(3) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.

(4) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.

(5) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

(6) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

(H) Life skills training. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

(I) Mental health services.

(1) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.

(2) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.

(3) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.

(4) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

(J) Substance abuse treatment services.

(1) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.

(2) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.

(3) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

(K) Transportation. Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following:

(1) The cost of a program participant's travel on public transportation;

(2) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;

(3) The cost of purchasing or leasing a vehicle for the subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and (D) The travel costs of subrecipient staff to accompany or assist program participants to use public transportation.

(L) Services for special populations. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

(M) Renovation. Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an

emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

(P) Shelter operations. Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

(Q) Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Eligible costs are the costs of providing URA assistance under § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered "program participants" for the purposes of this part, and relocation payments and other URA assistance are not considered "rental assistance" or "housing relocation and stabilization services" for the purposes of this part.

(1) Prohibition against involuntary family separation. The age, of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.

(R) Minimum period of use.

(1) Renovated buildings. Each building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. The "value of the building" is the reasonable monetary value assigned to the building, such as the value assigned by an independent real estate appraiser. The minimum use period must begin on the date the building is first occupied by a homeless individual or family after the completed renovation. A minimum period of use of 10 years, required for major rehabilitation and conversion, must be enforced by a recorded deed or use restriction.

(i) Major rehabilitation. If the rehabilitation cost of an emergency shelter exceeds 75 percent of the value of the building before rehabilitation, the minimum period of use is 10 years.

(ii) Conversion. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the minimum period of use is 10 years.

(iii) Renovation other than major rehabilitation or conversion. In all other cases where ESG funds are used for renovation, the minimum period of use is 3 years.

(2) Essential services and shelter operations. Where the subrecipient uses ESG funds solely for essential services or shelter operations, the subrecipient must provide services or shelter to homeless individuals and families at least for the period during which the ESG funds are provided. The subrecipient does not need to limit these services or shelter to a particular site or structure, so long as the site or structure serves the same type of persons originally served with the assistance (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or serves homeless persons in the same area where the subrecipient originally provided the services or shelter.

Maintenance of effort. The maintenance of effort requirements under § 576.101(c), which apply to the use of ESG funds for essential services related to street outreach, also apply for the use of such funds for essential services related to emergency shelter.

3.0 Homelessness Prevention.

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in § 576.2 and have an annual income below 30 percent of median

family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short-term and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under § 576.400.

4.0 Rapid re-housing assistance component.
ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the "homeless" definition in § 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short- and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under §576.400.

5.0 Housing relocation and stabilization services.

5.1 Financial assistance costs. Subject to the general conditions under § 576.103 and § 576.104, ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

(A) Rental application fees. ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.

(B) Security deposits. ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.

(C) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.

(D) Utility deposits. ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

(E) Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

(F) Moving costs. ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

5.2 Services costs. Subject to the general restrictions under § 576.103 and § 576.104, ESG funds may be used to pay the costs of providing the following services:

(A) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

(i) Assessment of housing barriers, needs, and preferences;

(ii) Development of an action plan for locating housing;

(iii) Housing search;

(iv) Outreach to and negotiation with owners;
(v) Assistance with submitting rental applications and understanding leases;
(vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
(vii) Assistance with obtaining utilities and making moving arrangements; and
(viii) Tenant counseling.

(B) Housing stability case management. ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:
(i) Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;

(C) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
(D) Counseling;
(E) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
(E) Monitoring and evaluating program participant progress;
(F) Providing information and referrals to other providers;
(G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
(H) Conducting re-evaluations required under § 576.401(b).

(3) Mediation. ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(4) Legal services. ESG funds may pay for legal services, as set forth in § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

(5) Credit repair. ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

5.3 Maximum amounts and periods of assistance. The recipient may set a maximum dollar amount that a program participant may receive for each type of financial assistance under paragraph (a) of this section. The recipient may also set a maximum period for which a program participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any program participant may receive the services under paragraph (b) of this section must not exceed 24 months during any 3-year period. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

5.4 Use with other subsidies. Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

5.5 Short-term and medium-term rental assistance.

(A) **General provisions**. Subject to the general conditions under § 576.103 and § 576.104, the subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

(1) Short-term rental assistance is assistance for up to 3 months of rent.

(2) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.

(3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

(4) Rental assistance may be tenant-based or project-based, as set forth in paragraphs (h) and (i) of this section.

(5) Discretion to set caps and conditions. Subject to the requirements of this section, the recipient may set a maximum amount or percentage of rental assistance that a program participant may receive a maximum number of months that a program participant may receive rental assistance, or a maximum number of times that a program participant may receive rental assistance. The recipient may also require program participants to share in the costs of rent.

(6) Use with other subsidies. Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.

(7) Rent restrictions. (1) Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.

(B) For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

(1) Rental assistance agreement. The subrecipient may make rental assistance payments only to an owner with whom the subrecipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the subrecipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

(2) Late payments. The subrecipient must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The subrecipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

(3) Lease. Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. For program participants living in housing with project-based rental assistance under paragraph (i) of this section, the lease must have an initial term of one year.

(4) Tenant-based rental assistance.

(i) A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.
(ii) The recipient may require that all program participants live within a particular area for the period in which the rental assistance is provided.
(iii) The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:
(a) The program participant moves out of the housing unit for which the program participant has a lease;
(b) The lease terminates and is not renewed; or
(c) The program participant becomes ineligible to receive ESG rental assistance.
(d) Project-based rental assistance. If the subrecipient identifies a permanent housing unit that meets ESG requirements and becomes available before a program participant is identified to lease the unit, the subrecipient may enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent in accordance with the following requirements:
(5) The rental assistance agreement may cover one or more permanent housing units in the same building. Each unit covered by the rental assistance agreement ("assisted unit") may only be occupied by program participants, except as provided under paragraph (i)(4) of this section.
(6) The subrecipient may pay up to 100 percent of the first month's rent, provided that a program participant signs a lease and moves into the unit before the end of the month for which the first month's rent is paid. The rent paid before a program participant moves into the unit must not exceed the rent to be charged under the program participant's lease and must be included when determining that program participant's total rental assistance.
(7) The subrecipient may make monthly rental assistance payments only for each whole or partial month an assisted unit is leased to a program participant. When a program participant moves out of an assisted unit, the subrecipient may pay the next month's rent, i.e., the first month's rent for a new program participant, as provided in paragraph (i)(2) of this section.
(8) The program participant's lease must not condition the term of occupancy to the provision of rental assistance payments. If the program participant is determined ineligible or reaches the maximum number of months over which rental assistance can be provided, the subrecipient must suspend or terminate the rental assistance payments for the unit. If the payments are suspended, the individual or family may remain in the assisted unit as permitted under the lease, and the subrecipient may resume payments if the individual or family again becomes eligible and needs further rental assistance. If the payments are terminated, the rental assistance may be transferred to another available unit in the same building, provided that the other unit meets all ESG requirements.
(9) The rental assistance agreement must have an initial term of one year. When a new program participant moves into an assisted unit, the term of the rental assistance agreement may be extended to cover the initial term of the program participant's lease. If the program participant's lease is renewed, the rental assistance agreement may be renewed or extended, as needed, up to the maximum number of months for which the program participant remains eligible. However, under no circumstances may the subrecipient commit ESG funds to be expended beyond the expenditure deadline in § 576.203 or commit funds for a future ESG grant before the grant is awarded.
(C) Changes in household composition. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

6.0 Data Collection (HMIS) component.
6.1 Eligible costs.
(A) The subrecipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:
(i) Purchasing or leasing computer hardware;

(ii) Purchasing software or software licenses;
(iii) Purchasing or leasing equipment, including telephones, fax machines, and furniture;
(iv) Obtaining technical support;
(v) Leasing office space;
(vi) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
(vii) Paying salaries for operating HMIS, including:
(a) Completing data entry;
(b) Monitoring and reviewing data quality;
(c) Completing data analysis;
(d) Reporting to the HMIS Lead;
(e) Training staff on using the HMIS or comparable database; and
(f) Implementing and complying with HMIS requirements;

(B) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
(C) Paying staff travel costs to conduct intake; and
(D) Paying participation fees charged by the HMIS Lead, if the subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

6.2 If the recipient is the HMIS lead agency, as designated by the Continuum of Care in the most recent fiscal year Continuum of Care Homeless Assistance Grants Competition, it may also use ESG funds to pay the costs of:
(A) Hosting and maintaining HMIS software or data;
(B) Backing up, recovering, or repairing HMIS software or data;
(C) Upgrading, customizing, and enhancing the HMIS;
(D) Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems;
(E) Administering the system;
(F) Reporting to providers, the Continuum of Care, and HUD; and
(G) Conducting training on using the system or a comparable database, including traveling to the training.

6.3 If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.
(A) General restrictions. Activities funded under this section must comply with HUD's standards on participation, data collection, and reporting under a local HMIS.

7.0 Administrative Activities.

7.1 Eligible costs. The recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under § 576.101 through § 576.107, because those costs are eligible as part of those activities. Eligible administrative costs include:
(A) General management, oversight and coordination. Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:
(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments. The recipient may

use only one of these methods for each fiscal year grant. Program administration assignments include the following:

(a) Preparing program budgets and schedules, and amendments to those budgets and schedules;
(b) Developing systems for assuring compliance with program requirements;
(c) Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities;
(d) Monitoring program activities for progress and compliance with program requirements;
(e) Preparing reports and other documents directly related to the program for submission to HUD;
(f) Coordinating the resolution of audit and monitoring findings;
(g) Evaluating program results against stated objectives; and
(h) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (A)(1)(i)(a) through (g) of this section.

(B) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
(C) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.
(D) Training on ESG requirements. Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.
(E) Consolidated plan. Costs of preparing and amending the ESG and homelessness related sections of the consolidated plan in accordance with ESG requirements and 24 CFR part 91.

Policy and Procedures Standards

The changes made to the homelessness assistance programs from the implementation of the HEARTH Act has given all entities involved a chance to review past policies and practices. Homeless Service Providers should take time to reflect on what changes need to be made to help those most in need in their service areas

The subrecipient must establish written standards for providing ESG assistance. These standards must be applied consistently within the subrecipient's program.

Evaluation of individuals and families eligible for assistance under ESG

Policies and procedures must include:

- Process by which the subrecipient must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for assistance.
- Process by which the subrecipient conducts assessment in accordance with the CoC's centralized or coordinated assessment requirements.
- Process by which the subrecipient requires the program participant to meet with a case manager (not less than once per month to assist in ensuring long-term housing stability);
- Process by which the subrecipient develops a plan to assist the program participant to retain permanent housing after assistance ends; taking into account all relevant considerations such as current or expected income and expenses; other public or private assistance available to the program participant and relative affordability of the available housing in the area.
- Process by which the subrecipient re-evaluates the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for those receiving homeless prevention assistance and not less than once a year for those receiving rapid re-housing assistance
- Process by which program participant notifies subrecipient of changes to the program participant's income of other circumstances that affect the need for assistance and how such changes will be re-evaluated.

Coordination of services among Emergency Shelter Providers
Policies and procedures must include:

- Where applicable, coordination of ESG-funded services with other services in the local or regional service area of the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for the area. These programs include:
    - Shelter Plus Care Program
    - Supportive Housing Program
    - Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals
    - HUD-Veterans Affairs Supportive Housing
    - Education for Homeless Children and Youth Grants for State and Local Activities
    - Grants for the Benefit of Homeless Individuals
    - Healthcare for the Homeless
    - Programs for Runaway and Homeless Youth
    - Projects for Assistance in Transition from Homelessness
    - Services in Supportive Housing Grants
    - Emergency Food and Shelter Program
    - Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program
    - Homeless Veterans Reintegration Program
    - Domiciliary Care for Homeless Veterans Program
    - VA Homeless Providers Grant and Per Diem Program
    - Health Care for Homeless Veterans Program
    - Homeless Veterans Dental Program
    - Supportive Services for Veteran Families Program
    - Veteran Justice Outreach Initiative

Coordination with Mainstream resources
Policies and procedures must include:

- Organizations and/or shelters receiving ESG funds must coordinate and integrate wherever possible ESG-funded activities with mainstream housing, health, social services, employment, education and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.
- Such mainstream programs include; but are not limited to:
    - Public housing programs assisted under section 9 of the US Housing Act of 1937
    - Housing programs receiving tenant-based or project-based assistance under section 8 of the US Housing Act of 1937
    - Supportive Housing for Persons with Disabilities
    - Home Investment Partnerships Program
    - Temporary Assistance for Needy Families (TANF)
    - Health Center Program
    - State Children's Health Insurance Program
    - Head Start
    - Mental Health and Substance Abuse Block Grants
    - Services funded under the Workforce Investment Act
    - Medicaid
    - Supplemental Nutrition Assistance Program
    - Women, Infants and Children
    - Federal- State Unemployment Insurance Program
    - Social Security Disability Insurance
    - Child and Adult Care Food Program

- Developmental Screening programs/services for youth
- Sooner Start

Determination and Prioritization of which eligible families and individuals receive homelessness prevention and which ones will receive rapid re-housing services The State requires that subrecipients create and implement written standards regarding how an individual or family is chosen to receive either homelessness prevention or rapid re-housing services. The written standards must be applied consistently within the subrecipient's program.

Determination of the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance
The State requires that subrecipients create and implement written standards regarding what participants have to pay, if anything, over time. The written standards must be applied consistently within the subrecipient's program.

Determination of how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time
The State requires that subrecipients create and implement written standards regarding adjusted amount of participant assistance, if any, over time. The written standards must be applied consistently within the subrecipient's program.

Determination of the type, amount and duration of housing stabilization and/or relocation services to provide a program participant
Policies and procedures must include:

- limits; if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive
- maximum amount of assistance
- maximum number of months the program participant receives assistance
- the maximum number of times the program participants may receive assistance.

Termination of Assistance
Policies and procedures must include:

- Process by which the subrecipient may terminate assistance when a program participant violates program requirements must include:
    - Written notice to the program participant containing a clear statement of the reasons for termination;
    - A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person or other than the person (or a subordinate of that person) who made or approved the termination decision; and
    - Prompt written notice of the final decision to the program participant.

Homeless Participation Requirement
The organization or shelter receiving ESG funds must provide for the participation of not less than one homeless individual or formerly homeless individual on the Board of Directors or other equivalent policy-making entity of the subrecipient; to the extent that the entity considers and makes policies and decisions regarding any facilities, services or other assistance that receive funding under ESG

If the subrecipient is unable to meet the above requirement; it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services or other assistance that receive funding under Emergency Solutions Grant. The plan must be included with the application upon submission.

Habitability Standards

The following are a number of basic standards to ensure that shelter and housing facilities, including qualifying rental assistance residences, funded through the ESG program are safe, sanitary, and adequately maintained.

Habitability Standards for Shelter Component and Housing programs
Organizations providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Following are the habitability standards that grantees must follow:

(a**) State and local requirements**. Each grant recipient under this Notice must ensure that shelter facilities or housing occupied by a family or individual receiving ESG assistance is in compliance with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing or services.

(b) **Habitability standards.** Housing occupied by a family or individual receiving ESG rental assistance must meet the following minimum requirements:

(1) **Structure and materials**. The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.

(2) **Access**. The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.

(3) **Space and security**. Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

(4) **Interior air quality**. Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.

(5) **Water supply**. The water supply must be free from contamination.

(6) **Sanitary facilities**. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.

(7) **Thermal environment**. The housing must have adequate heating and/or cooling facilities in proper operating condition.

(8) **Illumination and electricity**. The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.

(9) **Food preparation and refuse disposal**. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.

(10) **Sanitary condition**. The housing and any equipment must be maintained in sanitary condition.

(11) **Fire safety**.

(i) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

(ii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

Release of Funds
Units of general local government/CAA must submit and receive authority to use grants funds prior to expending grant funds. Funds will not be released until all required documentation has been received. Funds expended prior to the authority to use grant funds will not be reimbursed.

Budget
Each recipient must complete a project budget and budget narrative form. Project budget should list the amount of ESG funds to be expended in each separate category and the project narrative should provide a description detailing the anticipated expenditures by category.

Matching Funds
The FY 2016 ESG Program requires a dollar-for dollar local match. Each Applicant is required to complete certification describing the sources and amounts submitted for match. The amount of match must be tracked and reconciled by month and reflected on the monthly expenditure report submitted to ODOC on the 20th of each month. It is the award recipient's responsibility to ensure that cash match must be spent on ESG eligible activities only. Match funds and expenditures must also be included in the annual audit.

The following are examples of what can be used as match:

- Cash (can only be spent on ESG eligible activities)
- The value or fair rental value of any building used for program purposes (in-kind)
- Donated material (in-kind)
- The value of an owned or donated building (match may be used only one time)
- Salary paid to staff to carry out the program of the recipient (Source of funding for staff salaries must be listed on Matcher Certification form and tracked monthly.
- Volunteer time (@ $5/hour)

Reporting
Emergency Solutions Grant recipients will use HMIS through the applicable Continuum of Care to collect data and report on outputs and outcomes as required by HUD. The required data elements to be collected are included in the revised HMIS Standards Final Rule December 9, 2011: (http://www.hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule.pdf).

According to HUD's final ruling over data collection from Domestic Violence Shelters, the revised "VAWA Protections" include that Domestic Violence Shelters are exempt from having to use any shared database such as the HMIS software to collect client information and services provided. However, data collection relating to non-confidential demographics and services provided is required to be reported by the DV shelter.

Reports due to ODOC using data from approved data collection methods are as follows:

Monthly Progress - Due the 20th of each following month.	For example, the January monthly report would be due no later than February 20th.
Semi-Annual Progress Reports – Report providing unduplicated numbers due 30 days after each semi-annual period; October – March, April – September and October – March (last 6 months of 18 month contract)	Period ending March 30th – Due April 30th Period ending September 30th – Due October 30th Period ending March 30th – Due April 30th
Annual Performance Report – Due 60 days after the end of the contract year for each fiscal year in which ESG funds are expended.	Due May 31st

Payments
ODOC shall disburse funds to the units of general local government/CAA upon receipt and approval by ODOC of the Request for Release of Funds. Once the "Authorization to Spend funds" form has been received by the new subrecipient; an advance may be requested for no more than one month's expenses at a time. Regulations state that request for funds must be made at a minimum on a quarterly basis.

Deadline for Using Grant Amounts
The grant period for the ESG project is 18 months effective from the date of the contract with the Oklahoma Department of Commerce. Extensions to the program (grant) periods are made at the discretion of the State and will only be approved in extreme circumstances.

Obligated
ODOC will send a letter to each rural continuum once agreement has been received by HUD notifying each Lead agency the total dollar amount the CoC will be allowed to award in their service area. Each CoC Governance Board has a certain time period in which they review the submitted applications. Once reviewed and final decisions made, each CoC will submit a letter to ODOC with their recommendations for funding to eligible applicants. Funds cannot be expended until ODOC/CD receives an Environmental Review (if applicable), Sponsor Shelter Agreement or summary (if applicable) and a Request for Release of Funds. Upon receipt of these documents, ODOC will return to the Applicant a signed Authority to Use Grant Funds.

Certifications
Federal requirements will be assured by certifications in the grant application. Federal requirement certifications that must be submitted by applicants are as follows:
Local Government Certification – This form is signed by the local unit of government Chief Elected Official when the unit of government agrees to be the Sponsor for a nonprofit organization. The local unit of government agrees to follow federal regulations as it relates to building standards, assistance to the homeless along with other Department of Housing and Urban Development (HUD) laws and regulations.
Private Non-Profit Certification – This form is signed by the Executive Director of the Community Action Agency when said agency agrees to be the Sponsor for a nonprofit organization or the independent nonprofit itself. The signing entity agrees to follow federal regulations
Certification of Local Government Approval for Nonprofit Organizations – This form is signed by the Chief Elected Official of the city/town in which the Homeless Assistance program activities are being provided. The local government approves of the services being provided in their city/town.
Applicant Assurances – This is signed by the Applicant. The Applicant agrees that Homeless individuals will receive an appropriate level of service and will be given opportunities to participate in policy making decisions regarding shelter and services provided.

Program Certifications – This is signed by the Applicant. The Applicant agrees to comply with having policies relating to the State's Consolidated Plan, Confidentiality, Discharge Planning, Affirmatively Further Fair Housing and HMIS.
Certification of Consistency with Consolidated Plan HUD 2991 – This form is signed by the Certifying Official at ODOC. The Certifying Jurisdiction agrees that the Applicant's program is consistent with the jurisdiction's Consolidated Plan.
J. Drug-Free Workplace Requirements - The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations as applied to ESG.
Lead-Based Paint Requirements - The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through ESG.
Anti-Lobbying Certification – This is signed by the Applicant. The Applicant agrees that no Federally appropriated funds will be used for lobbying activities.
Request for Release of Funds and Certification – This is signed by the Applicant. The Applicant submits any and all forms necessary for Environmental Review compliance or states exemption status for Environmental Review process.
Applicant/Recipient Disclosure/Update Report – This form is signed by the Applicant. The applicant must disclose if they are receiving, or expect to receive, assistance from other HUD Programs that are subject to the disclosure requirements of Subpart C of 24 CFR Part 12.
Continuum of Care Lead Agency Participation letter – This is provided by the Continuum of Care Lead Agency. The letter must include that the shelter is a member of the Continuum of Care, the level of participation in the HMIS or comparable data collection database, level of participation during the Annual Point-in-Time Survey Count and any Continuum of Care committees or related participation.

Audit Requirement
All audits of prior awards from ODOC/CD must be in accordance with ODOC/CD Audit Policies and Procedures Manual. An audit is required if $25,000 or more was received from ODOC/CD. The audit should be completed and the report submitted no later than twelve (12) months after the end of the contractor's fiscal year.

If the audit has not been submitted or the audit is not closed prior to the release of funds, then contractor may be unable to draw funds unless a good cause is shown and approved by ODOC/CD.

Match is a contractual requirement on ESG and must be reported in the audit for both revenue and expenditures. Here are two examples:

1. Note with an asterisk or a number/letter on the financials for both revenues and expenditures. At the bottom of that audit page the explanation would include that this amount includes the match of $____ as required for contract number_____.
2. Add a Note to the financial statements that states the match of $_____ as required in the contract for contract number _____ was met.

Confidentiality
All ESG recipients must develop and implement procedures to ensure:
(1) The confidentiality of records pertaining to any individual provided with assistance; and
(2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Performance
ODOC reserves the right to recapture Emergency Solution Grant funds under the following circumstances:

- Failure to obligate and spend within the time periods as specified:

- Fifty percent (50%) of awarded funds must be spent by the first nine (9) months of the contract; seventy-five percent (75%) must be spent within fifteen (15) months of the contract
- Failure, without approved modification, to implement the project as set forth in the approved ESG grant application.
- Failure to meet the specified performance measures.
- Failure to meet threshold responsibilities during the contract period.

Application Procedures, Submission and Selection Requirements

Continuum of Care Scoring Process:

1. CoC scorers will be given a login to OK Grants and instructions to score their assigned applications online. A Webinar will be scheduled to show people how to use the score sheet in OK Grants. The Scoring criteria will not be released to the CoC leads until after the application deadline.
2. Raters will be given a deadline to score applications.
3. Once the applications have been scored, the CoC Lead agency will submit a letter to ODOC listing the applicants that are being recommended for funds and the dollar amount being awarded equaling the dollar amount allocated to the CoC.
4. ODOC will verify that all recommended applicants are eligible for funding.
5. ODOC will send award letters to subrecipients with final instructions regarding how contracts are initiated in OK Grants.

Submission Requirements

In the occurrence of a unit of general local government or CAA Sponsor applying on behalf of more than one shelter, separate applications must be submitted for each shelter. If an Applicant applies for one funding level (either Shelter/Outreach or Housing) the applicant must still answer all application questions.

Application Workshop

An application webinar has been scheduled for April 1, 2016. Webinar participation is optional. However, only questions of a clarifying nature will be answered after the Webinar has been held. ODOC will not answer any questions regarding the Emergency Solutions program or provide technical assistance during the application process.

Verification and On-site Visits

The Oklahoma Department of Commerce/ Community Development reserves the right to verify information and documentation received as part of the ESG application. An on-site visit may be scheduled by ODOC to conduct an observation of the facility where the proposed ESG project will be carried out. On site observations of shelter facilities will receive no more than 24 hour notice via telephone. A representative from both the shelter and the sponsor must be available during the visit.

Selection for Award

The Application Sections below provide justification and support for your proposed project. In the Narrative Section, please provide as much descriptive information as possible. Projects will be evaluated by a point system scoring each category of the narrative and taking into consideration the overall quality of the application and information collected during on-site reviews. After Reviewers from each Continuum of Care individually score each proposal, the combined scores are averaged. The averaged score reflects the Reviewer's determination of the merit and feasibility of the project. Funds may be awarded, in whole or in part, based on the application's relative score and funding availability determined by the guidelines set by each Continuum of Care Governing Board and policies. **ODOC reserves the right to refuse funding to applications that receive less than 50% of the total points available.** If

funding remains available after all applicants with scores greater than 50% of the total points are awarded, then ODOC may consider applications receiving less than 50% of the total points for a provisional award.

Program Application Guidelines and Submission Requirements
All grant applications must be submitted electronically through the new ODOC OKGrants.gov. Here is the link to the grant site and registration instructions:

https://grants.ok.gov/

In the instance of a unit of general local government or CAA applying on behalf of more than one shelter, separate applications must be submitted for each shelter. Applicants may present multiple funding requests in a single application. When this occurs, answer the application questions associated with the highest level Tier for which funding is requested and list all Tiers the applicant is applying for under the appropriate application questions.. **Only one application per shelter will be accepted.**

HUD Programs Subject to the Disclosure Requirements

Please read before filling out the Applicant/Recipient Disclosure/Update Report

Following is a list of all the HUD Programs that are subject to the disclosure requirements of Subpart C of 24 CFR Part 12. All applicants for Emergency Solutions Grant assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered programs. Applicants must consider HUD funds that are received either directly from HUD or through the State.

It is the total amount of funds received from all the below sources that the applicant uses to answer the second question of Part II of the Disclosure Report.

- Section 312 Rehabilitation Loans under 24 CFR Part 510, except loans for single-family properties.
- Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant Program under 24 CFR Part 511 made to:
- A State grantee under Subpart F;
- A unit of general local government or consortium of units of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD whether or not by formula under Subparts D, F, and G; and
- HUD, for technical assistance under § 511.3.
- (Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities Program under Subpart F.)
- Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
- HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study Program or Historically Black colleges;
- HUD, for a loan guarantee under 24 CFR Part 470, Subpart M;
- HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974;
- HUD, for a grant under the HUD-administered Small Cities Program under CFR Part 570, Subpart F; and
- A State or unit of general local government under 24 CFR Part 570.
- Applications for grant amounts for a specific project or activity under the Emergency Shelter Grant Program under 24 CFR Part 576 made to a State or to a unit of general local government, including a Territory.
- (Excludes formula distributions to States and units of general local government [including Territories]; reallocations to States, units of general local government [including Territories] and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)
- Transitional Housing under 24 CFR Part 577.
- Permanent Housing for Handicapped Homeless Persons under 24 CFR Part 578.
- Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR Part 882, including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
- Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR Part 885.
- Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the

Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).

- Section 8 Housing Assistance Payments - Special Allocations - under 24 CFR Part 886.
- Flexible Subsidy under 24 CFR Part 219 - both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.
- Low-Rent Housing Opportunities under 24 CFR Part 904.
- Indian Housing under 24 CFR Part 905.
- Public Housing Development under 24 CFR Part 941.
- Comprehensive Improvement Assistance under 24 CFR Part 968.
- Resident Management under 24 CFR Part 964, Subpart C.
- Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.
- Nehemiah Grants under 24 CFR Part 280.
- Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
- Congregate Services under the Congregate Housing Services Act of 1978.
- Counseling under Section 106 of the Housing and Urban Development Act of 1968.
- Fair Housing Initiatives under 24 CFR Part 125.
- Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.
- Fair Housing Assistance under 24 CFR Part 111.
- Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.
- Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multi-family and non-residential).
- Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR Part 579.
- Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.
- Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing act.
- Planning and Implementation Grants for HOPE for Homeownership of Multi-family Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing act.
- HOPE for Elderly Independence Demonstration under Section 804 of the Cranston-Gonzalez National Affordable Housing Act.

FY 2016 Emergency Solutions Grant (ESG) Program
Request for Application (RFA) - Definitions

For the purposes of this Request for Application, the following definitions will be used:

Administration: Units of General Local Government and/or Community Action Agencies are allowed 3.75% of the total award for administration of the ESG grant. These funds may be passed on to the shelter.

At risk of homelessness:

(1) An individual or family who:
(A) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
(B) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and
(C) Meets one of the following conditions:
(a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
(b) Is living in the home of another because of economic hardship;
(c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
(d) 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;
(e) 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;
(f) 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
(g) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(2) 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 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health 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

(3) A 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.

Consolidated plan*: A* plan prepared in accordance with 24 CFR part 91. An *approved consolidated* plan means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

Continuum of Care: The group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; 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 that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies

to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Co-Occurring Disorder: Persons who have a diagnosis of mental illness and a diagnosis of substance abuse, HIV/AIDS, or other health condition.

Eligible Applicants: Units of General Local Government and Community Action Agencies (CAAs). Cities of Tulsa and Oklahoma City must apply directly to HUD and are therefore excluded from the receipt of funds administered by ODOC.

Emergency shelter: Emergency Shelter is a facility designed to provide temporary housing for individuals and/or families lacking a fixed, regular, and adequate nighttime residence. Local policy shall determine length of stay in the shelter.

Emergency Shelter services are available to all persons or individuals who meet the definition of homeless. No person or family shall be denied shelter or services if they are a part of the sub-population to be served by the shelter and do not pose a safety risk to themselves or others. Emergency Shelter operators must have a plan in place to assist in the provision of emergency services, including clothing, food, and assistance locating other state and local services and funds. Emergency Shelters shall be available 24 hours a day and seven (7) days per week.

Equipment and Furnishings: Typically large, one-time expenditures essential for the continued operation of the homeless shelter. Office equipment and major furniture replacement or purchase such as beds or cots for an expanding facility, are examples of items to be budgeted under Equipment and Furnishings.

Developmental Disability: As defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002):

1) A severe, chronic disability of an individual that—
    a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
    b. Is manifested before the individual attains age 22;
    c. Is likely to continue indefinitely;
    d. Results in substantial functional limitations in three or more of the following areas of major life activity:
        i. Self-care;
        ii. Receptive and expressive language;
        iii. Learning;
        iv. Mobility;
        v. Self-direction;
    e. Capacity for independent living;
    f. Economic self-sufficiency; and
    g. Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of this definition if the individual, without services and supports, has a high probability of meeting those criteria later in life.

Homeless, homeless individual and homeless person:

1) An individual or family who lacks a fixed, regular, and adequate nighttime residence and is:
    a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human

beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing); or

c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in a shelter or place not meant for human habitation immediately before entering that institution;

2) An individual or family who will imminently lose their primary nighttime residence, provided that:
   a. The primary nighttime residence will be lost within 14 days of the application for homeless assistance;
   b. No subsequent residence has been identified; and
   c. The individual or family lacks the resources or support networks needed to obtain other permanent housing;
3) Unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who do not otherwise qualify as homeless under this definition and:
   a. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 91 days immediately preceding the application for homeless assistance;
   b. Have experienced persistent instability as measured by three moves or more during the 90-day period immediately before applying for homeless assistance; and
   c. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration, and a history of unstable employment; and
4) Any individual or family who:
   a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
   b. Has no other residence; and
   c. Lacks the resources or support networks to obtain other permanent housing.

<u>Homeless individual with a disability:</u>

1) an individual who is homeless and has a disability that:
   a. Is expected to be long-continuing or of indefinite duration;
   b. Substantially impedes the individual's ability to live independently;
   c. Could be improved by the provision of more suitable housing conditions; and
   d. Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;

2) Is a developmental disability, as defined in this section; or

3) Is the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agency for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

<u>Income Eligibility</u>: A homeless individual shall be eligible for assistance under any program provided by the Stewart B. McKinney Homeless Assistance Act, or by the amendments made by this Act, only if the individual complies with the income eligibility requirements otherwise applicable to such program.

Exclusion: For purposes of this Act, the term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State Law.

Families with Children and Youth Defined as Homeless under other Federal Statutes: The term `families with children and youth defined as homeless under other Federal statutes' means any children or youth that are defined as `homeless' under any Federal statute other than this subtitle, but are not defined as homeless under section 103, and shall also include the parent, parents, or guardian of such children or youth under subtitle B of title VII this Act (42 U.S.C. 11431 et seq.).

Homeless Management Information System (HMIS): The information system designated by the Continuum of Care to comply with the HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

HUD: U.S. Department of Housing and Urban Development.

Match Funds: Funds contributed to the project for the expressed purpose of implementing the eligible activities proposed in the application. Eligible match includes cash on deposit, and cash committed from other sources, as documented by bank statements, and funding award letters. Non-cash match shall be documented by timesheets, appraisals, or other sufficient documentation. Match funds must be expended during the time frame of the ESG contract. Match Funds are a contractual requirement in ESG and must be reported in the audit for both revenue and expenditures.

Major Rehabilitation: Rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation. Major rehabilitation undertaken with ESG funds must meet local government safety and sanitation standards under 24 CFR 576.55. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a). The facility must be used as an emergency shelter for a period of not less than ten years after the ESG contract is closed or the applicant may be required to repay grant funds.

Nonprofit Recipient: Any nonprofit organization assisting the homeless to which a Unit of General Local Government or CAA distributes ESG funds.

Obligated: The ESG contractor, as appropriate, has placed orders, awarded contracts, received services, or entered similar transactions that require payment from the grant amount.

Operations: Recurring costs incurred by a recipient operating a homeless shelter with respect to administration, rent, food for feeding the homeless, security, maintenance, utilities, fuels, and insurance for the homeless shelter.

Private nonprofit organization: A private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

Program income: Program income includes any amount of a security or utility deposit returned to the subrecipient under 24 CFR 85.25.

Program participant means an individual or family who is assisted under ESG program.

Program year means the consolidated program year established by the recipient under 24 CFR part 91.

Recipient*: A*ny State, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general purpose local government that is approved by HUD to assume financial responsibility and enters into a grant agreement with HUD to administer assistance under this part.

Rehabilitation: Labor, materials, tools, and other costs of improving the building, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvements through alterations or incidental additions to or enhancement of, existing buildings including improvements to increase the efficient use of energy. Rehabilitation includes the conversion of a building to an emergency shelter where the costs of conversion and any rehabilitation do not exceed 75 percent of the cost of the building before rehabilitation, and includes structural changes necessary to make a facility accessible to persons with physical handicaps. The facility must be used as an emergency shelter for a period of not less than three years after the ESG contract is closed or the applicant may be required to repay grant funds.

Subrecipient*: A* unit of general purpose local government or private nonprofit organization to which a recipient makes available ESG funds.

Transitional Housing: Facility-based or scattered-site temporary housing combined with essential services, with occupancy typically limited to 24 months. The applicant would administer the transitional housing activities and establish eligibility for occupants. Transitional Housing is an eligible activity under the Continuum of Care Grant funds only. Transitional housing also functions to do the following:

- Assist homeless families and individuals overcome the problems/conditions that made them homeless;
- Increase skills and/or income and aid in obtaining and remaining in permanent housing; and
- Provide or coordinate, as required, substance abuse services, mental health services, day care, life skills training, educational services and/or family support.

Transitional Housing, as compared to a general shelter, implies a greater level of responsibility in that residents typically maintain their own home or apartment without 24-hour supervision, while at the same time receiving essential services from the administrators of the facility, or from a contracted service provider. These services function to teach each resident the necessary skills in order for them to move to permanent housing and independent living. Individual rehabilitation plans are also emphasized over a group treatment approach.

Underserved Populations: The term `underserved populations' includes populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Secretary, as appropriate.

Unit of local government: means any city, county, town, township, parish, village, or other general purpose political subdivision of a State.

Value of building: Value of building is defined as the monetary value assigned to a building by an independent real estate appraiser or as otherwise reasonably established. If the value of the building is established other than by an appraisal, ODOC must be advised and provided with written documentation of the method for determining the value.

The value of the building can only be used as match if the building is donated after the ESG contract is entered into with ODOC. If the shelter is purchasing or renting the facility, only the mortgage or lease amount paid with non-ESG funds multiplied by 12 months (the term of the ESG contract) can be used as match.

Please refer to Federal Register, Title 24, Volume 3, revised April 1, 1998 for further clarification and for other related definitions.

Victim Service Provider: The term `victim service provider' means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Victim Services: The term `victim services' means services that assist domestic violence, dating violence, sexual assault, or stalking victims, including services offered by rape crisis centers and domestic violence shelters, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Rating Details and Scoring:

The following Criteria is used for Scoring the Questions Below. The "Look for" to the left of each question is the Optimum of what needs to be seen in order to get full credit.

Scoring Options		
100% Points if:	**Up to 50% Points if:**	**No Points if:**
Without a doubt. The questions are answered clearly and with details. The shelter shows a clear knowledge and understanding of the plans and process they follow.	**Likely.** The questions are answered with general information. No details or specific program data is given. Also, if generic or data that could be found on the Internet is used versus providing local/regional data. The applicant provides a realistic and/or likely (but not proven) description of their understanding of the community needs and the program they propose to remedy mentioned needs.	**Confusing/Not Included:** The community / client needs and the programs proposed to resolve community needs are loosely or not at all defined. It appears that the writers of the grant have little to no idea of what their target clients need. No statistical data is discussed when talking about the needs of the community. Key requests or questions that are not answered or talked "around" should receive no points.

Look for:	**Section I Community Needs (15 Pts)**	**Maximum Possible Points:**
The shelter has a targeted and clearly demonstrated need. The applicant is knowledgeable of the level of need in the community and provides local data to document who is being served and a potential for those who may need to be served in the community. The shelter's services will make a significant impact on the community in alleviating homelessness.	I-1) Describe the need for homeless assistance services in your area o Include where "proof of need" data was collected.	**15**

Look for:	Section II Proposed Use of Funds (50 pts)	Points Possible:
Applicant describes a well defined independent program. Proposed program relates to the identified needs of the target clients. The needs identified in II-1 relate to proposed programs. A description of how the grant will be used corresponds with the budget/budget narrative	II-1. What sub-population(s) does the shelter serve (check all that apply) ___ Children and Youth ___ Chronic Substance Abusers ___ Co-Occurring Disorder (see definition) ___ Expectant Mothers ___ Persons with HIV/Aids ___ Mentally Ill ___ Veterans ___ Victims of Domestic Violence ___ Other (specify)	**1**
It is a program requirement that the shelter/organization providing services be accessible to clients 24/7.	II-2 Describe the shelter's hours of operation and 24/7 availability.	**1**
Length of stay is established by shelter's policies. Federal program maximum is up to 24 months continuous assistance and a lifetime maximum of 36 months.	II-3 What is the maximum length of stay?	**2**
Fee for services is established by shelter's policies.	II-4 Does your shelter charge a fee for services? If yes, provide explanation.	**1**

Each applicant must provide one of two options: 1) In communities where no appropriate emergency shelter is available, written agreements or a voucher system may be implemented to pay for hotel or motel costs for the family or individual, or a written agreement with a partnering organization that does have a shelter facility within reasonable distance of the applicant; or 2) Applicant has an Emergency Shelter facility designed to provide temporary housing for individuals and/or families lacking a fixed, regular, and adequate nighttime residence. Local policy shall determine length of stay in the shelter. Essential services to persons in emergency shelters and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.	II-5 Describe the organization's Emergency Shelter Component?	**5**
Applicant describes a well-defined, independent program from their Shelter services. A Street Outreach program cannot be one where the potential client is coming to any of the Shelter's facilities (example; Soup kitchen or Day Center). Services are provided to eligible participants on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.	II-6. Describe the organization's Street Outreach Services.	**5**

Thorough description of how Rapid Rehousing funds can be accessed and how client's program eligibility is determined as well as indication of what documentation is collected/verified. Applicant may have included a plan relating to short-term and medium term assistance. Depending on the needs of the community and the funding needs of the applicant, the applicant is not required to provide all of the listed activities. The applicant does not need to provide all activities listed to receive full points.	II-7) Describe how clients access requested Rapid Rehousing ; including what documentation is collected/verified regarding the client's program eligibility and how housing is selected.	**10**
Proposed case management services are well described and easily relate to the needs of the clients described in I-1 and target populations under II-1. All key positions are described in relation to program implementation and operation.	II-8) Describe what level of case management clients receive at the Shelter. ➢ Identify the person(s) responsible for carrying out case management activities.	**15**
Applicant describes the steps taken to provide prevention and keep a client in their housing. Looking for data used to justify using prevention in service area. Answer must include some data relating to housing statistics, condition of local housing; affordability of available housing, barriers caused by landlords to rent, etc.	II-9) Describe how clients access prevention funds; including documentation collected. Provide justification as to why prevention funds are needed in proposed service area. Include housing statistics, available affordable housing data, etc.	**5**
	II-10) How will the services proposed address the needs of the households served allowing them to become self sufficient in order to receive and maintain permanent housing?	**5**

Look for:	**Section III Performance Measures (30 Pts)**	**Points Possible:**
Performance measures of the program are clearly identified and applicant has described a clear plan for achieving those goals. Goals are quantitative, realistic and appear well	III_1) List local Program Performance Measures and Outcomes. How will achieving the local performance measures help achieve the State Performance Measures?	**20**

thought out in relation to the services identified in the application narrative. For III-2; the applicant is not required to set an estimate for services they do not provide. For example, if an applicant does not provide prevention services, then they do not have to estimate how many clients for which they are going to provide prevention services. It is acceptable that the applicant has local performance measures or goals that are different than the State performance measures. In this case, the applicant can explain how accomplishing their local goals or performance measures will overall help achieve the State Performance measures. Examples of items that could be mentioned for questions 1 & 3. * Description of process used to determine program accomplishments and client progress/accomplishment is well defined. * The percentage of clients exiting to the next step in the Continuum is being measured and the process for how this is determined is well described and understandable. *The performance measures as they are listed on the HMIS APR report	III-2) List the number of clients to be served under each performance measure tracked for the proposed services.	**7**
	III-3) How will the data be collected?	**3**
Look for:	**Section IV Community and Local Government Commitment (5 Pts)**	**Points Possible:**

Documentation corresponds with totals listed on Match / Additional Funds Form in OK Grants Letters relating to match must be on the letterhead of the organization's providing the match and uploaded within the Application. For IV-2: These points need to go to the organizations that go beyond matching their program with other federal or State grant dollars. For IV-2: The points should be awarded to the organizations that can prove their community is involved and have obtained multiple resources to provide for the needs of their clients. Do not take away points if source documentation is not provided. **Note: Match must be available during 2016 program year**	IV-1) Describe source(s) of match designated by the agency for use with the 2016 grant period. Eligible forms of match include but are not limited to: • The value of the time and services contributed by volunteers to carry out the program at a rate of $5.00 per hour. • The value of volunteers providing professional services such as medical or legal services valued at the reasonable and customary rate in the community. • The value of any donated goods, material or building. The value of any building lease using a method to reasonably calculate fair market value. • The value of salary paid to staff to carry out the ESG Program. • Cash awards from foundations, organizations, private individuals, and other government sources.	**Match Required**
	IV-2) Describe how community and local government support (in-kind or cash contributions) is received and how these contributions benefit the proposed program.	**Community Support & Volunteers 5 points**
Looking for:	**Section V Continuum of Care Requirements (50 Pts)**	**Points Possible:**
The applicant should provide a description of how their services fit in with the performance measures, action plan and/or mission of their local Continuum.	V-1) Explain how services proposed fit into the local CoC's Action Plan to end homelessness? ➢Provide CoC Agreement for HMIS Data Entry • If exempt from using HMIS, describe how method for collecting data is comparable to HMIS.	**20**

Mainstream services and the process by which shelter clients are connected to those services is thoroughly described and appears feasible. **Mainstream services include SSI/SSDI, TANF, Food Stamps, services through DHS, OJA, etc.; services that are mainly provided through Federal or State funding.** The Shelter can also mention how they work with local law enforcement, hospitals and mental health facilities regarding discharge planning	V-2) Describe the mainstream services available in your area and the process for connecting shelter clients to these services.	**10**
The applicant should include names of specific organizations they partner and describe how services are delegated to prevent duplication. This is where local partners can be mentioned. This is also the section where the applicant mentions local partners; such as local churches, Rotary, AMBUCS, Lion's Club, local clinics and mental health facilities that provide services and partnerships to provide better services to clients.	V-3) What agencies in your area do you collaborate with to provide better care for your clients and to prevent duplication of services?	**10**
The organization must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG)…	V-4) Describe how homeless and/or formerly homeless persons participate in the operations, planning, development, and/or policy making at your shelter.	**10**

Appendix C

Section Contents…

- HOME Action Plan

Home Investment Partnerships Program (HOME) Program
Annual Action Plan
Program Year 2016

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HOME Program: One-Year Action Plan

Introduction: The State of Oklahoma's 2016 allocation of HOME funds for Program Year 2016 has not been established yet. It is estimated that it will be slightly less than the $5,333,116 allocated for the 2015 Program Year. The range of activities planned for 2016 is similar to that of Program Year 2015, but some changes have been made.

Title 24 Code of Federal Regulations, Part 92, governs this program. Those regulations are incorporated by reference in this Action Plan. In some cases, the Oklahoma Housing Finance Agency (OHFA) has adopted more restrictive requirements than are included in Title 24 CFR Part 92. The primary goal of the OHFA HOME Program is to retain and increase the supply of decent, safe, and sanitary affordable housing. OHFA furthers this goal by using the HOME Program financial resources as a catalyst in the development and strengthening of public partnerships with local governments, nonprofit organizations, private sector development entities, financial institutions, and debt and equity capital outlets.

Participating Jurisdiction Service Area

Applications for HOME funds will be accepted from all parts of the State of Oklahoma with the exception of the HUD designated HOME Program Metropolitan Participating Jurisdictions of Oklahoma City, Tulsa, Lawton, and Norman. These communities receive a direct annual allocation of HOME funds from HUD.

An exception will be made for applications for Tenant-Based Rental Assistance (TBRA) only. TBRA funds may be utilized anywhere within the State of Oklahoma, including within the city limits of Oklahoma City, Tulsa, Lawton and Norman.

Applications for HOME funds will also be accepted from within the Tulsa HOME Consortium, provided the proposed activities will not be undertaken within the city limits of the City of Tulsa. Consortium areas, for purposes of OHFA's HOME Program, are considered rural.

1. HOME Eligible Entities

OHFA encourages partnerships that promote the goals of the HOME program. OHFA plans to partner with the following entities. Only these entities are eligible to receive HOME funds from OHFA.

State Recipients: Units of general local government, including cities, towns, counties and Indian tribes.

CHDOs: A Community Housing Development Organization (CHDO) is a private, nonprofit organization that meets a series of qualifications prescribed in the HOME regulations. OHFA must use a minimum of 15 percent of its annual allocation for housing owned, developed or sponsored by CHDOs. OHFA will evaluate organizations' qualifications and designate them as CHDOs. CHDOs also may be involved in the program as sub-recipients, but the use of HOME funds in this capacity is not counted toward the 15 percent minimum requirement.

Sub-recipients: A sub-recipient is a public agency or nonprofit organization selected by OHFA to administer all or a portion of the HOME Program. It may or may not also qualify as a CHDO. **Sub-recipients run programs, not projects**.

Nonprofit Developers: Private, nonprofit housing development organizations that do not meet the qualifications to be a CHDO, or that have not applied to be a CHDO with OHFA. **Nonprofit developers may also be CHDOs applying for non-CHDO funds.** Nonprofit developers may undertake individual projects that comply with the HOME Program requirements, and may do so out of any set-aside for which they are eligible.

Private, for-profit Developers: Private, for-profit developers are eligible to apply for HOME funds only for projects developed in conjunction with Affordable Housing Tax Credits. **They are ineligible to apply for HOME funds for any of the other HOME-eligible activities.**

2. HOME Funding Activities

Homeowner Rehabilitation
OHFA does not intend to use any of its 2016 HOME Program allocation for Homeowner Rehabilitation activities.

Homeownership
HOME funds may be used by eligible applicants to assist individuals or families for homebuyer assistance, acquisition, acquisition and rehabilitation, new construction and lease-purchase of affordable housing for homeownership. **Homebuyer education classes are required for homeownership activities.**

Rental Housing
HOME funds may be used by eligible applicants for acquisition, rehabilitation, acquisition and rehabilitation, or new construction of affordable rental housing.

Tenant-Based Rental Assistance (TBRA)
HOME funds may be used by eligible applicants to help individual households afford housing costs such as rent and utility costs.

CHDO Project Pre-development Loans
HOME funds may be used by eligible CHDOs for project-specific pre-development assistance intended to assure funds for up-front, eligible project expenditures.

CHDO Operating Assistance
HOME funds may be used by eligible CHDOs for general operating assistance. **CHDO Operating Assistance funds will be awarded at the same time a CHDO receives an award of HOME funds for a CHDO activity**. **CHDO Operating Assistance funds will only be awarded to CHDOs that are currently receiving HOME funds for a CHDO activity.**

3. HOME Program Funds Allocation

OHFA will use the funds allocated for Program Year 2016 in accordance with the percentages listed below. The percentages identified below will be used to calculate the final dollar amounts.

Administrative Funds
Ten percent (10%), of the annual allocation will be used for administration. These funds will be used by OHFA to support its overall program delivery and monitoring.

CHDO Operating
No more than five percent (5%), of the State PJ's annual allocation will be available for CHDO operating assistance. **For the 2016 Program Year, the amount for which any eligible CHDO may apply will be limited to a maximum of $50,000. In addition, CHDO Operating Assistance will be limited to ten percent (10%) of the HOME funds awarded for CHDO activities.** Therefore, total CHDO Operating Assistance awarded to any one CHDO during Program Year 2016 will be limited to the lesser of $50,000 or ten percent (10%) of the HOME funds awarded to a CHDO for all CHDO activities.

CHDO Set-Aside
Twenty-five percent (25%) of the annual allocation shall be reserved for CHDOs applying for CHDO activities. Only CHDO-eligible activities as defined in the HOME Final Rule, 24 CFR Part 92, will be funded from this set-aside.

Other Rental/Homeownership
Fifty percent (50%) of the annual allocation shall be used for other Rental or Homeownership activities. This set-aside will be open to eligible non-CHDO Applicants. It will also be available to CHDOs applying for non-CHDO activities, and to CHDOs applying for CHDO activities once the CHDO Set-Aside funds have been exhausted, but not sooner.

General Information on Funds Allocation:
All amounts set forth in this Action Plan may be changed at the discretion of OHFA, except where mandated by HOME Program rules. Such decisions shall be based upon demand, need, efficient resource use, and other Program-relevant considerations. Funding awards are subject to the availability of HOME funds and the timing needs of individual Projects.

Program Income
Awardees are required to clearly identify whether or not the proposed activity will result in Program Income. **All Program Income must be returned to OHFA**. OHFA no longer permits awardees to retain Program Income. **Exceptions may be made for Awardees that are currently reusing Program Income derived from Written Agreements already completed and closed out**. Such exceptions must be specifically approved by OHFA and HUD, and may be rescinded at any time should OHFA Monitoring Staff determine that the Program Income is not being used in accordance with HOME Program and OHFA rules and regulations.

Recaptured Funds
If OHFA recaptures any HOME funds, they will be allocated by OHFA to eligible activities. In the event a significant amount of funding becomes available, a public announcement of the availability of funds may be made.

4. Administrative funds

OHFA will use all of the administrative funds for its costs of administering the HOME Program for the State of Oklahoma. OHFA will not accept Applications for administrative funds.

5. Mode of HOME investment

OHFA shall award HOME funds in the form of equity grants. The only exceptions are as follows:

- CHDO Pre-Development Loans
- For non-profit developers or for-profit developers receiving an award of funds for an activity in conjunction with Affordable Housing Tax Credits, OHFA will loan the funds to the ownership entity. Principal and interest payments may be required during the term of the loan. The loan will be for a minimum term that is at least as long as the period of affordability, and in some cases for a longer term. More specific terms will be set forth in the 2016 HOME Program Application Packet.

6. HOME Written Agreement Award Instrument

Written Agreements will be used to contract with funded Applicants in order to implement proposed HOME activities and govern project execution. **All Written Agreements will provide for protection of the Period of Affordability throughout its entire term.**

At OHFA's discretion, a pre-agreement meeting between OHFA, the HOME Awardee, and any Project partners may be required prior to execution of Written Agreements.

For all Homebuyer activities, OHFA will require that funded Applicants execute Written Agreements with the ultimate beneficiaries of the HOME funds, setting forth the restrictions and requirements of the HOME Program. The Written Agreements must contain, at a minimum, the following requirements:

- The housing must conform to the requirements of 24 CFR 92.254(a).
- The housing must be modest; its value must not exceed 95% of the median price of comparable housing. It must also not include any luxury improvements as defined by HUD and/or OHFA.
- The home must be the principal place of residence of the homebuyer.
- Recapture or Resale provisions must be set forth in detail, and written in such a way that the homebuyer can understand them.
- The agreement should set forth the amount of HOME assistance provided, the form of such assistance, and the deadline for acquiring the housing unit with the HOME funds, if applicable.

- The agreement should be drafted in such a manner as to ensure compliance with all HOME Program requirements, and ensure that the homebuyer fully understands such requirements.

Activity and design modifications to funded projects are strongly discouraged. **Activity and design modifications cannot be made to funded Projects without the prior written approval of OHFA.**

Extensions of Written Agreement periods may, at OHFA's discretion, be permitted for any HOME Awardee that can demonstrate that the Project is proceeding in a manner such that completion of the Project is certain in the time identified. **However, Written Agreements cannot be extended beyond the Project completion deadlines set forth in the Final Rule.**

Funded Applications are subsequently made a part of all Written Agreements between OHFA and the HOME Awardee. Unapproved variations to funded Project designs are considered violations of contractual agreements and may result in disallowed costs, the repayment of HOME funds, or possible suspension from future Program participation.

Projects selected for funding in conjunction with Applications for Affordable Housing Tax Credits may receive a contingent HOME commitment, since they may be considered prior to a reservation of Tax Credits. Contingent commitments will be withdrawn should an Applicant be unable to obtain a reservation of Tax Credits within the time period specified by OHFA.

Projects selected for funding that involve the acquisition and rehabilitation of existing housing, and the specific address or addresses of the housing unit(s) cannot be identified at the time of application, will also receive a contingent HOME commitment. **The HOME Program Final Rule states that no Written Agreement can be executed without a specific address or legal description**. Therefore, for these projects, the Written Agreement will be executed once the legal description, address or addresses have been determined.

No other contingent HOME commitments are permitted. Contingent HOME commitments will not be made for any other eligible activities or in conjunction with any other type of funding source. All other funding sources must already be committed to the Project.

Contingent commitment amounts are good faith estimates by OHFA and may be adjusted based on the actual award of Tax Credits, or the work write-ups and cost estimates of acquisition/rehabilitation Projects. OHFA may reduce the amount of the contingent award, but **under no circumstances will OHFA increase the amount of a contingent award.**

OHFA will limit to five (5) the number of open HOME Written Agreements that any one entity may have at any given time. This includes Written Agreements for which said entity is either the Awardee or the Administrator. OHFA defines an open HOME Written Agreement as one that has not been 100% expended and all close-out documents submitted to OHFA. **This limit will not include CHDO Operating Assistance Written Agreements.**

A large number of open Written Agreements represents a possible capacity issue, especially should key staff leave before the Written Agreements are completed and closed out. Capacity is of great concern to OHFA, since OHFA must certify in the Integrated Disbursement and Information System (IDIS) that an Awardee has the capacity to undertake the Project or activity for which an award has been made. Further, the five (5) Written Agreement limit prevents any one entity from monopolizing the very limited HOME funds available**.**

7. HOME Written Agreement Performance

OHFA regularly assesses the performance of its HOME partners. Based on the performance pursuant to the requirements contained in its Written Agreements and the Program regulations, OHFA may withdraw funding due to non-performance, poor performance, and/or untimely performance. In addition, OHFA may, at its discretion and within its regulatory authority pursuant to 24 CFR Part 92.2, reassign untimely Written Agreement funding in order to affect timely expenditure, performance, and Project completion.

Satisfactory performance in regard to HOME Written Agreements is a threshold requirement for all Applications for new awards of HOME funds. The 2016 HOME Application will set forth specific performance standards. Failure to meet these performance standards will be grounds for denial of any new Application for HOME funds. **Some information on how Written Agreement performance will be measured can be found in Section 22 of this Action Plan, "Written Agreement Performance Measurement".**

8. Compliance Monitoring

These compliance monitoring procedures apply to all buildings placed in service in Oklahoma, which have received allocations of HOME funds determined under the HOME Regulations. The compliance monitoring procedures and requirements are as follows:

A. OHFA will verify that the Awardee of a low-income housing Project is maintaining records for each qualified low-income unit in the Project. These records must show, for each year in the compliance period, the information required by the record-keeping provisions contained in the HOME Regulations, incorporated herein by reference.
B. OHFA will verify that the records documenting compliance with the HOME Regulations for each year as described in Paragraph A above are retained for the entire affordability period.
C. **OHFA will conduct construction inspections** in order to ensure that HOME funds are not being drawn down for work that has not been completed, work that has not been done according to the specifications of the Written Agreement, or costs that are ineligible for HOME funding.
D. OHFA will inspect one hundred percent (100%) of the HOME Written Agreements as prescribed by HUD regulations and will inspect the low-income certification, the documentation the Awardee has received to support that certification, the rent records for Rental Projects, and the home valuation limits for Homebuyer Projects.
E. For Rental Projects, OHFA will perform on-site inspections at the time of property completion and, at a minimum, every three years thereafter, in order to determine compliance with construction standards and physical condition standards. **All HOME-assisted Rental housing must meet the Uniform Physical Condition Standards, or UPCS**. HOME Compliance monitors will not conduct a REAC inspection, but will monitor for any violations. OHFA may perform more frequent on-site inspections based upon a risk assessment of all projects.
F. The Awardee must allow OHFA to perform an on-site inspection of any low-income unit and/or building in the Project through the end of the Period of Affordability. This inspection may be separate or in conjunction with any review of tenant files, and will include habitability requirements.

G. During programmatic monitoring activities, OHFA shall review Program Awardees' affirmative marketing, minority outreach, and fair housing activities to ascertain compliance with standards established by HUD's Fair Housing Office.
H. OHFA will promptly notify the Awardee in writing if OHFA is not permitted to inspect and review as described in Paragraphs C, D, E, F and G, or otherwise discovers that the Project does not comply with the HOME Regulations. In such event, the Awardee will be allowed a correction period to supply missing documentation or to correct noncompliance.
I. OHFA will notify HUD of an Awardee's noncompliance or failure to certify no later than forty-five 45 days after the end of the time allowed for correction and no earlier than the end of the correction period.
J. Compliance with requirements of the HOME Regulations is the responsibility of the Awardee and the owner of the building for which HOME funds are loaned or granted. OHFA's obligation to monitor for compliance with the requirements of the HOME Regulations does not make OHFA or the State of Oklahoma liable to any owner or to any shareholder, officer, director, partner, member or manager of any owner or of any entity comprising any owner for an owner's non-compliance therewith.
K. The Final Rule for the HOME Program permits Participating Jurisdictions to charge compliance monitoring fees for all projects funded after August 23, 2013. OHFA intends to charge a small monitoring fee for some properties at some point in the future. Any fee increase must be incorporated into OHFA's HOME Program Rules, Title 330, Chapter 55, before they can be implemented. **No compliance monitoring fees will be charged in Program Year 2016.**

9. Affirmative Marketing, Minority Outreach, and Fair Housing

All Applicants for HOME Program funds for Rental and Homebuyer projects containing five (5) or more units must adopt affirmative marketing procedures and follow all affirmative marketing requirements for all HOME-assisted housing. Affirmative marketing requirements and procedures must include:

- methods for informing the public, owners and potential tenants about fair housing laws and the policies of the local program;
- a description of what owners and/or the program administrator will do to affirmatively market housing assisted with HOME Program funds;
- a description of what owners and/or the program administrator will do to inform persons not likely to apply for housing without special outreach;
- maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and
- a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

In order to achieve compliance with the Affirmative Marketing, Minority Outreach, and Fair Housing requirements at 24 CFR Parts 92.350 and 92.351, Written Agreements shall be executed between OHFA and all Program Awardees. Written Agreements shall prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap, or familial status in connection with any activities funded with HOME Investment Partnerships Program assistance.

Implementation manuals shall be provided to Awardees and shall contain information regarding Affirmative Marketing, Minority Outreach, and Fair Housing Standards and Procedures. At a minimum, Written Agreements shall require all contractors and subcontractors to comply with equal opportunity requirements, procurement efforts to solicit the use of minority and women's' business enterprises, undertake activities to further fair housing, and, where five (5) or more units are HOME- assisted, implement Affirmative Marketing procedures.

Affirmative Marketing is now required for all HOME Program activities, including Down-Payment Assistance and Tenant-Based Rental Assistance.

Section 281 of the National Affordable Housing Act (the "Act") requires the State to prescribe procedures acceptable to the Secretary of HUD to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and legal firms, in all Written Agreements, entered into by the Participating Jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the Participating Jurisdiction to provide affordable housing authorized under the Act or any other federal housing law applicable to such jurisdiction.

Minority Business Enterprises/Women Business Enterprises

Applicants will be required to solicit and encourage the participation of Minority Business Enterprises/Women Business Enterprises (M/WBEs) in connection with their Project. **Applicants must affirm and certify to the same in their Applications or they will not be eligible to receive an award of HOME funds.**

Recommended Methods for the Encouragement of M/WBEs:

The following methods are recommended for Applicants who wish to encourage the participation of M/WBEs on HOME-assisted contracts:

(i) Actively and affirmatively solicit bids for contracts and subcontracts from qualified M/WBEs, including solicitations to minority and women contractor associations;

(ii) Ensure that plan specifications, request for proposals and other documents used to secure proposals for the performance of work or supply of materials will be made available in sufficient time for review by prospective M/WBEs;

(iii) Divide, where economically and technically feasible, the work into smaller portions to enhance participation by M/WBEs;

(iv) Encourage, where economically and technically feasible, the formation of joint ventures, partnerships or other arrangements among contractors to enhance participation by M/WBEs;

(v) Consult with and use the services of governmental agencies, their consultants and contractor associations to further the participation of M/WBEs;

(vi) Ensure that progress payments to M/WBEs are made on a timely basis and with such frequency that undue financial hardship is avoided and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation;

(vii) Make written solicitations in a timely fashion of M/WBEs listed in the Minority and Women-Owned Business Directory; and

(viii) Make timely responses to any advertisements and solicitations provided by M/WBEs.

Reporting

All applicants must submit M/WBE Utilization reports, which will include, but are not limited to the following:

(i) The name, address and telephone number of each M/WBE the Applicant intends to use;
(ii) A brief description of the contract scope of work to be performed for the Applicant by each M/WBE and the scheduled dates for performance;
(iii) A statement of whether the Applicant has a written agreement with each M/WBE, and if requested, copies of the agreements the applicant is using or intends to use;
(iv) The actual total cost of the contract, the work performed and the materials provided, scope of work to be performed by each M/WBE for each contract;
(v) The actual amounts of any payments made by the Applicant to each M/WBE as of the date the compliance report was submitted; and
(vi) The percentage of total contractors, subcontractors, vendors and suppliers utilized for the project and the total prices for each.

10. Language Access

Recipients of federal financial assistance, including HOME funds, are required to provide meaningful access to their programs and services for persons with limited English proficiency (LEP). The U.S. Supreme Court has held that failing to take reasonable steps to ensure meaningful access for LEP persons is a form of national origin discrimination prohibited by Title VI of the Civil Rights Act of 1964.
The requirement to provide language assistance to LEP individuals applies to all recipients of federal financial assistance, including HOME funds, regardless of conflicting state or local laws. When meaningful access requires interpretation, interpreters should be provided at no cost to the persons involved. Budgeting adequate funds to ensure language access is essential. While costs are a consideration in determining what language assistance is reasonably required, fiscal pressures do not provide an exemption from civil rights requirements.

Recipients of HOME funds should develop, and periodically update, a written LEP plan that describes their language assistance services and explains how staff and LEP persons can access those services. Recipients who are not fully compliant with the LEP guidance issued by the federal government should be making steady progress toward becoming fully compliant. Guidance regarding LEP compliance can be accessed on the HUD website at www.hud.gov.

11. HOME Subsidy limits and minimums

Minimum HOME Investment: The minimum amount of HOME funds that must be invested in a project is $1,000 multiplied by the number of HOME- assisted units in a project. **The minimum only relates to the HOME funds, and not to any other funds that might be used for Project costs.** The minimum HOME investment does not apply to Tenant-based Rental Assistance.

Special Minimum Investment for HOME awards in conjunction with Affordable Housing Tax Credits (AHTCs): The minimum amount of HOME funds that must be invested in a project that is utilizing HOME funds in conjunction with AHTCs is $200,000.

Maximum HOME investment: There are three limiting factors that must be taken into account when determining the maximum HOME investment:

1. An award of HOME funds cannot exceed the HOME Program Maximum per Unit Subsidy Limits as established by HUD. The limits are based on the Section 234 Mortgage Limits and are determined by number of bedrooms.

2. The maximum HOME investment is limited to the minimum amount required to cover the project's financial gap, as determined by subsidy layering analysis.
3. The maximum HOME investment is limited to the pro-rata share of HOME-eligible project costs, as determined by multiplying the total HOME-eligible project costs multiplied by the percentage of HOME units to total units or the percentage of HOME unit square footage to total unit square footage (whichever percentage is less).

The maximum HOME investment, therefore, is limited to the LOWEST of the pro-rata share of eligible costs, the HOME Program Maximum per Unit Subsidy Limit, or the financial gap as determined by a subsidy layering analysis.

The maximum for HOME Down-payment Assistance is $14,999 per HOME-assisted unit. However, it should be noted that this limit is also subject to underwriting analysis, and HOME Awardees cannot provide Down-Payment Assistance in an amount over and above the amount required to permit the homebuyer(s) to qualify to purchase the home.

Maximum Awards for Activities

The maximum amount of HOME funds that will be awarded to a Rental project is **$500,000.** The maximum amount of HOME funds that will be awarded to a Homeownership project is **$400,000.** The maximum amount of HOME funds for Down-Payment Assistance programs will be **$250,000**. The Maximum amount of HOME funds for a Tenant-Based Rental Assistance program will be **$400,000**.

12. Period of Affordability

Rental Housing:

Rehabilitation or Acquisition

$1,000 - 14,999 HOME funds per unit	5 years
$15,000 - 40,000 HOME funds per unit	10 years
$40,001 - maximum allowable HOME funds per unit	15 years

New Construction (or acquisition of newly constructed housing): 20 years, regardless of the amount of HOME funds invested.

Homeownership:

$1,000 - 14,999 HOME funds per unit	5 years
$15,000 - 40,000 HOME funds per unit	10 years
$40,001 - maximum allowable HOME funds per unit	15 years

13. Resale and Recapture Options

24 CFR 92.254 provides guidance for Resale/Recapture options for Homeownership. OHFA is authorized under the HOME Rules to select which option will be used for preserving the Period of Affordability. For 2016, OHFA has chosen the Recapture option. **If applicants demonstrate to OHFA staff that special conditions exist that would make the Resale option superior, then it may be considered as an exception. If there is no direct subsidy to the homebuyer, the resale option must be used.**

Since Recapture is only possible if there is a direct subsidy to the homebuyer, some Written Agreements between OHFA and a CHDO, non-profit developer, State Recipient or Sub-recipient may be structured such that under certain circumstances a Recapture Agreement with one homebuyer will be required, and under other circumstances a Resale Agreement with a different homebuyer will be required. Nonetheless, **the agreement between the CHDO, non-profit developer, State Recipient or Sub-recipient and any individual recipient of HOME funds may contain only one provision, either Recapture or Resale. An agreement with an individual recipient of HOME funds cannot contain both.**

The Applicant is to describe to OHFA its procedures as they relate to the HOME Recapture (or Resale) requirements. The procedures must fully comply with the HOME Rules, and must be approved by OHFA before implementation.

Recapture provisions must ensure that there is recovery of all or a portion of the HOME assistance that represents a direct subsidy to the homebuyer, if the housing does not continue to meet the affordability requirements and/or continue to be the principal residence of the family for the duration of the Period of Affordability. **Mortgages, deed restrictions, land covenants or other similar legal mechanisms must be in place to enforce these provisions.**

The amount subject to recapture is based on the amount of HOME assistance that represents a direct subsidy to the homebuyer. The amount subject to recapture may be forgiven over time. It must be forgiven on a prorated basis based on the amount of time remaining on the Period of Affordability. For instance, if the Period of Affordability is five years, the amount subject to recapture may be forgiven at the rate of twenty percent (20%) per year. The recaptured funds must be returned to OHFA. **OHFA requires that all Recapture provisions for Homeownership and Homeowner Rehabilitation activities base the recapture amount on the net proceeds available from the sale and not the entire amount of the HOME investment**. Applicants may structure their Recapture provisions such that the HOME funds are recaptured in one of the following three methods:

- Recapture of the HOME investment first, with the homeowner receiving any remaining net proceeds
- Allow the homeowner to recover his/her initial investment first, with the remainder of the net proceeds recaptured
- A “shared appreciation” method, where a pre-determined percentage of the net proceeds is retained by the homeowner, and the remainder of the net proceeds is recaptured

14. Match Requirements

Match contributions must meet the definition of eligible Match under the federal program regulations at 24 CFR Part 92. **Written, itemized documentation of all proposed Match contributions must be provided.**

Specific documentation requirements will be detailed in the application. At a minimum, Match documentation must include a signed statement that Match is not from federal sources, as well as documentation of the sources and amounts of commitments. Applicants proposing to meet their Match liability using banked Match must at a minimum include confirmation that the banked Match has not been expended or committed to any other application or project. Banked

Match cannot be derived from an open contract. Banked Match can only be derived from a closed, audited contract.

The HOME Program operates using a twenty-five percent (25%) non-federal Matching requirement. **All Applicants must structure their proposals based on the twenty-five percent (25%) Match requirement. Waivers granted by HUD will not affect this requirement.**

OHFA will make available to all applicants a portion of the Match credit OHFA has earned or will earn on its affordable housing bond program. All applicants will receive a waiver of twenty-five percent (25%) of their twenty-five (25%) Match requirement upon request. Waivers will not be granted unless specifically requested in the Application. Thus, applicants will be allowed to structure their proposals based on an eighteen and three-quarters percent (18.75%) Match requirement. OHFA will supply the remaining six and one-quarter percent (6.25%) Match from the credit earned on its affordable housing bond program. **This Match can only be provided to funded applicants, and only to applicants who actually incur a Match liability**. HOME Program limitations on the amount of Match liability that can be satisfied by affordable housing bond Match prevent OHFA from increasing the amount of the waiver**. Due to these limitations, the Match credit for the affordable housing bond program cannot be banked by the Applicant.**

In addition, applicants that do not have sufficient banked Match to cover the remainder of their Match liability may utilize OHFA's banked Match for up to ten percent (10%) of the HOME funds requested. This would mean that these applicants would only be required to provide local Match of as little as eight and three-quarters percent (8.75%) of the HOME funds requested.

Potential sources of local Match include, but are not limited to, donated or discounted land, donated or discounted materials, and donated or discounted labor.

15. Leverage

Applicants must fully describe all development leverage resources, inducements and incentives that are present in the proposed Application. All sources of financing, except HOME, paying development budget costs are potentially eligible for leverage. Assistance for Homebuyers, such as a first mortgage, is not considered leverage.

Any leveraged funds will require a commitment letter to be attached to the application.

16. Troubled Public Housing Authorities

HUD has advised OHFA that the following public housing authorities are considered troubled at this time.

- Choctaw Electric Cooperative Housing Authority.

OHFA will work closely with HUD to provide technical assistance and oversight where necessary. **It is not anticipated that any HOME funds will be used to help troubled public**

housing authorities. The State of Oklahoma has not appropriated funds for this purpose, nor has it authorized OHFA to assume the federal government's role of subsidizing the operations of public housing agencies.

17. Projected Production

The following chart details the units the OHFA is projecting will be produced with the 2016 HOME allocation. This projection is based upon the actual numbers from prior years and amounts allotted to the various set-asides for 2016. It includes only HOME units and not any other units in the HOME-assisted projects:

Activity	HOME	Leveraged
Rental	60	40
Homeownership	10	10
DPA	40	0
TBRA	0 tenants	0

18. Application Process

The HOME program operates on a continuous Application basis, except that Applications for Rental Activities in Conjunction with Affordable Housing Tax Credits must be submitted by the June 30, 2016 deadline.

In spite of the fact that Applications for most activities are continuously accepted, it may become necessary to cease accepting Applications before the end of the Program Year because funds are no longer available.

The Program Year 2016 Application Packet and Processes, Procedures and Topical Guidance will be drafted, and will be made available for public input. The Application Packet contains the Application submission requirements, threshold factors, and the evaluation criteria for all HOME Program Applications.

Applications for Rental Activities in Conjunction with AHTCs

For Program Year 2016, all eligible entities wishing to submit an Application for Rental Activities in Conjunction with AHTCs for the Second AHTC Funding Period of 2016 must submit their applications on or before June 30, 2016. The Applications for Rental Activities in Conjunction with AHTCs will be considered at either the September or November 2016 meeting of the OHFA Board of Trustees. It is OHFA's intent to consider them at the September 2016 Board meeting if possible.

Applications for HOME funds in conjunction with tax-exempt bond financed AHTC applications will not be accepted.

Applications that meet all threshold requirements will be funded in rank order by score, from highest to lowest. Tie-breakers as set forth in the 2016 Application Packet will be used in the

event that there are sufficient funds remaining for only one application, and the next two or more applications in rank order have achieved an equal score.

Application timeline:

- A draft of the proposed 2016 HOME Program Application Packet, including all Application and scoring evaluation criteria will be presented for public comment and input. The draft will be posted on OHFA's website, www.ok.gov/ohfa.
- An informal public input session on the 2016 HOME Application will be held on February 18, 2016 at the offices of OHFA in Oklahoma City.
- The final version of the 2016 HOME Application Packet will be available on or abourt March 1, 2016. It will be posted on OHFA's website, www.ok.gov/ohfa.
- OHFA will hold a training session on the 2016 HOME Program Application Packet on March 17, 2016 at the offices of OHFA in Oklahoma City.
- OHFA will begin accepting Applications April 1, 2016.

OHFA staff will make every effort to meet this timeline. The dates for each step in the Application process will be published on OHFA's website. The web address is www.ok.gov/OHFA. All prospective Applicants and interested parties are encouraged to check the website frequently for updated information concerning important dates.

2016 Program Year – Important Dates

- **March 1, 2016 – Final version of 2016 HOME Application Packet available**
- **April 1, 2016 – OHFA will begin accepting applications for the 2016 Program Year for all eligible activities**
- **May 2, 2016 – CHDO Recertification Applications due**
- **June 30, 2016 – Applications for Rental Activities in Conjunction with AHTCs are due**

During Application review, the following are the factors that may be considered as Threshold Factors and/or Evaluation Criteria:

- Application Information Form
- **Attachments A, B and C**
- HOME Application Certification
- Description
- Audit
- Match
- Monitoring
- Federal Requirements
- Market Analysis
- Development Commitments
- Organizational Structure and Experience
- Capital Needs Assessment
- Financial Management
- Financing
- Readiness to Proceed
- CHDO Eligibility Criteria Elements
- Special Populations
- HOME Training

- Leverage
- HOME Investment per Unit
- CHDO Status
- Energy Efficiency

The complete list of Threshold Factors and Evaluation Criteria may not be limited to those above, and also may not include every criteria listed above.

Applications to be considered at the next OHFA Board of Trustees meeting must be submitted by the deadlines listed in OHFA's 2016 Application Packet. Applicants are encouraged to access the 2016 HOME Program Application Packet available on OHFA's web-site at www.ok.gov/ohfa to verify submission deadlines and ensure timely filing of their applications.

Applicants proposing to incorporate the use of HOME funds with Affordable Housing Tax Credits (AHTCs) should confirm the deadlines for submission in the HOME Application and the AHTC Application.

Awards of HOME funds are subject to the availability of funds and the satisfaction of all threshold factors. **Applications that do not satisfy these criteria are ineligible for funding.**

In the event that insufficient funds remain to award HOME funds to all Applications for any eligible activity, Applications for each activity will be funded in rank order by score, as determined by Staff review of the evaluation criteria. In the event that two or more Applications achieve an equal score, tie-breakers as set forth in the 2016 HOME Application Packet will be used to determine funding.

Applications for CHDO Operating Assistance will not be scored. If insufficient funds remain to award to all Applications for CHDO Operating Assistance, tie-breakers as set forth in the 2016 HOME Application will be used to determine which Applications will be funded.

Application Requirements Specific to CHDOs

CHDOs are responsible for notifying OHFA of any changes relating to the HOME Program CHDO eligibility criteria elements. Therefore, OHFA certified CHDOs making Application for CHDO activities, including CHDO Operating and Project Specific Loans, must, at the time of Application, indicate any changes in the eligibility criteria elements since the date of their last certification.

Eligibility criteria elements:

- Legal status
- Capacity and Experience
- Organizational structure
- Board Composition of current members.
- Relationships with for-profit entities
- Service Area

CHDOs with current OHFA certifications that have had no eligibility criteria element changes since their certification date, must submit a certification signed by the Board Chairman or Executive Director indicating that no eligibility criteria element changes have occurred.

If eligibility criteria element changes have occurred since the date of the CHDO's last OHFA certification, updated documentation relating to all changes must be provided. In addition, the CHDO must provide a certification signed by the Board Chairman or Executive Director that clearly identifies all the relevant changes that have been made. All certifications must indicate that all supporting documents relating to the CHDO's certification are on file in the CHDO's corporate office and available for OHFA's review.

19. CHDO Annual Recertification Process

OHFA requires that CHDOs meet the CHDO eligibility criteria in order to apply for HOME funds for CHDO activities. In addition, **OHFA requires annual recertification of all CHDOs.** A CHDO Recertification Application Packet will be made available to all CHDOs. Detailed application instructions will be provided in the Application Packet.

At the time an organization receives certification from OHFA as a CHDO, it is judged to meet all of the eligibility criteria for funding under the HOME regulations. **Each year OHFA will recertify all CHDOs**. At that time OHFA will request that CHDOs complete a Recertification Application and provide appropriate support documentation. After reviewing this information, OHFA may decertify a CHDO that ceases to meet certification criteria, fails to participate in the recertification process, or does not meet the requirements of being a CHDO.

The Recertification Application for Program Year 2016 will be due May 2, 2016.

CHDO status is not permanent or guaranteed. It is OHFA's responsibility as the State PJ to qualify certain organizations as CHDOs. It is also OHFA's responsibility to ensure that all CHDOs are performing under the HOME CHDO regulations and serving their intended purpose. The recertification process will result in CHDOs being fully recertified, partially recertified, placed on probation, or decertified.

Full Recertification: The CHDO continues to meet all of the HOME criteria, has developed at least one OHFA CHDO-eligible activity within the past four (4) years in one of its CHDO certified counties, and has undertaken an affordable housing activity within each of its CHDO geographical service area counties. The four-year period is defined as four years prior to the date of the submission of the recertification application. To have "developed at least one CHDO-eligible activity" is defined by OHFA as having received an award of OHFA HOME CHDO funds. OHFA will compare the submission date of the recertification application with the last date the CHDO received an award of OHFA HOME CHDO funds for a CHDO activity. This period must not exceed four years.

Partial Recertification: The CHDO continues to meet all of the HOME criteria. It has developed at least one OHFA CHDO-eligible activity within the past four (4) years; however, the CHDO has not undertaken an affordable housing activity within each of its CHDO geographical service area counties within this timeframe. The CHDO will be given 12 months in which to begin an affordable housing activity within the inactive geographical service area county or counties. If it is unable to complete an affordable housing activity in any service area county, the inactive county will be removed from its geographical service area.

Probation: The CHDO continues to meet all of the HOME criteria for certification. However, it has not undertaken a CHDO-eligible activity in any of its certified counties within the last four (4) years. The CHDO will be given 12 months in which to begin at least one CHDO-eligible activity in any of its certified counties, and if it is unable to do so, the CHDO will be decertified.

A CHDO may not be decertified if it can show that it applied for OHFA CHDO funds for an eligible CHDO activity in a timely manner, but did not receive funding due to a lack of available HOME funds. **A good faith effort to apply for HOME funds must be made in order to be considered for this exception.** Applying for HOME funds after the 2016 HOME Program allocation has been exhausted, or applying for a Project that is clearly not viable may not be considered by OHFA to be a good faith effort, and the CHDO may be decertified.

A CHDO may also be placed on probation due to excessive findings.

Decertification: The CHDO no longer meets all of the HOME criteria for certification, and/or has not actively pursued an OHFA CHDO-eligible activity as set forth above. The organization will no longer be eligible to apply for OHFA HOME funding as a CHDO and will not be able to reapply for CHDO certification within 12 months of the decertification date. **A CHDO may also be decertified due to excessive findings in regard to contract performance**.

A CHDO may not be decertified if it can show that it applied for OHFA CHDO funds for an eligible CHDO activity in a timely manner, but did not receive funding due to a lack of available HOME funds, as set forth above.

20. New Applicants for CHDO Certification

Any not-for-profit organization receiving OHFA HOME-CHDO funding must be certified by OHFA as a CHDO under 24 CFR 92.2.

New Applicants for certification must meet with OHFA Staff. Those in attendance must be authorized representatives of the organization. They must also be principals in the operation of the applicant. This meeting is required before an application may be submitted for CHDO certification.

OHFA will prepare an Application Packet for CHDO Certification, and will make it available to prospective Applicants after the required meeting has taken place. A completed Application must be submitted with all required documentation.

Applications for CHDO certification may be submitted to OHFA at any time throughout the year. **However, the not-for-profit organization must have received its CHDO certification from OHFA before submitting an Application for HOME CHDO funding.**

Applicants should allow 4-6 weeks for OHFA to review a fully completed CHDO Certification Application. Once OHFA is satisfied that all certification requirements have been met, a CHDO certification letter and a certificate will be issued within two weeks.

21. Outcome Performance Measurement System

The Office of Community Planning and Development (CPD) at HUD has developed an Outcome Performance Measurement System. This system will enable HUD to collect information on the outcomes of activities funded with CPD formula grant assistance, and to aggregate that information at the national, state, and local level. The outcome performance measurement system is not intended to replace existing local performance measurement systems that are used to inform local planning and management decisions and increase public accountability.

Performance Measurement Objectives

The outcome performance measurement system has three overarching objectives: (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing, and (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine possible ``outcome/objective statements" within which to categorize HOME activities. OHFA will complete an outcome/objective statement in HUD's Integrated Disbursement and Information System (IDIS) by entering data in the form of an output indicator.

It is mandatory for OHFA to collect this data. The collection and reporting of performance data is not optional, but individual outcome indicators can and will vary, depending on the activity. The proposed outcome measurement framework will not change the types of activities available to eligible applicants, but it will require new ways of reporting the data. The flexibility of the Program will be maintained. The objectives and outcomes will be determined by OHFA, based on the intent of the activity.

The following is a list of the activities to be undertaken with HOME funds in Program Year 2016, and the outcome and objective for each of those activities:

Rental/Homeownership:	Affordability for the purpose of providing Decent Housing
CHDO Pre-Development Loans:	Affordability for the purpose of providing Decent Housing
CHDO Operating Assistance:	This activity is not covered in the Performance Measurement System.

22. Written Agreement Performance Measurement

Meeting affordable housing objectives and obtaining satisfactory outcomes is important, but proper performance goes beyond housing production. Administration of the HOME Written Agreement is also important. The OHFA HOME Finance Staff has developed the following chart outlining how contract progress will be monitored. **All time periods are from the date of the execution of the Written Agreement unless otherwise specified by OHFA.**

Written Agreement Performance Measurement

Time Period	*% Expended*	*Action*	*Performance*
12 months from WA begin date	If 0% expended	send letter	**Concern**

18 months from WA begin date	0% expended	Determine contract **feasibility**	
18 months from WA begin date	< 25% expended and no explanation	send letter	**Finding**
24 months from WA begin date	< 50% expended	send letter	**Concern**
36 months from WA begin date	<100%	send letter	**Concern**
	There must be a plan in place to complete by 4-yr deadline **If not, it will be a finding and awardee may have to pay back HOME funds** (Plan must be approved by OHFA)		
0 – 60 days after WA end date	Need closeout documents; Will send a letter 1-month before WA end date to request closeout documents**; If documents are not received within 60-day closeout period, a compliance visit will be scheduled and this will be a Finding**		

IDIS Expenditure Measurement per Activity

Time Period	*% Expended*	*Action*	*Performance*
9 months after IDIS setup	0%	Send letter to request reimbursement request	**Concern**
12 months after IDIS setup	0%	Activity flagged and cancelled in IDIS	**Concern**
12 months between drawdowns		Activity flagged; need explanation from Grantee to continue	**Concern**
90 days from last drawdown	100%	Send letter if no activity completion report received	**Concern**
120 days from last drawdown drawdowns	100%	Activity flagged; Need completion report to continue processing drawdown requests	**Finding**

Written Agreement Extensions

Written Agreements will be for three year periods. However, Written Agreements will contain specific performance benchmarks, and except in very unusual circumstances, project completion will be required well in advance of the three year term. If an extension beyond the three year period is required, it will be a **Finding.**

For CHDOs, excessive findings in regard to Written Agreement performance may result in CHDOs being placed on probation or, in severe cases, decertified.

Additional performance benchmarks will be set forth in Written Agreements and the failure to meet a performance benchmark could result in a concern, a finding or cancellation of the agreement, depending on the severity.

Appendix D

Section Contents…

- HOPWA Action Plan

Housing Opportunities for People with AIDS

Action Plan - Fiscal Year 2016

Oklahoma Housing Finance Agency
HOPWA Development Team
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Action Plan for Addressing Housing for People with HIV/AIDS

The Oklahoma Housing Finance Agency (OHFA), in its role as a housing service provider for low-income persons, is making approximately $246,907 available during the program year April 1, 2016, to March 31, 2017 (FY2016). This budgeted amount does not include amounts appropriated under the Housing Opportunities for People with AIDS (HOPWA) Program for the City of Oklahoma City or the City of Tulsa. In the recent past OHFA has administered HOPWA formula grant funding for the City of Oklahoma City and the City of Tulsa. However, the state funding is no longer combined with either city grant. All funds will be used to ensure housing for persons living with HIV/AIDS is an essential component of the Continuum of Care approach. Priority will be given to projects that target low-income individuals living with HIV/AIDS in Oklahoma, who are either currently homeless or in eminent danger of becoming homeless.

OHFA has designated its HOPWA Program to support:

- Project or tenant-based rental assistance, including assistance for group housing;
- Short-term emergency rent and utility payments to prevent eviction or loss of services;
- Supportive services which include, but are not limited to: health and mental health, substance abuse, child care, assessment and case management, nutrition, intensive medical care, assistance in accessing federal, state, and local programs, and assistance in locating permanent housing;
- Resource identification to establish, coordinate, and develop housing assistance to eligible persons;
- Technical assistance in establishing and operating a community residence, including planning and other pre-construction activities;
- Operating costs for housing;
- Acquisition, rehabilitation, conversion, or lease of buildings used in the project; and
- Administrative expenses.

Funds Distribution

In calendar year 2010 OHFA initiated an Invitation To Bid (ITB), thereby announcing to all eligible applicants the program availability, guidelines, etc. for FY2010. A HOPWA Proposal Review Committee then ranked each proposal submitted by eligible applicants. Factors considered in the selection process were outlined in the ITB and included projects that targeted low-income persons living with HIV/AIDS in Oklahoma, and who are homeless or were in eminent danger of becoming homeless. The proposals selected demonstrated inventiveness, community support, and additional resources leveraged from non-HOPWA sources. Most importantly however, the proposals contained convincing evidence of cooperation and collaboration with a network of public and private agencies

that provided complimentary services for people with HIV/AIDS; thus encouraging a true Continuum of Care approach. Program Administrators are required to submit monthly program reports and funds are distributed to the Program Administrators from the State Grantee based upon actual expenditure of funds. Program Administrators selected in FY 2010 to administer the HOPWA Program for the State of Oklahoma beginning in FY 2011 are eligible for an annual extension for the next five years, through FY 2016, based upon performance. Those extensions are subject to approval by the OHFA Board of Trustees. OHFA is not recommending a change for Program Year 2015.

2016 Program Goals

Program goals for the state plan were modified last year based upon program funding decreases and we do not recommend any changes to the goals established last year. The decreases in funding are discussed throughout the HOPWA portion of the Consolidated Plan and program goals are as follows:

Western Oklahoma

Short-term rent fifteen (10) households
Rent and utility assistance fifteen (15) households
Supportive Services fifteen (15) households

Eastern Oklahoma

Short-term rent ten (10) households
Rent and utility assistance fifteen (15) households
Supportive Services fifteen (15) households

EXHIBIT 1: PROGRAM ABSTRACT

The State of Oklahoma is proposing to utilize *Housing Opportunities for People with AIDS* (HOPWA) FY 2016 program funds to ensure that housing becomes an essential component of the continuum of care for persons living with HIV disease in our state. The proposed plan seeks to address both short and immediate housing needs, and to build a foundation to meet future housing needs. The plan consists of statewide rental assistance including emergency, short term and long term assistance and a utility bill assistance program combined with mental health and intensive case management services. Up to approximately one-fifth of Oklahoma's total award could be realigned for other eligible activities (e.g., rehabilitation, acquisition). This plan strives to develop a program that will provide housing and supportive services to those persons who have the fewest resources to access these services and those who have the greatest need. It is essential that low-income individuals living with the HIV disease be able to access available direct care resources in the most accommodating environment possible rather than negotiating through a traditional bureaucracy.

EXHIBIT 2: PROGRAM DESCRIPTION

Characteristics of Eligible Persons:

Persons to be served by the proposed activities of this plan include the men, women and children of our state who are living with and/or affected by HIV disease.

Although the HIV/AIDS epidemic in Oklahoma may not reflect the alarming number of cases observed in larger epicenters, this disease has nonetheless, had a devastating effect on those persons living with HIV. From the first reported case in 1983, the needs of persons living with HIV in our state have far exceeded the resources available. As a low-incident state, Oklahoma has struggled to secure funding for services, often to discover we were ineligible for funds due to our lower number of reported AIDS cases. Despite this, Oklahoma service providers have been successful in developing a service delivery system that continues to be strengthened as more resources become available.

HIV/AIDS in Oklahoma:

Oklahoma received its first report of an AIDS case in January 1983. Through December 2012, 5,804 cases of AIDS have been reported to the Oklahoma State Department of Health. Of these reported cases, 43 percent (2,473) are living and potentially in need of housing and supportive services.

HIV infections, reportable since 1983 in Oklahoma, reached a cumulative total of 3,240 as of December 2012. Based on two studies (Visiting Nurses Association, San Francisco and National Association for People with AIDS) which projected the percentage of persons living with AIDS in need of housing assistance as between 10 to 20 percent, we are estimating approximately 15 percent of our state's diagnosed AIDS cases will need these services. No data was found stating projections for HIV-infected individuals or family members. We have estimated approximately five percent of the reported persons with HIV infection would potentially need services. This is based on the greater likelihood that, in general, persons with HIV infections would be healthier and more able to maintain employment and housing.

The epidemic profile of HIV/AIDS cases in Oklahoma differs somewhat from the national picture. White males aged 20 to 50 represent 63 percent all diagnosed in Oklahoma. Recent HIV/AIDS infection demographic data supports that Oklahoma is trending towards the more diversified national profile. However, a large number of cases among white males still exists and is due to not only men having sex with men, but injection drug use.

Distribution of HIV/AIDS Cases Reported by Age, Race, or Ethnicity and Gender through December 2012:

Age	Number	Percent
Under 5	35	.5
5-12	44	.5
13-19	259	3
20-29	2,860	31
30-39	3,353	37
40-49	1,679	19
50-59	605	7
60+	194	2
Race/Ethnicity		
White	5,727	63.3
Black	1,950	21.6
Asian/Pacific Island	58	0.6
American Indian/Alaska Native	572	6.3
Multi Race	184	2
Hispanic (All races)	553	6.1
Unknown	0	0
Gender		
Male	7,684	85
Female	1,360	15
Unknown	0	0

Although the greatest percentage of AIDS and HIV cases are reported among white individuals, African Americans are the most disproportionately affected by this epidemic.

Oklahoma, home of the largest non-reservation American Indian population, faces unique challenges in the delivery of HIV direct care services to this culturally diverse group. Over 37 different tribes are geographically integrated throughout the state, each with varying degrees of health care resources. One out of every seven reported AIDS cases in the nation among Native Americans is from Oklahoma.

Geographic distribution of HIV and AIDS cases is a critical consideration in developing any effective service delivery system in a rural state such as Oklahoma. Although Oklahoma's census population estimate from 2012 was 3,814,820, it is the eighteenth largest of the 50 states with approximately 70,000 square miles and ranks twenty-eighth in population by state.

Oklahoma population is concentrated in two areas, the Oklahoma City Metropolitan Statistical Area (MSA) (1,296,565) and the Tulsa MSA (951,880). HIV/AIDS cases reported from the Oklahoma City MSA and the Tulsa MSA represents 84.4% of all reported cases. The remaining 15.6% of cases are distributed throughout rural Oklahoma.

Sponsors of eligible activities will be required to ensure access to services throughout the state.

Eligibility:

Experience in other HIV-AIDS service delivery programs has proven how critical well-defined, concrete guidelines for eligibility are to the success of any plan. Criteria used to determine eligibility for services vary to some degree within the service areas. Basic considerations in determining eligibility for any program services will utilize the following criteria:

- HIV/AIDS Status
- Current Housing/Living Situations
- Income Levels

HIV/AIDS Status and Current Housing Living Situation:

Five levels of priority have been established to determine eligibility based on HIV/AIDS status and current housing/living situation:

Five Levels of Priority:

1) Homeless individuals (AIDS & HIV+)
2) Individuals who have received an AIDS diagnosis and are seeking to get new housing (they would go to Priority 1 if they are at eminent risk of becoming homeless).
3) Individuals who have received an AIDS diagnosis and are seeking assistance where they are living (they would go to Priority 1 if they are at eminent risk of becoming homeless).
4) Individuals who have received an HIV+ diagnosis and are seeking to get new housing (they would go to Priority 1 if they are at eminent risk of becoming homeless).
5) Individuals who have received an HIV+ diagnosis and are seeking assistance where they are living (they would go to Priority 1 if they too were at eminent risk of becoming homeless).

Income Levels:

Income eligibility will be based on *Federal Poverty Guidelines*. Eligible individuals can not have a gross monthly income of more than 150% of the 2015 *Federal Poverty* Guidelines after out-of-pocket documented medical expenses are deducted from their gross monthly income.

2015 Federal Poverty Guidelines:

Family Size	Poverty Level*	150% Poverty Level**	Monthly
1	$11,770	$17,655	$1,471.00
2	$15,930	$23,895	$1,991.00
3	$20,090	$30,135	$2,511.00
4	$24,250	$36,375	$3,031.00

***Add $4,160 for each additional dependent**
****Add $6,240 for each additional dependent**

Medical expenses do not include over-the-counter medications and/or supplies. Any allowable medical expenses must be documented through either paid receipt or check stub.

Mental health and case management services will use these same eligibility requirements to establish priority in service delivery to ensure those persons who are most in need receive the services that are available. Staff members providing these services will be allowed to extend services to other persons living with HIV disease as their workload permits.

The effectiveness of the established eligibility criteria will be evaluated throughout the year to ensure it continues to meet the needs of persons in need of program services. Adjustments will be made by the grant administrator if indicated.

General Locations and Costs of Proposed Activities

Location:

The purpose of this plan is to ensure the provision of resources and incentives to devise short and long-term comprehensive strategies for meeting the housing needs of low-income individuals and their families who are living with HIV disease. Given the rural nature of Oklahoma's population, these strategies must include a method of comprehensive service delivery throughout the state. ITB guidelines require successful contractors to submit plans that include service provision to Western Oklahoma, Eastern Oklahoma, or the entire state. Western and Eastern Oklahoma are defined by area code, Western being the 405 and 580-usage area and Eastern, the 918-usage area. This method of division is widely used within this state to assign service delivery responsibility. It also mirrors the current division of service responsibility assigned to the HIV CARE Consortia within the state. Oklahoma City, in the western half of the state, and Tulsa, in the eastern half of the state, will serve as "hubs" of service delivery.

Cost:

The State of Oklahoma expects to be awarded a total of $246,907 HOPWA funds for use in FY 2016. Analysis of epidemiological data has been utilized to determine an equitable distribution of funds. Currently $530,952 is expected to be made available by the City of Oklahoma City for Oklahoma City which is located in Western Oklahoma. These funds will be used exclusively by the program administrator in the MSA associated with the Oklahoma City HOPWA Formula Grant.

Western Oklahoma will be eligible to receive approximately 61% of State and City funding, which would include the funding available exclusively for the City of Oklahoma City while the City of Tulsa and Eastern Oklahoma will be eligible to receive the remaining 39%. Funding awards are granted through a competitive bidding process whereby an ITB is developed by OHFA and distributed to potential bidders. The ability to provide specified services of sufficient quality and quantity have been evaluated and evidence has been provided demonstrating their abilities to cooperate with a network of public and private agencies providing complementary services concerning HIV disease.

The following is a list of State HOPWA funds projected to be available for FY 2016:

Eligible Activity	HOPWA Funds
• Grantee Administration (Not to exceed 3% of HOPWA Award)	$ 7,407
• Rental Assistance & Utilities	93,225
• Short-term Rent	50,135
• Contractor Administration (Not to exceed 7% of HOPWA Award)	17,283
• Supportive Services	78,857
TOTAL	**$246,907**

Urgent Housing Needs

As the need for stable housing resources has become more pressing, it is evident that Oklahoma does not have adequate resources to meet these needs. HOPWA funds represent an opportunity to provide resources and incentives to devise long-term comprehensive strategies for meeting housing needs of persons with AIDS in our state. Initial responses to the AIDS epidemic focused on who, what, when, where and how of this devastating diseases' evolution and its effect on individuals. Now the focus is on who, what, when, where, and how of providing a better quality of life for the same individuals. One emerging concern is how and where persons living with AIDS will find stable housing. We now know enough about this disease to recognize how critical stable living conditions are to the medical management of HIV/AIDS. Traditional resources available to homeless or marginally homeless individuals often are not a viable option for people with HIV/AIDS. For example, shelters often pose infection control problems that place persons with HIV disease at risk for other infections (e.g., tuberculosis). They also may not have safeguards on confidentiality sufficient to protect the rights of individuals living with HIV/AIDS or staff trained to deal with HIV-related problems. OHFA worked with a variety of agency representatives, community leaders, and individuals living with HIV disease to develop a comprehensive plan that would provide the most critically needed services to those least able to meet those needs without assistance.

OHFA met with representatives of the two HIV CARE consortia responsible for the continuum of care for individuals living with HIV disease within the state as well as other state agencies responsible for related care, to set priorities for program activities. Years of first-hand experience, results of the housing needs assessment, and a review of case history information, led to a decision to provide short-term rent, rental, and utility bill assistance program with a comprehensive and intensive mental health and case management component. The rental assistance and short-term rent and utility bill assistance programs were designed to meet the immediate housing needs of persons living with HIV disease and their families who are homeless or in eminent danger of becoming homeless. Individuals in immediate need (e.g., currently homeless or at risk of becoming homeless in the near future) will be eligible to utilize the short-term rental assistance program for up to 21 weeks. Case managers will work to ensure that Housing Quality Standards are met in all housing units in the event that rental assistance is needed for a longer period of time. Clients of the short-term rental assistance program will be able to access the longer-term rental assistance component. Case managers will also work to facilitate access to Section 8 Housing and other long term housing solutions when and where appropriate. Past state plans required payments for utility bills, short-term rent and/or long-term rental assistance could not exceed a cap of $4,848 per person per year. The total maximum for short term was $2,020 with the cap for long term set at $3,272. There is no longer a need to limit these resources. Additionally, even though the HOPWA Program has been successful over the past several years a housing consultant may be utilized to evaluate program efficiencies. And, although not anticipated, OHFA reserves the right to realign program funding in the event the pursuit of other eligible housing activities such as acquisition or rehab becomes a more appropriate approach to meeting the housing needs as outlined.

Other Points of Agreement:

- Need for collaborative efforts to achieve an integrated service delivery system statewide.
- Need to diminish barriers to access of care for persons with AIDS (e.g., bureaucratic red tape).
- Need for continuity of care; diminish fragmentation of service delivery.
- Need to address the reluctance of traditional health and service delivery systems to provide services to individuals living with HIV disease.

History of Assessment of Need:

The Housing Needs Assessment was utilized to assist in prioritizing program services to be offered with FY 2016 HOPWA funds.

The purpose of this assessment was to gather information regarding housing and supportive needs from individuals living with HIV/AIDS. The survey was conducted at the request of OHFA by the HIV/STD Service of the Oklahoma State Department of Health (OSDH). The assessment, due to time constraints, was not scientific in its development or administration. Surveys used in other programs were used as models in the development of the survey. Specific survey questions requested information from the respondents in the following areas: employment status; financial resources; current living/housing situation; access/need for health care; supportive services utilization; and housing and support services preferences.

Community-based HIV/AIDS service delivery organizations were the primary vehicle for distribution and collection of surveys. A total of 110 surveys were returned. Surveyed results may be biased and are not necessarily representative of the needs of all persons living with HIV within our state. Despite this, the survey allowed input from at least a portion of individuals living with HIV disease.

An analysis of the survey results identified the following needs as priorities:

- Utility Bill Assistance
- Assistance with Rent and Mortgage Payments
- Advocacy/Assistance Accessing all types of supportive services
- Increased Knowledge About Services Available
- Daily Living Skills Assistance
- Options for Living Arrangements to Meet Individual Needs

Urgent housing and supportive services needed and proposed program activity to address needs are listed below:

Urgent Housing Needs/Supportive Service	Proposed Activity
Rent Assistance Emergency Housing Utility Bill Assistance	Short-term Rent and Utility Bill Assistance Project Based Assistance
Supportive Services Easy Access to Resource; e.g., Local/State/Federal Benefits Crisis Intervention Alcohol and Drug Treatment Grief Counseling Mental Health Assessment Continuity of Care	Case Managers Mental Health Services Collaboration/Service Providers
Variety of Housing Options to Meet the Varying Needs of Persons Living with HIV in our State	Funds for Additional Eligible Activities including, but not limited to: Acquisition, Rehabilitation, Conversion, Lease and Repair of Facilities to Provide Housing.

Program Administrators Selection/Process:

Program Administrators were selected in 2010 through an Invitation to Bid (ITB) process conducted by OHFA. Copies of the ITB are available by contacting OHFA. The ITB was used to select project sponsors to provide rental assistance, short-term rent and utility bill assistance and administer a supportive services program. Program Administrators contracts are renewable for up to five additional years.

The ITB was developed based on:

- Prior experience with HIV service delivery programs within Oklahoma
- needs assessment
- models from housing programs in other areas of the country
- community input

Eligibility requirements and the evaluation criteria to be used by reviewers in the selection process were outlined within the ITB. A review committee was established that consisted of representatives from agencies not eligible to apply for funds, but involved in the delivery of services to individuals living with HIV disease.

Successful applicants were required to ensure complete coverage of an entire services area (e.g., the 405 and 580 area codes and/or the 918 area code).

Project Promotion/Accessibility:

Methods of informing eligible persons of the housing assistance and supportive services available are integrated into the service delivery plan. Administrators will be required to develop and implement effective strategies to increase awareness of, and accessibility to, services for clients.

These strategies should include, but not be limited to, the following:

- media coverage (e.g., radio, television, newspapers)
- newsletters, journals or other publications that are widely read by persons living with HIV disease and their service providers
- inclusion in resource directories
- pamphlet describing program placed at HIV-related service provider sites (e.g., Social Security Offices, Food Stamp Offices)
- presentations at coalition and committee meetings attended by HIV service community and/or individuals living with HIV
- outreach
- referrals by service provider network

Accessibility to the programs will be enhanced by mobile case managers who will be working within the community on a full-time basis. For instance, case managers could complete the application process with any potential client at the site of convenience for the client rather than at a designated office. Sponsors will utilize existing HIV service delivery infrastructure to enhance statewide accessibility to clients. State agencies such as Oklahoma State Department of Health (OSDH), the Department of Human Services (DHS), and the Department of Mental Health & Substance Abuse Services (DMHSAS) who have facilities serving persons with HIV disease throughout the 77 counties may be used as points of access to services.

Coordination/Collaboration:

OHFA developed the state plan for HOPWA funds through the cooperation and collaborative efforts of other state agencies including continuum of care agencies, community-based organizations, and the Oklahoma HIV Treatment and Care Consortium (OHTCC).

Specific examples of these efforts include:

- Housing Needs Assessment developed by both the OSDH and the OHTCC and distributed to HIV-related service community-based organizations throughout the state.
- Program planning and development involving the state HIV CARE Consortia; DHS; Oklahoma Department of Corrections; OSDH; Oklahoma Department of Education; Oklahoma Department of Veteran's Affairs and DMHSAS.
- Technical assistance from OSDH and Department of Central Services in preparation of the HOPWA ITB.
- Mutual agreement by planning group that letters of commitment will be provided to ensure integrated service delivery.

Other measures to ensure future coordination and collaboration:

- Requirement that sponsors utilize existing HIV service delivery infrastructure in provision of housing services.
- Evaluation methods that require input from community (e.g., patient satisfaction survey, public comment meetings).

EXHIBIT 3: PROGRAM SUMMARY BUDGET

Eligible Activities For more detail see 574.300 of the program regulations.	Short Term Facilities		SRO Dwellings		Community Residences		Other Housing Activities		Non-Housing Based Activities			
	HOPWA Funds	Other Funds	HOPWA Funds	Other Funds	HOPWA Funds	Other Funds	HOPWA Funds	Other Funds	HOPWA Funds	Other Funds	HOPWA Funds	Other Funds
Acquisition												
Rehab/Conversion												
Lease												
Repairs												
New Construction												
Operating Costs												
Technical Assistance												
Supportive Services Associated With Housing												
Supportive Services Not Associated With Housing									78,857		78,857	
Housing Information												
Resources Identification												
Rental Assistance							93,225				93,225	
Short Term Rent, Mortgage, & Utility Payments							50,135				50,135	
Grantee Administrative Expenses							7,407				7,407	
Project Sponsor Admin. Expenses							17,283				17,283	
Totals							168,050		78,857		246,907	

Instructions: Enter the amount of funding proposed for each eligible activity in the appropriate column. For example, if a building will be acquired to be used for a community residence, the amount of funds involved should be entered in the "Community Residences" column across from "Acquisition." If an eligible activity is not associated with a particular type of housing, the "Non-Housing Based Activities" column should be used. Shaded boxes indicate that HOPWA funds cannot be used for those purposes.

Total HOPWA Funds (should equal formula allocation)	246,907	
Total Other Funds		
Total Program Funds	246,907	

EXHIBIT 4: DESCRIPTION/EVALUATION OF SUPPORTIVE SERVICES

Supportive Services Associated With Housing:

Supportive services associated with housing will be provided by case managers assigned to work throughout the state. The main objective will be to complete a housing plan that would include both long and short term housing goals. In addition, case managers will provide the following types of client services:

- assist in the completion of application for housing services
- determine eligibility
- assist with financial planning
- secure cooperation of applicant's landlord and utility company representatives
- provide assistance to ensure housing program resources are more easily accessible and available
- evaluate rental units for Housing Quality Standards (HQS)
- assist with transportation
- assist with referrals and provide outreach

Supportive Services Not Associated With Housing:

Supportive services not associated with housing will be provided by the case managers assigned to work throughout the state and by the mental health therapists. Services will include a broad range of mental health services, as well as case management services unrelated to housing.
These services would include, but not be limited to:

- crisis intervention
- support groups
- individual, couple and family counseling
- referrals to appropriate mental health resources including drug and alcohol treatment
- referrals for other supportive living resources
- transportation
- major health crisis intervention
- food, dietary, and nutrition services

Evaluation and Monitoring of Program Services Will Consist of:

- monthly reports of demographic characteristics of clients and types of services rendered
- service provider satisfaction surveys
- client satisfaction surveys
- programmatic review performed by outside technical assistance

Appendix E

Section Contents…

- Citizen Participation

FY 2016 Annual Action Plan Cycle

Jul 28, 2015	CDBG / Non-Housing Community Dev. Public Input Session, Weatherford
Jul 29, 2015	CDBG / Non-Housing Community Dev. Public Input Session, Okmulgee
Jul 30, 2015	CDBG / Non-Housing Community Dev. Public Input Session, Oklahoma City
Aug 1, 2015	HOME / Housing Public Input Session, OHFA - Oklahoma City
Aug 13, 2015	HOME / Housing Public Input Session, OHFA - Oklahoma City
Aug 29, 2015	HOME / Housing Public Input Session, OHFA - Oklahoma City
Sep 21, 2015	**PUBLIC INPUT SESSION** (all components) Metro Technology Center – Springlake Campus, Oklahoma City
Oct 26, 2015	**PUBLIC HEARING** (all components) Metro Technology Center – Springlake Campus, Oklahoma City
Nov 30, 2015	Last Day to Receive Written Public Comments on Consolidated Plan *(Regulations mandate that the Public Comment period last at least 30 days from the date of the Public Hearing)*
Feb 15, 2016	Consolidated Plan submitted to HUD *(Regulations mandate that the Plan be submitted at least 45 days in advance of program year)*
April 1, 2016	Annual program year begins

CITIZEN PARTICIPATION AND CONSULTATION

The State has adopted a Citizen Participation and Consultation Plan for the Consolidated Plan. A copy of the plan can be found in the Appendix. All meetings are held in fully accessible facilities. Meeting announcements are sent to media outlets throughout the state, including the larger non-English speaking newspapers and radio stations.

A summary of the activities for the development of the FY 2014 – FY 2018 Consolidated Plan **(2016 Annual Update)** follows:

- Informal meetings were held during the months of July, and August to discuss the annual updates on the categories of Homeless, Housing, and Non-Housing Community Development. Notifications were posted on the agency's website, and the meeting information was placed in the *Community Developer* newsletter inviting all interested individuals to participate.

- A Public Input Session was held on September 21, 2015 at the Metro Technology Center, Springlake Campus in Oklahoma City where all components were discussed. Notifications were posted on the agency's website, and the meeting information was placed in the *Community Developer* newsletter inviting all interested individuals to participate. Additionally, the session was listed on the calendar of the Oklahoma Department of Commerce website, and announced at various meetings.

- A Public Hearing was held on October 26, 2015 at the Metro Technology Center, Springlake Campus in Oklahoma City. As with the Public Input Session, the hearing was publicized through the resources mentioned above.

Citizen Participation Schedule:

Jul. — Aug. 2015	Informal meetings (program-specific public input sessions and focus groups)
Sept. 21, 2015	Public Input Session (CDBG, ESG, HOME, & HOPWA programs)
Oct. 9, 2015	Draft of Proposed Consolidated Plan posted online for public review at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/
Oct. 26, 2015	Formal Public Hearing (CDBG, ESG, HOME, & HOPWA programs)
Oct. 26, 2015 – Nov. 30, 2015	Public Comment Period
Feb. 15, 2016	Consolidated Plan submitted to HUD

Organizations involved in the development of the Consolidated Plan include:

- Various Community Action Agencies; various sub-state planning districts/Councils of Governments; various public housing authorities and emergency shelters; Governor's Interagency Council on Homelessness; various state agencies; and others.

SUMMARY OF PUBLIC COMMENTS AND RESPONSES

The following is a compilation of all comments received as a result of the Public Hearing and the public comment period, which spanned October 26, 2015 to November 30, 2015. The comments received and their respective responses are grouped by topic and are followed by the response of the agency (either the Oklahoma Department of Commerce or the Oklahoma Housing Finance Agency).

Community Development Block Grant Program

Topic – Addressing Communities Greater Than 7,000 but Less Than 15,000 in Population

Comment: (Chuck Dougherty, Weatherford ED Director) - Thanks for the chance to attend this morning's interesting CDBG 2016 Focus Group Meeting. I thought you both presented the information clearly and efficiently while allowing the chance for plenty of group interaction.

As I mentioned in the meeting, I would like to ask the ODOC to consider adjusting the parameters of the "Small Cities" funding to include cities that are larger than will qualify for REAP, yet too small to qualify for the "Small Cities" program. I understand that consideration of this change would not be possible until 2017. As you know, Weatherford's population of 10,880 leaves us out of consideration for either program.

Thanks to you and the other people in the ODOC who work on the CDBG programs. Your programs have allowed us to complete projects we would not have been able to consider without the CDBG funds. Please contact me at any time if I can be of assistance.

Response: Several factors come into play regarding this noted open segment within the current CDBG Program. First, per 2010 Census statistics, there are only 25 Oklahoma towns/cities statewide which fall between 7,000 and 15,000 in population. This constitutes a very small percentage given a total of 598 incorporated CDBG eligible municipalities statewide. State law mandates that state REAP funds are eligible only to municipalities under 7,000 in population. The 15,000 minimum population threshold for the state's Small Cities' set-aside is based on years of public input arising from our annual statewide CDBG public input sessions. It was also determined in the original focus groups and public input sessions that communities with a population of 15,000 or more could readily meet the threshold requirement of providing local funds to match dollar with CDBG funds. Communities with lesser a population would have a greater difficulty in meeting this match requirement.

Second, while these 25 municipalities do not meet the application thresholds for the state's CDBG REAP and CDBG Small Cities set-asides, they are eligible for both the Water/Wastewater Engineering and Water/Wastewater set-asides as well as the CDBG Community Revitalization set-aside. These applications all contain scoring mechanisms that provide for awarding additional points based on the applicant's population. This provides smaller municipalities with increased CDBG award opportunity when competing against larger municipalities. Historically, these 25 municipalities show no overall disproportionate lack of CDBG funding over communities outside of the 7,000 to 15,000 population band.

Finally, annual CDBG allocations from HUD have decreased by over 25% since 2010 and there is currently not enough funding available to create another level of CDBG application (set-aside) or to increase eligible communities served under the state's current CDBG Small Cities' set-aside. It should be noted that ODOC/CD would once again reconsider available options should future CDBG funding start to significantly increase.

Emergency Solutions Grant Program

Topic – ESG Program

Comment: (Jason Charles, Sand Springs) - My recommendation would be that Tulsa County be considered for state continuum of care funding. Areas outside of Tulsa city limits, but inside Tulsa Co., will have a difficult time gaining funding under the current structure.

Response: (Rebekah Zahn, ESG Program Manager) - The current CoC allocation process has been reviewed and amended to provide an allocation to eligible communities in Tulsa County through Tulsa CoC.

Topic – ESG Program

Comment: (Marqus Butler, OHTI Project Director at Oklahoma Dept. of Mental Health and Substance Abuse Services) - In regard to the CoC operation requirement that public invitations for new members be annually, Mr. Butler asked if this could be semi-annually, quarterly or monthly.

Response: (Rebekah Zahn, ESG Program Manager) - The requirement comes directly from the HEARTH Act. CoC Governing Entities will be encouraged to release public invitations more frequently over the next year and this topic will be added to proposed program changes and discussed during the 2017 Consolidated Plan Update period.

Topic – ESG Program

Comment: (Marqus Butler, OHTI Project Director at Oklahoma Dept. of Mental Health and Substance Abuse Services) - Mr. Butler asked that language specific to domestic violence be added to section 2.0 Emergency Shelter Component.

Response: (Rebekah Zahn, ESG Program Manager) - Requirements are in place for all ESG subrecipients to have policies regarding how they establish partnerships and coordinate services for all clients. Partnership and agreement policy documentation for the age group mentioned should be public information and can be requested by interested CoC members from the individual ESG subrecipients.

Topic – ESG Program

Comment: (Terry Schroeder, Grant Manager Northeast Oklahoma CAA and CoC) - Page 2, 1st paragraph: Proposed Timetable mentions Emergency Shelter Grant rather than Emergency Solutions Grant.

Response: (Rebekah Zahn, ESG Program Manager) – Corrected.

Topic – ESG Program

Comment: (Terry Schroeder, Grant Manager Northeast Oklahoma CAA and CoC) - Page 3, General Program overview: Says must be homeless, but what about prevention services? These clients are not homeless, but at risk of homelessness.

Response: (Rebekah Zahn, ESG Program Manager) – Wording has been added to clarify who can be served with ESG funds.

Topic – ESG Program

Comment: (Terry Schroeder, Grant Manager Northeast Oklahoma CAA and CoC) - Page 6, Housing Services: Mentions RRH for housing services, but no mention of prevention services…is prevention services (ie rental assistance to those at risk of homelessness) considered a housing service?

Response: (Rebekah Zahn, ESG Program Manager) – The wording for housing services is correct. Performance Measure #3 was created to collect data regarding prevention services.

Topic – ESG Program

Comment: (Terry Schroeder, Grant Manager Northeast Oklahoma CAA and CoC) - Page 29 header says 2016 Emergency Shelter Grant instead of Emergency Solutions Grant.

Response: (Rebekah Zahn, ESG Program Manager) – Corrected.

Housing Opportunities for Persons with AIDS

Topic – No Comments

Comment: NA

Response: NA

HOME Investment Partnerships Program

Topic – Site Manager Training Requirement

Comment: I have one item that I believe would be a benefit to site managers. That is a requirement that the site manager must attend training. I have spoken with managers who are and have been managing for quite a while but have never been provided the opportunity to attend one training (either tax credit or HOME). They receive their training from their superiors. I believe not only the site managers would benefit, but the property and therefore the industry would as well.

Response: (Darcy Green, OHFA) Thank you for your comment. While we have incorporated optional points for HOME Program training, you are correct that we have not previously required site managers to attend training. Since this comment was received late in the planning process

for 2016, we have not included it, but we will consider it when developing the 2017 HOME Action Plan. With certain other changes we have made, we would also like to assess how many of our 2016 HOME projects will be small projects of less than five units. Such a requirement might be onerous for smaller projects.

Topic: Points Consideration

Comment: Please consider allocating points to those who build in neighborhoods with opportunities for access to food, transportation, employment, health care and schools.

Response: (Darcy Green, OHFA) Thank you for your comments. OHFA has discussed these same factors for its administration of the Affordable Housing Tax Credit Program. We have not made any changes in this regard for the 2016 HOME Program, but will consider them for 2017. Since these comments were received very late in the process, there was insufficient time to solicit further input and discussion.

Topic: Rating Criterion for Structural Design Features

Comment: Oklahoma has a growing need for structural design features like no-step entries, accessible switches and outlets, extra wide hallways and doors, and lever style door and faucet handles in addition to the development amenities that currently exist. Please consider adding features such as these as a rating criterion in the application, as it will assist with increasing the number of affordable housing units that allow owner-occupied and rental households to age in place.

Comment: Please consider adding features such as no-step entries, extra wide hallways and doors, accessible switches and outlets, lever style door and faucet handles, storm shelters, washer and dryer hookups in units, etc. as a rating criterion for the application.

Response: (Darcy Green, OHFA) Thank you for your comments. OHFA believes these would be excellent additions to the current rating criteria. The comments were made very late in the process, making it very difficult to get feedback from all of our HOME Program partners and the rest of the public. We therefore will not be including them for 2016, but we anticipate including them in the proposed changes for 2017.

Topic: Rating Criterion for Smoke Free Property

Comment: Please consider a rating criterion regarding smoke-free property which can play a key role in supporting healthier Oklahomans and protect property owners' investment.

Comment: Please consider adding a rating criterion regarding smoke-free property; this can be pivotal in supporting healthier residents and protecting property owners' investment.

Response: (Darcy Green, OHFA) Thank you for your comments. A smoke-free policy was added to the rating criteria for the Affordable Housing Tax Credit Program for 2016. We agree that this will be beneficial for both the residents and the owners. For the HOME Program for 2016, any HOME projects in conjunction with Affordable Housing Tax Credits will have this provision. We anticipate that most HOME funded projects for 2016 will be less than five units, and therefore did not include this rating criterion for HOME. We will assess the results for 2016 and we may add this criterion for HOME in 2017.

Topic: **Quality Tests**

Comment: Please consider adding voluntary indoor quality tests to Oklahoma's Tax Credit Program.

Comment: Please consider adding voluntary air quality tests into Oklahoma's Tax Credit Program as a rating criterion would assist in addressing emerging issues that have been linked to adverse health effects.

Response: (Darcy Green, OHFA) Thank you for your comments. These comments are directed specifically to the Affordable Housing Tax Credit Program, which is not directly a part of the Consolidated Plan. The 2016 Affordable Housing Tax Credit Program Application has already been finalized and approved by OHFA's Board of Trustees. However, OHFA will consider such a change for 2017.

Topic: **Rating Criterion**

Comment: Please consider a voluntary rating criterion that awards points for those who are acquiring and rehabilitating existing historic properties, and who use a certified lead-based inspector.

Comment: Please consider a voluntary rating criterion that awards points for those who are undertaking acquisition and rehabilitation of existing properties and historical properties and who utilize a certified lead-based assessor. The Oklahoma State Department of Health and others can provide training and awareness opportunities to address lead exposure and poisoning prevention.

Response: (Darcy Green, OHFA) Thank you for your comments. For the HOME Program, proper testing, inspection, and mitigation of lead-based paint is already a program requirement and is not optional. Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act, and the Residential Lead-Based Paint Hazard Reduction Act of 1992, as well as all of the implementing regulations promulgated as a result of these Acts.

Appendix F

Section Contents…

- Signed SF-424's

CDBG
SF 424

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: *5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: State of Oklahoma

*b. Employer/Taxpayer Identification Number (EIN/TIN): 73-6017987

*c. Organizational DUNS: 824700058

d. Address:

*Street 1: 900 N. Stiles
Street 2:
*City: Oklahoma City
County: Oklahoma
*State: OK
Province:
*Country: USA
*Zip / Postal Code 73104-3234

e. Organizational Unit:

Department Name: Oklahoma Department of Commerce

Division Name: Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr *First Name: W.
Middle Name: Vaughn
*Last Name: Clark
Suffix:

Title: Community Development Director

Organizational Affiliation:

*Telephone Number: 405-815-5370 Fax Number: 405-815-5344

*Email: vaughn_clark@okcommerce.gov

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-228

CFDA Title:

Community Development Block Grant

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State

***15. Descriptive Title of Applicant's Project:**

Community Development Block Grant / State's Program

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: 1-5 Statewide *b. Program/Project: 1-5 Statewide

17. Proposed Project:

*a. Start Date: 4/1/2016 *b. End Date: 3/31/2017

18. Estimated Funding ($):

*a. Federal	$12,828,337
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	$750,000
*g. TOTAL	$13,578,337

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: W.

Middle Name: Vaughn

*Last Name: Clark

Suffix:

*Title: Community Development Director

*Telephone Number: 405-815-5370 Fax Number: 405-815-5334

* Email: vaughn_clark@okcommerce.gov

*Signature of Authorized Representative: *Date Signed: 2-17-16

Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

ESG
SF 424

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: *5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: State of Oklahoma

*b. Employer/Taxpayer Identification Number (EIN/TIN): 73-6017987

*c. Organizational DUNS: 824700058

d. Address:

*Street 1: 900 N. Stiles
Street 2:
*City: Oklahoma City
County: Oklahoma
*State: OK
Province:
*Country: USA
*Zip / Postal Code 73104-3234

e. Organizational Unit:

Department Name: Oklahoma Department of Commerce

Division Name: Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr *First Name: W.
Middle Name: Vaughn
*Last Name: Clark
Suffix:

Title: Community Development Director

Organizational Affiliation:

*Telephone Number: 405-815-5370 Fax Number: 405-815-5344

*Email: vaughn_clark@okcommerce.gov

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grant

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State

***15. Descriptive Title of Applicant's Project:**

Emergency Solutions Grant / State's Program

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: 1-5 Statewide *b. Program/Project: 1-5 Statewide

17. Proposed Project:

*a. Start Date: 4/1/2016 *b. End Date: 3/31/2017

18. Estimated Funding ($):

*a. Federal	$1,522,558
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	$1,522,558

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: W.

Middle Name: Vaughn

*Last Name: Clark

Suffix:

*Title: Community Development Director

*Telephone Number: 405-815-5370 Fax Number: 405-815-5334

* Email: vaughn_clark@okcommerce.gov

*Signature of Authorized Representative: *Date Signed: 3-17-16

Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

HOME
SF 424

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: *5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: State of Oklahoma

*b. Employer/Taxpayer Identification Number (EIN/TIN): 73-0999618

*c. Organizational DUNS: 086997202

d. Address:

*Street 1: 100 NW 63rd St. Ste 200
Street 2:
*City: Oklahoma City
County: Oklahoma
*State: OK
Province:
*Country: USA
*Zip / Postal Code 73116-8208

e. Organizational Unit:

Department Name: Oklahoma Housing Finance Agency

Division Name: Housing Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr *First Name: Darrell
Middle Name: K.
*Last Name: Beavers
Suffix:

Title: Housing Development Team Leader

Organizational Affiliation:

*Telephone Number: 405-419-8261 Fax Number: 405-419-9261

*Email: darrell.beaversl@ohfa.org

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

Home Investment Partnerships Program

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State

***15. Descriptive Title of Applicant's Project:**

Home Investment Partnerships Program

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: 1-5 Statewide *b. Program/Project: 1-5 Statewide

17. Proposed Project:

*a. Start Date: 4/1/2016 *b. End Date: 3/31/2017

18. Estimated Funding ($):

*a. Federal	5,694,379
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	5,694,379

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

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☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Dennis

Middle Name:

*Last Name: Shockley

Suffix:

*Title: Executive Director

*Telephone Number: 405-419-8145 Fax Number: 405-419-9275

* Email: dennis.shockley@ohfa.org

*Signature of Authorized Representative: Dennis Shockley *Date Signed: 5-23-16

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

HOPWA
SF 424

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: *5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: State of Oklahoma

*b. Employer/Taxpayer Identification Number (EIN/TIN): 73-0999618

*c. Organizational DUNS: 086997202

d. Address:

*Street 1: 100 NW 63rd St. Ste 200
Street 2:
*City: Oklahoma City
County: Oklahoma
*State: OK
Province:
*Country: USA
*Zip / Postal Code 73116-8208

e. Organizational Unit:

Department Name: Oklahoma Housing Finance Agency

Division Name: Housing Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr *First Name: Phillip
Middle Name: L.
*Last Name: Elzo
Suffix:

Title: HOPWA Manager

Organizational Affiliation:

*Telephone Number: 405-419-8275 Fax Number: 405-419-9275

*Email: phil.elzo@ohfa.org

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14-241

CFDA Title:

Housing Opportunities for Persons with AIDS

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State

***15. Descriptive Title of Applicant's Project:**

HOPWA Formula Grant Assistance for Housing Opportunities for Persons with AIDS

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: 1-5 Statewide *b. Program/Project: 1-5 Statewide

17. Proposed Project:

*a. Start Date: 4/1/2016 *b. End Date: 3/31/2017

18. Estimated Funding ($):

*a. Federal	253,729
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	253,729

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Dennis

Middle Name:

*Last Name: Shockley

Suffix:

*Title: Executive Director

*Telephone Number: 405-419-8145 Fax Number: 405-419-9275

* Email: dennis.shockley@ohfa.org

*Signature of Authorized Representative: Dennis Shockley *Date Signed: 2-17-16

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Standard Form 424 (Revised 10/2005)
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Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.