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SECTION ONE: APPLICATION GUIDANCE

The purpose of this Application Guide is to provide guidance in preparing a Community Development Block Grant (CDBG) Community Revitalization (CR) application for the Oklahoma Department of Commerce / Community Development (ODOC/CD). This program was developed to help address quality of life issues which in turn aid both neighborhood and community revitalization.

Applications received under the CDBG Community Revitalization set-aside will be scored competitively against one another regardless of project request.

The grant maximum for the CDBG Community Revitalization application is $150,000. The maximum amount of CDBG Community Revitalization funds that may be used for project administration is six percent (6%) of the total CDBG Community Revitalization funds awarded for the total construction and professional/non-construction funds provided. All CDBG Community Revitalization applications must be completed online no later than March 29, 2019. Applications submitted after this date will NOT be considered for funding.

Applicants are required to complete and submit their respective application and applicable attachments online at the following OKGrants web address: http://grants.ok.gov. NO PAPER APPLICATIONS WILL BE ACCEPTED. Application guidelines containing the specific program requirements for the CDBG REAP application is available on ODOC/CD’s CDBG website: https://okcommerce.gov/community/cdbg/. WARNING: Prospective applicants should review the application guidance BEFORE attempting to complete the online application. Failure to meet application guidelines or properly submit required application documentation may result in a FAILED or DENIED application rating.

National Objective-CDBG Funds
The primary National Objective of the Community Development Block Grant (CDBG) Program is the “development of viable urban communities by providing decent housing and a suitable living environment, particularly for persons of low and moderate incomes.” The use of the “benefit to low and moderate income persons” CDBG National Objective is considered a funding PRIORITY under the State’s CDBG Program and is treated as such under the State’s individual CDBG set-asides. All project proposals submitted for funding through the CDBG Program must document the achievement of at least one of the following National Objectives as delineated in 24 CFR §570.483 (Criteria for National Objectives). Potential applicants are REQUIRED to contact ODOC/CD before the submission of any CDBG application if intending to use a National Objective OTHER than “Providing benefit to low and moderate income persons”.

- Provide benefit to low and moderate income persons.
- Aid in the prevention or elimination of slums or blight.
- Meet other community development needs having particular urgency, posing a serious or immediate threat to the health or welfare of a community.

Eligible Entities
Eligible applicants for the CDBG Community Revitalization Program 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

Application Submission Requirements
1. City/Town and County (Direct Jurisdiction) Applicants: **City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year** selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. **Exclusions:** Economic Development Infrastructure Financing (EDIF) and Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

2. County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). **Limitation:** Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. **Exclusions:** Economic Development Infrastructure Financing (EDIF) and Capital Improvement Planning (CIP). Counties may 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.

Proper Sponsors
The process of determining which unit of government (a town, city or county) should submit or sponsor an application for CDBG Community Revitalization assistance must include an examination of the relationship between the location of proposed improvements in the service delivery area, and the proposed beneficiaries. The unit of government with direct jurisdiction over the majority (60%) of the proposed beneficiaries must be the sponsor or applicant for CDBG Community Revitalization funds. However, in the event that no unit of local government has 60% of the proposed beneficiaries, then the unit of local government with the majority of proposed beneficiaries must sponsor the application for grant assistance. Also, in some instances a county may submit an application on behalf of a town or city that cannot meet the financial requirements identified in the Threshold Requirements in this guide.

CDBG Community Revitalization Projects – Use of Funds
Under this broad category, an applicant may submit a project proposal for any eligible activity listed in Section 105(a) of the Federal Housing and Community Development Act of 1974, as amended. In addition to Section 105(a) of the Federal Housing and Community Development Act of 1974, applicants are highly encouraged to consult the Code of Federal Regulations (CFR) as it relates to the U.S. Housing and Urban Development’s (HUD) CDBG Program.
24 CFR Part 570 Subparts “A”, “C”, “I”, “J”, “K”, and “M” are applicable to the State’s CDBG program. It is recommended that applicants access the online CFR version at https://www.ecfr.gov provided by the U.S. Government Publishing Office (GPO). Subparts “C” (24 CFR §570.201), (24 CFR §570.207) and “I” (24 CFR §570.482) will provide applicants with guidance as it specifically relates to CDBG project/activity eligibility. Applicants are advised to contact the Oklahoma Department of Commerce (ODOC) BEFORE application submission regarding any questions relating to project/activity eligibility should any additional clarification be required.

It should be noted that while ODOC highly encourages applicants to seek additional clarification regarding CDBG eligibility that the official and final eligibility is determined upon application review. It should be acknowledged that ODOC does not conduct official pre-application reviews. Should additional eligibility assistance be requested, it is important to keep in mind that ODOC is providing this assistance without the aid of any application specific documentation. In some cases, the lack of additional project related information such as that contained in the submitted application may result in a different eligibility determination upon final application review. Also, any comments or observations are being presented in consideration that all other CDBG Program thresholds will be met in the final application.

Under CDBG Community Revitalization, projects could include:

- Fire Protection (Fire Trucks) (See Note Below)
- Streets
- Housing “As defined under HCDA Section 105(a)(15), 24 CFR 570.204, 24 CFR 570.207(b)(3)”
- Senior Citizen Centers
- Community Centers
- Public Library
- Gas & Electrical System Improvements
- Removal of Architectural Barriers Associated with Handicap Access
- Storm Water Drainage Improvements

*Special Note Regarding Equipment Related Activities: 24 CFR §570.207 (Ineligible Activities) ODOC will NOT fund Equipment Only CDBG Community Revitalization applications except as provided for under CDBG regulations. One notable exception as noted in the regulations would be the eligibility of fire protection equipment such as fire trucks.

The purchase of equipment under CDBG is generally ineligible except under very limited conditions as outlined in 24 CFR §570.207. The following excerpt is taken from 24 CFR §570.207.
Applicants are encouraged to review the entire regulation and should immediately consult ODOC should there be questions as to the eligibility of their prospective project funding request.

The general rule is that any activity that is not authorized under the provisions of §570.201-570.206 is ineligible to be assisted with CDBG funds. This section identifies specific activities that are ineligible and provides guidance in determining the eligibility of other activities frequently associated with housing and community development.

(a) **The following activities may not be assisted with CDBG funds:**

(1) *Buildings or portions thereof, used for the general conduct of government* as defined at §570.3(d) cannot be assisted with CDBG funds. This does not include, however, the removal of architectural barriers under §570.201(c) involving any such building.

(b) The following activities may not be assisted with CDBG funds unless authorized under provisions of §570.203 or as otherwise specifically noted herein or when carried out by an entity under the provisions of §570.204.

(1) *Purchase of equipment.* The purchase of equipment with CDBG funds is generally ineligible.

(ii) *Fire protection equipment.* Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under §570.201(c).

**CDBG Community Revitalization Projects – Project Descriptions**

Project descriptions are required as part of the OKGrants’ CDBG Community Revitalization application. Unlike large-scale water and wastewater projects which benefit from the submission of a detailed preliminary engineering report, the CDBG Community Revitalization set-aside allows for projects which require the applicant to formulate a detailed project description.

**Example One – Fire Truck**

A. Describe the fire truck. What is the specific type of truck’s purpose and how will it specifically benefit the applicant if funded? Applicants cannot simply write “Fire Pumper Truck”. This is inadequate. Applicants cannot simply justify need such as “new fire truck in order to lower ISO insurance rates”.

B. Substantiate the need for the number of units requested. Obviously, this is only applicable if more than one unit is requested.

C. Is this unit new, additional, or a replacement? Describe why the new, additional, or replacement unit is required.

**Example Two – Street Resurfacing**

A. Describe the street resurfacing. What is the specific construction activity taking place and how will it specifically benefit the applicant if funded? Simply stating that the road will be smoother to drive on is considered inadequate.

B. What is location and/or name of the street that will undergo construction? Understandably, applicants are required to provide a visual map as part of the application but the written location is required for ODOC’s HUD related CDBG Program performance data.

**Project Definition**
Under the State’s CDBG Community Revitalization program, a project is defined as ONE eligible or sponsored unit of local government (UGLG) applying for ONE activity in which there is a benefit to only ONE geographically TARGETED AREA or an entire COMMUNITY-WIDE AREA. These areas allow for an activity in which only ONE LMI survey (as applicable) is required. If the project doesn’t meet the above definition it will be disqualified resulting in a FAILED application rating.

Because of the unique design of the CDBG Community Revitalization Program and limited CDBG funding, it is necessary to provide additional project definition clarification. By limiting the number of activities requested under a single application, ODOC is trying to maximize the availability to other potential applicants.

Under CDBG Community Revitalization, projects are further defined as a single activity identified under the same general type or category. For example, an applicant requests CDBG funding for a fire truck and parking lot as part of the same application. Under this scenario, the fire truck (equipment) and parking lot (infrastructure) would be seen as two individual project requests. It is important to note that it is impossible to account for every possible funding request scenario in this guideline. It is the responsibility of the applicant to contact ODOC before application submission for additional clarification.

**CDBG Project Eligibility Policy**

Prospective CDBG Program applicants are strongly encouraged to review (24 CFR 570 Subparts A, C, I, K, and O) of the Electronic Code of Federal Regulations (https://ecfr.io/Title-24/) for additional regulatory CDBG Program guidance as related to State CDBG Programs. The Housing and Community Development Act Section 105(a) and 24 CFR 570.482 defines eligible activities under the State CDBG Program. While some regulatory language is direct, there are instances where more clarity is needed.

It is the policy of ODOC/CD that should a prospective CDBG Program applicant request a CDBG project/activity that does NOT appear directly eligible and cannot be immediately determined as ineligible as interpreted from CDBG regulatory guidance and ODOC/CD staff that the applicant can formally request ODOC/CD to seek a final determination from HUD officials.

a. The prospective applicant will be required to submit a project/activity narrative regarding the requested activity. This will be required by HUD to conduct their review and make a determination. It is the responsibility of the prospective applicant to provide the narrative. The submission of the narrative to ODOC/CD will be seen by as the formal request to seek a final determination from HUD.

b. Once a detailed project narrative is received by ODOC/CD, it will be submitted to the Oklahoma City HUD office for a final eligibility determination.

Prospective applicants are advised to seek project/activity guidance as soon as possible from ODOC/CD if they have eligibility concerns. Prospective applicants should be aware that final CDBG regulatory and program guidance can take several months to receive from HUD. ODOC/CD understands that prospective applicants are subject to CDBG application deadlines; however, in absence of a final project/activity determination from HUD, ODOC/CD cannot allow an award for any requested CDBG project/activity that cannot be determined to be directly CDBG eligible. If the project/activity eligibility determination hasn’t been received from HUD by the CDBG
application deadline, the application will receive a FAIL threshold rating. Applicants are advised to consider that a determination may not be received by the CDBG application submission date.

**SAM.Gov Debarred / Exclusion Check Requirement**
The System for Award Management (SAM) is an official website of the U.S. government. *You must have an active registration in SAM to do business with the Federal Government.* There is no cost to use SAM. The General Services Administration (GSA) is required by the Federal Acquisition Regulation (FAR) to compile and maintain a list of parties debarred, suspended, or disqualified by federal agencies in SAM.gov. Units of General Local Government (UGLG’s), contractors as well as recipients of federal financial assistance must be registered at SAM.gov. Active registration in SAM is required to apply for an award and for HUD to make a payment. ODOC/CD is required by HUD to check UGLG grantees’ debarment/exclusion status in the federal SAM database and place a record on file. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Per the SAM User Guide, the No Active Exclusions field on the SAM Entity summary indicates whether the entity has a current debarment. SAM.gov will check the exclusions list for the DUNS number of your entity and indicate whether any exclusion records exist. If an active exclusion record exists for your entity, this question will default to “Yes,” meaning that the contractor is debarred. No Record Found means that the entity is not registered or has let its registration lapse. The entity should ensure that the email address is current in SAM.gov so that when automated reminders are sent to renew registration each year that this reminder does not go into spam due to an obsolete email address.

**How do I start a SAM registration?** If you have not yet started your registration, please create an individual user account and log into SAM to register your entity. To register in SAM, at a minimum, you will need the following information:

**U.S. Registrants:**

1. Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. If you don't already have one, you can request a DUNS Number for FREE from Dun & Bradstreet (D&B).

2. Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.

3. Your bank’s routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).
If you already started your registration, check your status by entering your DUNS Number or CAGE Code in the SAM Status Tracker. You will be required to upload the PDF copy provided which the check which shows that the UGLG is NOT excluded into OKGrants.

**SAM.Gov Website Exclusion Check** – NOTE: CONDUCT A PUBLIC SEARCH. DO NOT LOG INTO SAM.Gov. This will ensure that the information is available for PUBLIC review. Choose “Search Records” and then use “Quick Search” Enter the UGLG’s nine digit DUN’s number in the “DUNS Number Search” field. Select the “SEARCH” button the bottom of the page.

Save a copy of the search by selecting the “Save PDF” button at the top of the box. This will provide the electronic PDF file copy needed to be uploaded into the CDBG application in OKGrants.

**NEW LOGIN PROCESS FOR SAM.GOV** – Update July 2018

What is the new login process for SAM.gov?
The first time you log in to SAM.gov after June 29, 2018, you'll be asked to create a login.gov user account (if you don’t already have one). Going forward, you will use your login.gov username and password every time you log in to SAM.gov. Your current SAM.gov username and password will no longer work.

Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services, and applications. With a login.gov account, you can sign into multiple government websites (including SAM.gov) with the same username and password.

If you already have a login.gov account check the email address associated with it. If your current login.gov account matches the email address associated with your SAM.gov account, you are ready for the new login process. Otherwise, you will need to create a new login.gov account the first time you log in to SAM.gov after June 29, 2018.

**Why do I need my current SAM.gov user account email address?**

If you use any other email address to create your account at login.gov other than the one associated with your SAM.gov account, your SAM.gov roles will need to be reassigned. This could cause delays in updating your existing registrations.

How do I find the email address for my SAM.gov user account?

- If you don’t know which email is associated with your SAM.gov user account, contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) Monday through Friday from 8 a.m. to 8 p.m. (ET), for FREE assistance.

**What do I need to create my Login.gov user account?**

Through SAM.gov, create a login.gov account (if you don’t already have one). Your old SAM.gov username and password won’t work anymore. You'll need to:

- **Create a login.gov account if you don’t have one.** You only need to do this once.

- **If you have a login.gov account, check the email address.** - If you already have a login.gov account, the associated email address must match the email address associated with your SAM.gov account in order to migrate your roles. If the email addresses don’t match, you'll need to create a new login.gov account.

- **If you don’t have a login.gov account, enter an email address.** Use the same email address you use for SAM.gov. If you don’t currently have a SAM.gov account (are a brand new user, for example), you may use any email address you have access to.

- **Create a new password.**

- **Pick how you want to receive security codes.** You need a working phone number (mobile or landline) or an authentication app (installed on your mobile or on your
How do I sign into SAM.gov after I create my Login.gov account?

Every time you select “Log In” on SAM.gov, you'll go to the login.gov sign-in page. You need to enter your login.gov email address, password, and the one-time security code that you receive. You can tell login.gov to remember your browser which stores your security code for 30 days.

Why did SAM.gov make these user account changes?

- To further increase security and deter fraud, SAM.gov is partnering with login.gov to implement multi-factor authentication for registered SAM.gov users.

Does this change impact public users who do not log in to SAM.gov?

- No. There is no change for users who search and view public data on SAM.gov without logging in to the system.

Can I get help for this new login process?

- Yes. SAM.gov has additional instructions, the Federal Service Desk will be available to support, and you can go to login.gov to learn more about creating an account.

Alleged Fraudulent Activity in SAM

The GSA has taken action to address alleged fraudulent activity in the System for Award Management (SAM). The measures GSA already put in place to help prevent improper activity in SAM include masking specific data elements in the entity registration even for authorized entity users; requiring “parent” approval of new registrations for their “child” entities; and requiring the formal appointment of the Entity Administrator by original, signed notarized letter.

Additional enhanced controls have been deployed. These controls include implementing multi-factor authentication using login.gov and notifying Entity Administrators when there is a change in the entity’s bank account information.

NOTARIZED LETTER PROCESS CHANGES

How has the notarized letter review process changed?

All non-Federal entities who create or update their registration in SAM.gov will no longer need to have an approved Entity Administrator notarized letter on file before their registration is activated.

- Hint: This applies to you if your SAM.gov Purpose of Registration is either Federal Assistance or All Awards. Check SAM.gov to find your Purpose of Registration.
- All non-Federal entities still must mail the original, signed copy of the notarized letter to the Federal Service Desk.

**Where can I find the notarized letter templates?**

Read the instructions for domestic entities posted at the Federal Service Desk.

**Where do I send the notarized letter?**

You must mail the original, notarized letter to:

**FEDERAL SERVICE DESK**
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285

**Risk Assessment**

ODOC/CD performs monitoring of the CDBG projects. Not every project will be monitored on site. Desk monitoring may be utilized for projects that are low risk or when the Grantee has an exemplary management history.

ODOC/CD has developed a monitoring strategy that targets a sampling of projects or activities. This sampling is based on risk factors associated with various types of projects and/or Grant Recipients. While every project receives some level of monitoring, priority for in-depth evaluation and review is given to projects that are:

1. Multi-jurisdictional, i.e., involving more than one unit of local government;

2. Involve some level of risk, as evidenced by:
   a. Lack of recent history in administering a CDBG project;
   b. Evidence of numerous accounting or financial tracking errors on current or previous projects;
   c. A record of serious findings or sanctions in previous monitoring session;
   d. High turnover of administrative staff;
   e. Delays in submitting required reports;
   f. Prior violations;
   g. Failure to attend and participate in implementation workshops;
   h. Excessive tardiness in responding to prior monitoring findings.

3. By definition, economic development projects are considered high risk.
In addition, CDBG Community Revitalization subrecipients must meet certain threshold requirements listed in the CDBG application guidance. These threshold requirements assist ODOC/CD to assess risk and to award funds to those potential subrecipients with the best administrative and financial capacity to manage grants.

**Proposal Guidance**
Technical assistance regarding eligible projects, project concepts, the application guidelines, and other information pertaining to the CDBG Community Revitalization Program is available upon request.

Applicants are encouraged to contact the staff persons listed below anytime they are uncertain with regard to program requirements, project conceptualization, or any portion of the application process and/or guidelines.

CDBG Community Revitalization Application inquiries may be directed to:

Steve Hoover, steven.hoover@okcommerce.gov, 800-879-6552, or 405-227-3984
SECTION TWO: REQUIRED DOCUMENTATION

The following narration provides detailed guidance regarding the documents needed to submit a complete CDBG Community Revitalization application. Please note that the documentation in items One (1) through Five (5) can only be completed online at the OKGrants' website. Items Six (6) through Fourteen (14) are attachments that are required to be completed and then electronically uploaded via the internet to the OKGrants' website.

1. Application Summary and Certification (OKGrants - Online Completion Only)
The summary requests general information about the applicant and must be completed in full. The certification attests to the accuracy and completeness of the application.

2. Documentation of Project Qualification under the National Objective (OKGrants - Online Completion Only)
Most of Oklahoma's CDBG Community Revitalization applicants qualify their project activities under the National Objective of benefit to low and moderate income persons. Applicants are cautioned that qualifying a project under slum or blight or urgent need is a difficult process that has very limited application and can only be used under special conditions and circumstances. Therefore, you are urged to qualify your proposal under benefit to low and moderate income persons. Applicants who qualify a proposal using slum and blight or urgent need must receive guidance and approval from ODOC/CD. Please call Steve Hoover, 800-879-6552 or 405-227-3984.

(a) Qualifying under the National Objective of Benefit to Low and Moderate Income Person.

To qualify for CDBG Community Revitalization funding under the National Objective of benefit to low and moderate income persons, the proposed project activities must show a positive or general improvement of living condition in a definable geographic target area where at least 51% of the occupied households/homes are of low and moderate income families. Low and moderate income families have an income equal to or less than the current Section 8 low income limits established by the United States Department of Housing and Urban Development (HUD), (Appendix E of this guidance document).

Each activity proposed for funding with CDBG Community Revitalization dollars claiming the National Objective of benefit to low and moderate income persons, must provide data indicating the percentage of low and moderate income beneficiaries.

Various questions must be answered before determining whether or not an activity proposed for CDBG Community Revitalization funding provides benefit to principally low and moderate income families. Questions to be answered include: (1) How does the proposed activity serve the residents of the geographic target area in which it is taking place? (2) Which occupied households/homes within the geographic target area are directly affected or impacted by the proposed activity? (3) Is there a larger set of households/homes that will be served by the proposed activity?

Once the beneficiaries for each activity proposed for funding with CDBG Community Revitalization dollars have been identified, the next step is to document the percentage of low
and moderate income households/homes that will benefit from each of those activities. This is best accomplished by performing an income survey in order to determine family incomes.

Income surveys for each proposed CDBG Community Revitalization funded activity are typically a requirement. However, in some very limited cases, other techniques may be used to document the percentage of low and moderate income families receiving benefit, such as the use of the Census data. However, the use of any Census data to document the percentage of low and moderate income beneficiaries for any CDBG Community Revitalization funded activity should receive prior ODOC/CD review and approval. An Applicant's failure to obtain prior ODOC/CD review and approval of the use of Census data to qualify CDBG Community Revitalization activities may result in rejection of the data's conclusions.

Income survey techniques consist of door-to-door surveys, telephone surveys, mail surveys, or any combination of the three. Regardless of the technique used, an Applicant must be able to link each income response to a specific family within a specific household/home. Blind survey techniques that cannot match households/homes and their respective family incomes will not be accepted, as they do not allow for verification should it become necessary.

For all FY 2019 income surveys, only the Random Sample Survey methodology will be accepted by ODOC/CD. ODOC/CD will accept income surveys that have been conducted within the previous five (5) program years (FY 2014, 2015, 2016, 2017, or 2018). However, to be eligible for previous program years’ surveys, the Applicant will be responsible for providing copies of the original Field Survey Summary Sheet, Survey Field Sheets, Random # Table, and Survey Map.

(b) Conducting an Income Survey

For those applicants conducting Random Sample Income Surveys, a sample Field Survey Form can be found in Appendix “A” of this guidance document. All applicants are required to complete the Direct Project Beneficiary Income Survey Summary located in the online application at OKGrants. Additionally, the following LMI documentation is required to be uploaded the Application “UPLOADS” section of OKGrants: 1. Upload a copy of the Random Number Table that was generated by ODOC/CD to perform the survey. 2. Upload a color coded map that identifies each surveyed home’s income status (above or below low and moderate income status); the location of all proposed CDBG and leverage activities, and the central business district. 3. Upload all scanned copies of the original Direct Beneficiary Income Field Survey sheets. 4. Upload a copy of the LMI Field Survey Summary sheet. (A blank copy of this form is located in Attachment F) NOTE: The LMI Field Survey Summary Sheet summarizes the uploaded Field Survey Sheets on one form and is required to be completely filled out to include: Town/City/Target Area, County, and Survey Date.

An overview of the Random Sample Survey procedures is provided below.

Step 1. List by name and address, the number of households within the geographic area to be covered by the project (for example, the following listings may be used to identify the number of households within your universe: water billing, wastewater billing, solid waste billing, 911 emergency service databases, or in the case of a county, the voting rolls).
Step 2. Alphabetize your universe by last name (all households); or list in ascending or descending order by account numbers. This establishes a random distribution for your universe.

Step 3. Number all households composing your universe.

Step 4. Based on the number of households provided, a random survey sample will be generated by ODOC/CD and provided to the Applicant along with the required response rate that must be achieved.

Step 5. Match the random sampling numbers to your numbered household universe and survey those locations. For example, if the random sample provided by ODOC/CD is “#47”, match that number 47, to the 47th entry on your numbered universe and survey that location. Continue to survey until you have achieved the required response rate. Do not over survey.

Step 6. Survey using the “Direct Project Beneficiary Income Survey Field Worksheet” provided in the appendix to this application packet (these working papers are to be retained with the permanent records of the unit of local government) and the low-income figures for your county (provided in Appendix “A”).

Step 7. Aggregate the survey results by family size and record that data on the “Direct Project Beneficiary Income Survey Summary Form” provided in the Forms Section of this application packet.

Step 8. Calculate the LMI percentage by dividing the total number of low and moderate households resulting from your survey by the total number of households surveyed. Record the results on the “Survey Summary Form.”

Step 9. Complete the online “Income Survey Summary Form” in your OKGrants application.

The table below provides the sample size of households that must be surveyed compared to the number of households identified in the target area. For example: If you had 230 occupied households in the target area you would need to survey 150 occupied households.

Required Sample Sizes for Universes of Various Sizes:

<table>
<thead>
<tr>
<th>Number of Occupied Households in Target Area</th>
<th>Survey Sample Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-55</td>
<td>50 or all if less than 50 households in universe.</td>
</tr>
<tr>
<td>56-63</td>
<td>55</td>
</tr>
<tr>
<td>64-70</td>
<td>60</td>
</tr>
<tr>
<td>71-77</td>
<td>65</td>
</tr>
<tr>
<td>78-87</td>
<td>70</td>
</tr>
</tbody>
</table>
The results of the Random Survey **must be clearly shown on a map** that identifies each surveyed home with the low and moderate income homes designated with a distinct color. Applicants performing income surveys are cautioned that incorrectly administered surveys or their resulting data regarding low and moderate income percentage claims will be rejected. **Failure to include a properly marked map with the application will result in rejection and return of the application.**

Determining the beneficiaries and performing a survey for any activity under any project category is critical. ODOC/CD guidance regarding beneficiaries and surveys is well advised. Therefore, all Applicants should take the time to discuss their project activities and surveys with ODOC/CD staff before performing their survey(s).

**3. Detailed Line Item Budget** *(OKGrants - Online Completion Only)*

The proposed activities should be as specific as possible as they will provide the basis of your contract and project budget should you receive funding.

As referenced in (24 CFR 570.201-204) and (CPD Notice 13-07), costs incurred as a direct result of implementing and executing eligible CDBG activities are known as "Activity Delivery Costs". These costs are directly attributable to an eligible CDBG project activity. Under the State’s CDBG Community Revitalization set-aside, the maximum amount of CDBG funds that may be used for Activity Delivery Costs by a CDBG certified administrator is six percent (6%) of the total CDBG construction and professional/non-construction funds provided.

**4. Consultant Form** *(OKGrants - Online Completion Only)*

**5. Audit** *(OKGrants - Online Completion Only)*
TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2018 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2017 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

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/CD. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so.

An audit is required to be uploaded as part of the application process. Alternatively, the audit may also be submitted via postal mail to:

Oklahoma Department of Commerce
Administrative Services
Attn: Sharmin Rahman
900 N. Stiles Ave.
Oklahoma City, OK  73104-3234

General audit inquiries and questions regarding audit submissions should be directed to Sharmin Rahman at the Oklahoma Department of Commerce.

Sharmin Rahman, 800-879-6552, ext. 5312 or 405-815-5312
(sharmin.rahman@okcommerce.gov)

6. Applicant Resolution (Attachment A – Upload Form to OKGrants)
Applications must include a resolution passed by the current governing body requesting that particular assistance. The Resolution is required to be uploaded as part of the application process. A sample resolution is provided in Attachment “A” of the application. The Resolution is required to be signed and dated by the chief elected official. The Resolution also requires a Town/City/County seal or it must be notarized in lieu of the seal.

7. Citizen Participation Requirements (Attachment B- Upload Form to OKGrants)
All applicants, in order to apply for CDBG assistance, must complete and document the following requirements: (1) create and adopt a Written Citizen Participation Plan and (2) hold an application phase public hearing regarding the CDBG Community Revitalization Program. The Citizen Participation document is required to be uploaded as part of the application process.

Citizen Participation Plans must be officially adopted and followed by all Applicants, and submitted as Attachment “B” in the application. Re-stating the Citizen Participation Plan outline requirements does not constitute a valid plan. Applicants must clearly state the actions they will undertake to meet the requirements of Written Citizen Participation Plans. (Sample Citizen Participation Plan can be found in the Attachment “B” of the application.) Applicants may readopt prior years Citizen Participation Plans provided that the previous plan has been reviewed and updated as needed to adequately support the proposed project.
Documentation of the “application phase” Public Hearing is also an application requirement. Acceptable documentation consists only of the affidavit of publication, official posting announcing where and when the hearing is to be held along with a listing of the posting locations (posting is an acceptable method of advertising only where it is the standard method used by a unit of local government to provide notice of official meeting), or a copy of the newspaper article announcing the public hearing.

ODOC/CD recommends that no less than seven (7) working days be given as advance notice of the application phase Public Hearing or any subsequent public meetings held for the purpose of discussing project activities as they relate to the CDBG Community Revitalization grant funds.

All written Citizen Participation Plans must explain how an Applicant unit of local government will:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG Community Revitalization funds are proposed to be used.

2. Ensure citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of local government's proposed and actual use of the CDBG Community Revitalization funds; including, but not limited to, the following:

   (a) The amount of CDBG Community Revitalization funds expected to be made available for the current fiscal year if the project is approved;

   (b) The range of activities that may be undertaken with CDBG Community Revitalization funds;

   (c) The estimated amount of CDBG Community Revitalization funds proposed to be used for activities that will meet the National Objective of benefit to low and moderate income persons;

   (d) The proposed CDBG Community Revitalization activities likely to result in displacement and the sponsoring unit of local government's anti-displacement and relocation plans developed in accordance with Section 104(d)(1) and (2) of the Act; and

   (e) The basis on which the sponsoring unit of local government may provide technical assistance to groups' representative of persons of low and moderate income that request assistance in developing proposals. The level and type of assistance to be provided are at the discretion of the sponsoring unit of local government. Such assistance need not include providing funds to such groups.

3. Provide for a minimum of two (2) public hearings; one prior to submission of the application for funding of the project that favors the purpose of obtaining citizens’ views and formulating or responding to proposals and questions; the other at the end of the grant period, if the Applicant receives funding, that discusses Grantee performance. There must be reasonable notice of the public hearings (ODOC/CD suggests seven [7] to ten [10] days), and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped.
4. Meet the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.

5. Provide citizens with reasonable advance notice (ODOC/CD suggests seven [7] to ten [10] days), and the opportunity to comment on proposed activities not previously described in a unit of local government's funding request and activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries.

6. Provide the place, phone numbers, and times where and when citizens are able to communicate when submitting written complaints and grievances; the process the unit of local government will use to provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practical.

7. The application phase public hearing must, at a minimum, address the following topics:
   
   (a) Community development and housing needs;

   (b) CDBG Community Revitalization Program purpose, i.e. meet one of three (3) National Objectives;

   (c) The development of proposed activities.

8. The Citizen Participation Plan is required to be signed and dated by the chief elected official. The Citizen Participation Plan also requires a Town/City/County seal or it must be notarized in lieu of the seal.


All cost estimates shall be obtained from professional sources, and are required to be uploaded as part of the application process. These estimates must be certified and from professional engineers, architects, construction companies, vendors or appropriate personnel with experience to make such estimates. However, when the application is for new building construction or improvements to an already existing building, the applicant must adhere to 59 O.S.§46.21b and 74 O.S. §324.11 as amended.

Preliminary Engineering and Architectural expenses are an eligible cost to the CDBG Community Revitalization contract if budgeted for in the application and the application is approved for funding. ODOC/CD will allow a maximum of 2% for preliminary engineering or architectural costs. This percentage is based on the total proposed CDBG Community Revitalization activity dollars using the following Rural Economic and Community Development engineering fee table below. Engineering and architectural services paid for with CDBG Community Revitalization funds must be procured in accordance with ODOC/CD procedures.

The maximum amount of CDBG Community Revitalization funds that may be used for final engineering and architectural is based on the total proposed CDBG Community Revitalization activity dollars using the following Rural Economic and Community Development engineering fee table:

**USDA – RURAL DEVELOPMENT ENGINEERING FEE TABLE:**
<table>
<thead>
<tr>
<th>Proposed CDBG Construction Amount</th>
<th>Percentage Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60,000</td>
<td>13.2</td>
</tr>
<tr>
<td>70,000</td>
<td>12.6</td>
</tr>
<tr>
<td>80,000</td>
<td>12.3</td>
</tr>
<tr>
<td>90,000</td>
<td>12.0</td>
</tr>
<tr>
<td>100,000</td>
<td>11.9</td>
</tr>
<tr>
<td>200,000</td>
<td>10.5</td>
</tr>
<tr>
<td>300,000</td>
<td>9.7</td>
</tr>
<tr>
<td>400,000</td>
<td>8.9</td>
</tr>
<tr>
<td>500,000</td>
<td>8.5</td>
</tr>
<tr>
<td>600,000</td>
<td>8.2</td>
</tr>
<tr>
<td>700,000</td>
<td>8.0</td>
</tr>
<tr>
<td>800,000</td>
<td>7.8</td>
</tr>
<tr>
<td>900,000</td>
<td>7.7</td>
</tr>
<tr>
<td>1,000,000</td>
<td>7.5</td>
</tr>
<tr>
<td>2,000,000</td>
<td>6.7</td>
</tr>
<tr>
<td>3,000,000</td>
<td>6.4</td>
</tr>
<tr>
<td>4,000,000</td>
<td>6.3</td>
</tr>
<tr>
<td>5,000,000</td>
<td>6.2</td>
</tr>
</tbody>
</table>

The maximum amount of CDBG Community Revitalization funds that may be used for resident inspection is based on the total proposed CDBG Community Revitalization activity dollar costs using the USDA-Rural Development resident inspection fee table below:

**USDA – RURAL DEVELOPMENT RESIDENT INSPECTION FEE TABLE:**

<table>
<thead>
<tr>
<th>Proposed CDBG Construction Amount</th>
<th>Percentage Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000 or Less</td>
<td>5.0 (or negotiated lump sum)</td>
</tr>
<tr>
<td>200,000</td>
<td>4.2</td>
</tr>
<tr>
<td>300,000</td>
<td>3.8</td>
</tr>
<tr>
<td>400,000</td>
<td>3.5</td>
</tr>
<tr>
<td>500,000</td>
<td>3.2</td>
</tr>
<tr>
<td>600,000</td>
<td>3.0</td>
</tr>
<tr>
<td>700,000</td>
<td>2.8</td>
</tr>
<tr>
<td>800,000</td>
<td>2.65</td>
</tr>
<tr>
<td>900,000</td>
<td>2.5</td>
</tr>
<tr>
<td>1,000,000</td>
<td>2.4</td>
</tr>
<tr>
<td>2,000,000</td>
<td>2.3</td>
</tr>
<tr>
<td>3,000,000</td>
<td>2.2</td>
</tr>
<tr>
<td>4,000,000</td>
<td>2.1</td>
</tr>
<tr>
<td>5,000,000</td>
<td>2.0</td>
</tr>
</tbody>
</table>

The aforementioned limitations are to be used by applicants as guides for CDBG Community Revitalization project proposal budgeting only. ODOC/CD does not mean to imply that percentage of professional and construction engineering fee contracts are acceptable. In the event a grant is awarded and CDBG Community Revitalization funds are used to pay for professional and construction engineering services, only lump sum or fixed price contracts for those services will be acceptable when procured in accordance with the CDBG Contractors Implementation Manual.
ODOC/CD reserves the right to review, question, realign and/or negotiate any part of an Applicant's proposed project costs including, but not limited to, engineering and/or resident inspection fees, administrative costs, leverage, all elements of construction costs, etc. Applicants should be prepared to justify the costs associated with their entire project. Any proposed costs that cannot be fully justified and/or documented shall be subject to change by ODOC/CD.

9. Section 102 Disclosures and Certification (Attachment D – Upload Form to OKGrants)
This form must be completed if the minimum requirements of the disclosure are met and certified by the interested parties as set forth in the disclosure. The Section 102 Disclosure and Certification is required to be uploaded as part of the application process.

10. Leverage (Attachments E1, E2, E3 – Upload Forms to OKGrants)
Leverage is not a threshold requirement. However, applicants will be rated on their ability to integrate the use of additional funds to carry out CDBG Community Revitalization projects. Leverage will be valued using full value for cash leverage and half of the in-kind leverage (MAX $50,000 x .5 = $25,000) will be recognized as cash.

Proposed leverage must be directly related to the proposed CDBG Community Revitalization project. Leverage may consist of cash or in-kind contributions. This leverage may consist of cash or in-kind contributions. Cash includes other federal/state grants and loans and capital improvement funds set-aside for a specified purpose in the municipal and/or county budget. Cash also includes fair market value of land, building, or materials portion of infrastructure improvements. In-kind includes the value of force account labor, voluntary labor ($10.00 per hour) or the services and supplies provided by another local entity.

Administrative costs may be donated as “in-kind” leverage. However, the amount of administrative costs for CDBG Community Revitalization projects is established at 6% of the CDBG Community Revitalization award. Therefore, any value of administrative services above that amount cannot be considered as leverage.

The value of in-kind contributions must be reasonable and verifiable. ODOC/CD reserves the right to require additional documentation of the value and extent of in-kind contributions. ODOC/CD will utilize professional engineers and/or other appropriate personnel to ascertain the validity of the in-kind contributions. Penalties such as deobligation of the grant, reduction of the grant amount or other measures deemed appropriate by ODOC/CD may be assessed for in-kind contributions not materializing. Additionally, if the applicant wishes to use volunteer labor, it might want to review its exposure to any potential liability before submitting the application.

11. LMI Documentation (Attachment F – Upload to OKGrants) As Applicable
The following are mandatory uploads for those applicants conducting Random Sample Income Surveys:
   a. LMI Field Survey Summary sheet – (Blank Copy Attachment F) NOTE: The LMI Field Survey Summary Sheet summarizes the uploaded Field Survey Sheets on one form and is required to be completely filled out to include: Town/City/Target Area, County, and Survey Date.
   b. Random Number Table
   c. Survey Map
   d. Copy of the Original LMI Field Survey Sheets
12. **W-9 Form & Instructions** *(Attachment G – Upload Form to OKGrants)*
The W-9 form (Taxpayer Identification Number & Certification) is required to be filled out in full and uploaded as part of the application process.

13. **Insurance Verification (As Applicable)** *(Attachment H – Upload to OKGrants)*
Applicants must certify that if the proposed project is funded by CDBG Community Revitalization 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.

14. **SAM.gov Exclusion / Debarment Verification** *(Attachment I – Upload to OKGrants)*
SECTION THREE: THRESHOLD CRITERIA

Under this broad category, 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, and 24 CFR Part 570 as applicable, other than water or wastewater projects.

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

The grant maximum for the CDBG Community Revitalization application is $150,000. The maximum amount of CDBG Community Revitalization funds that may be used for Activity Delivery Cost is six percent (6%) of the total CDBG Revitalization funds awarded for the total construction and professional/non-construction funds provided. Applications will be accepted through March 29, 2019. Applications received after this date will NOT be considered for funding. Additionally, CDBG Community Revitalization projects not meeting all of the threshold requirements will NOT be considered for funding.

Threshold Criteria for CDBG Community Revitalization Set-aside

1. Requests for funds must address at least one or more of the Primary National Objectives of the CDBG Community Revitalization 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 CDBG 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 a $150,000 grant maximum. Applicants may not apply for more than one (1) project activity per application under this CDBG Community Revitalization set-aside.

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. Cities, towns, and counties with previous CDBG funding must have ALL close-out documents submitted by January 31, 2019.
(a) City/Town and County (Direct Jurisdiction) Applicants: **City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year** selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. **Exclusions:** Economic Development Infrastructure Financing (EDIF) and Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

(b) County Sponsored Applicants: Counties acting in a "sponsorship" capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). **Limitation:** Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. **Exclusions:** Economic Development Infrastructure Financing (EDIF) and Capital Improvement Planning (CIP). Counties may 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.

7. The CDBG Community Revitalization grant request cannot exceed $2,000 per beneficiary.

8. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2017 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2016 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

If a city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedures, the city or town cannot apply directly to ODOC/CD. 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 must certify that if the proposed project is funded by CDBG Community Revitalization dollars it will be properly insured for the life of the asset (as applicable). Proper insurance for buildings include property and liability insurance coverage. When the project includes vehicles proper insurance will include liability, comprehensive and collision coverage.

10. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC/CD staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates; ODOC/CD 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/CD. This will result in a **FAILED** threshold application rating.
11. The Application Guidelines associated with the CDBG Community Revitalization set-aside contains an APPLICATION FORMS CHECKLIST outlining all application related documentation required to be uploaded into the online OKGrants application. It is the Applicant's responsibility to follow this checklist and seek additional guidance from ODOC/CD staff as required. Applicants will be responsible for following and providing each item listed on the checklist. **Failure to provide any of the required application documentation listed on the checklist will result in a FAILED application rating.** Additionally, Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the CDBG Community Revitalization Application Guidelines and online OKGrants Application System including, but not limited to: Resolution, income survey results, resolution requesting assistance, survey maps, certifications, Section 102 Disclosures, project budget, etc.
SECTION FOUR: APPLICATION RATING CRITERIA

Rating Criteria for Community Revitalization
Applications which meet threshold requirements will be ranked for funding utilizing the following criteria:

1. Project Benefit to Low to Moderate Income Percentage (2 - 15 points)

<table>
<thead>
<tr>
<th>LMI%</th>
<th>Points</th>
<th># LMI Persons</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>51-55</td>
<td>1</td>
<td>0-250</td>
<td>1</td>
</tr>
<tr>
<td>56-60</td>
<td>2</td>
<td>251-500</td>
<td>2</td>
</tr>
<tr>
<td>61-65</td>
<td>3</td>
<td>501-750</td>
<td>3</td>
</tr>
<tr>
<td>66-70</td>
<td>4</td>
<td>751-1,000</td>
<td>4</td>
</tr>
<tr>
<td>71-75</td>
<td>5</td>
<td>Over 1,000</td>
<td>5</td>
</tr>
<tr>
<td>76-80</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81-85</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86-90</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>91-95</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>96-100</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Grant Request Amount (0 - 10 points)

Due to limited CDBG Community Revitalization funding, ODOC/CD encourages smaller CDBG $ dollar requests in order to maximize applicant funding potential.

<table>
<thead>
<tr>
<th>Grant Request</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,999 or Less</td>
<td>10</td>
</tr>
<tr>
<td>$15,000 to $29,999</td>
<td>9</td>
</tr>
<tr>
<td>$30,000 to $44,999</td>
<td>8</td>
</tr>
<tr>
<td>$45,000 to $59,999</td>
<td>7</td>
</tr>
<tr>
<td>$60,000 to $74,999</td>
<td>6</td>
</tr>
<tr>
<td>$75,000 to $89,999</td>
<td>5</td>
</tr>
<tr>
<td>$90,000 to $104,999</td>
<td>4</td>
</tr>
<tr>
<td>$105,000 to $119,999</td>
<td>3</td>
</tr>
<tr>
<td>$120,000 to $134,999</td>
<td>2</td>
</tr>
<tr>
<td>$135,000 to $144,999</td>
<td>1</td>
</tr>
<tr>
<td>$145,000 to $150,000</td>
<td>0</td>
</tr>
</tbody>
</table>

3. Leverage (0 - 15 points)

Projects will be rated on their ability to integrate the use of funds other than CDBG Community Revitalization to carry out the proposed CDBG Community Revitalization project. Leverage will be valued using full value for cash leverage and half of the in-kind leverage (MAX $50,000 x .5 = $25,000) will be recognized as cash. A maximum of 15 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 the
population figures found in the Appendix ‘D’ of this guide. These figures are compiled by the U.S. Census Bureau and provided by the U.S. Department of Housing and Urban Development (HUD) and are reported in conjunction with HUD’s LMI qualification related documentation. Moreover, if the applicant is a county submitting on behalf of an unincorporated area, the maximum variable allowed (1.5) will automatically be applied.

**Applicants with a population of 1,500 or less will receive a variable of one and a half (1.5). Those with a population of 1,501 to 3,500 will receive a variable of one and a quarter (1.25). Finally, applicants with a population of 3,501 and greater will receive a variable of one (1).**

The leverage score will be calculated as follows:

**Formula:**

\[
\text{Cash Leverage} \times 1 = \text{Leverage Points} \\
\text{In-Kind Leverage} \times 0.5 = \text{Leverage Points} \\
\text{Total Leverage Allowed for Rating} \times 10 = \text{Leverage Points}
\]

**EXAMPLE A:**

Grant Amount Requested $150,000

Cash Leverage $50,000 \times 1 = $50,000

In-Kind Leverage $50,000 \times 0.5 = $25,000

Total Leverage Allowed For Rating $75,000

\[
\frac{75,000}{150,000} \times 10 = 5 \text{ Points}
\]

Example B: Based on the point award in Example ‘A’ above, The applicant has a population of 2,750 people. 5 \times 1.25 = 6.25 points awarded.

Example C: Based on the point award in Example ‘A’ above, The applicant has a population of 1,200 people. 5 \times 1.5 = 7.5 points awarded.

4. **Previous Grant Award (0 - 7 points)**

A city, town or county will be awarded points based on the CALENDAR YEAR & MONTH of closeout of the last CDBG Award. The applicant will receive points based on the following scale:

- A. One year after grant closeout – 0 Points
- B. Two years after grant closeout – 1 Point
- C. Three years after grant closeout – 3 Points
- D. Four years after grant closeout – 5 Points
- E. Five years or more after grant closeout – 7 Points
EXAMPLE: City ‘A’ successfully closed out a CDBG application in January of 2013. If City ‘A’ applies for a CDBG Community Revitalization application in March of 2016, City ‘A’ would receive three points on a 2016 CDBG Community Revitalization application.