

# TULSA COUNTY URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## FY2018 APPLICATION GUIDANCE

**Due date for this Application is April 3, 2018**

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended.

The purpose of this Application Guidance is to provide assistance in preparing a Community Development Block Grant application for the **FY2018** Tulsa County CDBG Urban County Program.

### Eligible Entities

Entities included for FY2018 funding, the funding allocation to the entity, and the percentage of low and moderate income population for each is listed below:

	<b>Proposed Allocation Amount</b>	<b>Percentage Low/Mod Population</b>
<u>Metro Entities</u>		
Broken Arrow Infrast.	\$348,515	24.60
Bixby	\$71,837	18.38
Owasso	\$128,827	23.27
Sand Springs	\$78,398	28.97
Sapulpa	\$130,955	43.73
<u>Revolving Entities</u>		
Glenpool	\$102,504	30.83
Tulsa County	\$102,504	40.03

### Threshold Requirements for FY2018 Metro City Applications

Due to HUD'S desire for all Entitlements to dramatically increase their expenditure rates and failure of select Entities to expend funds in a timely manner, the following expenditure criteria have been established and will be implemented for the **FY2018** Application cycle. To submit an application for **FY2018**, communities with open Metro Entities contracts must comply with the following Threshold Requirements:

100% of 2015 grant expended (unless carryover to FY2016/17 projects);  
50% of 2016 grant expended;  
2017 Obligated through bid award or design process underway.

If the above expenditure requirements have not been met by April 1, 2018, the community will not be eligible to submit an application. Staff will determine re-allocation of funds.

Applications should be submitted to:

INCOG  
Claudia Brierre  
2 West 2<sup>nd</sup> Street, Suite 800  
Tulsa, OK 74103  
[cbrierre@incog.org](mailto:cbrierre@incog.org)

## Section One

### National Objective

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.” All project proposals submitted for funding through the CDBG Program must document the achievement of at least one of the following National objectives:

- 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.

Most CDBG 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 INCOG.

To qualify for CDBG 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). Each activity proposed for funding with Community Development Block Grant(CDBG) 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.

### Application Criteria

1. No matching funds are required.
2. No administration expenses will be funded with CDBG funds.

3. When planning projects for FY2018, be aware that accumulating more than 2 years of grant funding is not permitted.
4. Engineering is a permissible use of CDBG funds but competitive procurement requirements must be followed
5. Income surveys of the project target area must be conducted. The use of Census Tract or Block Group data to document the percentage of low and moderate income beneficiaries for any CDBG funded activity should receive prior INCOG review and approval.
6. Applicants must hold an application phase Public Hearing informing citizens of the proposed project and submit documentation of the Public Hearing with this application. Notice must be given at least 15 days prior to the public hearing by publication in jurisdiction newspapers; or by posting at city halls. Acceptable documentation consists of the affidavit of publication or a copy of the newspaper article announcing the public hearing, or copy of certified posted notice. Tulsa County has prepared a Citizen Participation Plan on behalf of the Urban County communities; therefore, the individual community does not need to prepare a full Citizen Participation plan.
7. Specific projects identified in the application must have cost estimates derived from professional sources. Water and wastewater projects that require Oklahoma Department of Environmental Quality construction permitting 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 qualified to make such estimates.

## **Use of Funds**

The CDBG Program funds a broad array of projects and activities including but not limited to the following:

- Water and wastewater system improvements
- Solid waste
- Fire protection
- Streets
- Neighborhood Parks
- Housing activities including construction, emergency repair, rehabilitation
- Acquisition of real property for eligible public purposes
- Clearance, demolition and removal of buildings and improvements
- Senior citizen centers
- Gas and electrical system improvements
- Removal of architectural barriers associated with handicapped areas \*
- Storm water drainage improvements
- Economic Development
- Social services- (City of Broken Arrow only)

**\*Construction of ADA Sidewalks in non-low/mod census tracts is not an eligible project beginning this year.**

Guidance regarding eligibility requirements can be found in 24CFR 570.201 of the Federal Housing and Community Development Act of 1974, as amended.

## **Proposal Guidance**

Applicants are encouraged to contact the staff persons listed below with questions regarding program requirements, project conceptualization, or any portion of the Application Packet and/or Guidelines.

Claudia Brierre	579-9431
Barbara Albritton	579-9420
Steve Boettcher	579-9453

## Section Two

### Required Application Documents

#### 1. Application Summary

This form contains information about the specific project and includes a certification from the local government attesting to the accuracy and completeness of the application. The certification form must be completed and signed by the chief elected official of the local government.

#### 2. Line Item Budget (Application Form Attachment A)

The description of project activities along with a budget (form provided as Attachment A) should be as specific as possible as they will form the basis of your contract. This Budget should match Professional Cost Estimates submitted with the application.

#### 3. Direct Project Beneficiary Income Survey (Survey Summary Form Attachment B)

Income surveys for each proposed CDBG funded activity are a requirement unless using census tract or block group data.

##### **Determination of project beneficiaries:**

**City-wide-** An activity which will serve the entire city (such as wastewater treatment), provided that the city has a low and moderate income percentage at or above 51%. If the LMI percentage is below 51%, an income survey with a 75% response rate must be provided.

**Area benefit-** An activity which benefits all the residents in a particular area where at least 51 percent of the residents are low and moderate income persons. Examples would include resurfacing of a collector street or construction of a fire department substation.

**Direct benefit-** An activity which requires information on household size and income so that it is evident that at least 51 percent of the clientele are persons whose household income does not exceed the low and moderate income limit; or an activity which has income eligibility requirements which limit the activity exclusively to low and moderate income persons.

**Presumed benefit-** Benefit a clientele that is generally presumed to be principally low and moderate income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit 51 percent low- and moderate-income persons: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

## **Guidelines to identify specific beneficiaries for various activities:**

- **Water or Wastewater Line Replacement or Rehabilitation.** Those households directly tapped to or receiving improved service from the lines. Generally, beneficiaries are considered those persons residing in houses who receive their water through new, replaced or upgraded lines, or houses that discharge sewage into or through an improved collection line or main en route to the treatment plant.
- **New Wastewater or Water Extensions to Previously Un-served Areas.** The households/homes that will actually be connected to the wastewater or water line extensions. Service to newly-constructed subdivisions will not be funded due to environmental review requirements.
- **Flood and Drainage Improvements.** Households/homes within the recognized drainage basin.
- **Fire Protection.** Households/homes (buildings, vehicles and equipment) residing within the response area of the fire station; or using actual residential calls made by a fire station over the prior 12 month period, conduct a survey of those residences obtaining no less than 75% response rate.
- **Senior Citizen Centers and Community Centers.** Households/homes within the designated service area of the proposed center. If there is only one center in the community, the service area can be considered to be the entire community. If there is more than one center, then the Applicant must delineate the service area of each center. Senior Citizen Centers are presumed to benefit low and moderate income persons.
- **Demolition/Clearance/Removal of Junk and Debris and/or Abandoned Inoperative Vehicles.** Households/homes within the geographic area designated to receive the focus of the demolition, clearance and/or removal activities. Typically, the properties located within the geographic area designated to receive the demolition/removal activities are considered to be beneficiaries.
- **Provision of Accessibility for the Handicapped to Public Buildings.** The households/homes within the geographic area that receive services from the assisted public building(s). Providing handicapped access to a city hall would provide benefit to the households/homes in the entire city. Proposed handicapped access activities in connection with limited clientele facilities are presumed to benefit low and moderate income persons.
- **Street Improvements/Sidewalk Improvements.** The households/homes that have at least one property line abutting the improvement.

#### **4. Identification of Other Project Funding Sources (Application Form Attachment C)**

Match and leverage are not required for the grant, but should be identified if applicable to the project.

#### **5. Certified Engineering Reports and Professional Cost Estimates (Application Form Attachment D)**

Water and wastewater projects that require Oklahoma Department of Environmental Quality construction permitting must have certified cost estimates from a professional engineer licensed to work in Oklahoma. For projects not requiring DEQ permits, professional cost estimates must be derived from architects, engineers, vendors, construction companies, or appropriate personnel to make such estimates, and submitted with the application.

#### **6. Applicant Resolution (Application Form Attachment E)**

Applications must include a Resolution passed by the governing body requesting CDBG assistance from the Tulsa County Urban County program. A sample Resolution is provided as Attachment E of the application.

#### **7. Readiness To Proceed (Attachment F- Applicant Provides own Form)**

Applications must include an anticipated start date and projected timeline for completion. Documentation of the level of readiness to proceed must be submitted.

**TULSA COUNTY URBAN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**APPLICATION CHECKLIST**

**Required Documents to be submitted with Applications**

- ✓ W-9 Form
- ✓ Documentation of Current Registration in SAM
- ✓ Public Hearing Documentation: Affidavit of publication or certified posted notice.
- ✓ Application Summary Page which includes
  - Project Title
  - Detailed Project Description
  - Map with target area and Census Tract/BG clearly marked
  - Number of population served
  - Census Tract(s) and Block Groups(s) identified
- ✓ Application Certification
- ✓ Attachment A:       Line Item Budget
- ✓ Attachment B:       Income Survey Summary Form
  - Completed form if Income Survey
  - LM Percentage (%) if using CT/BG data
- ✓ Attachment C:       Other Project Funding Sources
- ✓ Attachment D:       Certified Professional Cost Estimates/Engineering Report
- ✓ Attachment E:       Resolution
- ✓ Attachment F:       Project Timeline



# APPLICATION FOR FY2018 FUNDS

CDBG Funds		\$ 348,515.00
Other Sources		\$
		\$
<b>Total</b>		\$ 348,515.00

**TULSA COUNTY URBAN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

<b>APPLICATION CERTIFICATION</b>
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The Applicant hereby certifies that all of the information contained in this application for community development assistance through the Tulsa County CDBG Urban County Program is true and accurate to the best of my knowledge and that all documentation supporting the information in this application is on file in the official offices of this unit of local government, available for review by Tulsa County/HUD during normal business hours. The Applicant also affirms that none of the activities set forth in this application have been initiated, nor shall they be initiated unless a grant has been awarded, a contract fully executed, and notice has been issued by Tulsa County that release of funds requirements have been met.

<u>Craig Thurmond, Mayor</u>	<u>March 20, 2018</u>
(Type) Name and Title of Chief Elected Official	Date

x

\_\_\_\_\_  
Signature of Chief Elected Official

[S E A L]

State of Oklahoma  
County of \_\_\_\_\_

Attest:

Subscribed and sworn to before me \_\_\_\_\_, 2018.

\_\_\_\_\_

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2018 TULSA COUNTY URBAN COUNTY  
BUDGET**

Name of Applicant: City of Broken Arrow

<b>Itemized Description of Construction Activity</b>	<b>Funding Source CDBG Grant</b>	<b>Funding Source City</b>	<b>Funding Source Other</b>	<b>Total Project Expenditures</b>
Detroit Street Rehab. - 4th to 6th	\$154,075.00			\$154,075.00
Detroit Street Rehab. - 4th to 6th	\$194,440.00		\$	\$194,440.00
<b>Total Construction Activity</b>	<b>\$348,515.00</b>		<b>\$ -</b>	<b>\$348,515.00</b>
<b>Professional &amp; Non Construction</b>				
<b>Engineering/Architect Funds</b>			\$	
<b>Inspection Funds</b>				
<b>Other: Survey</b>				
<b>Other: Publishing</b>				
<b>Total Professional &amp; Non Const.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Administrative Costs</b>				
<b>Public Administrative Funds</b>	\$ -----		\$	
<b>Direct Administrative Funds</b>	\$ -----			
<b>Total Administrative Costs</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Total Project Costs</b>	<b>\$348,515.00</b>			<b>\$348,515.00</b>

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
TULSA COUNTY URBAN COUNTY**

**DIRECT PROJECT BENEFICIARY INCOME SURVEY SUMMARY FORM**

**ATTACHMENT B**

**Activity Name:** \_\_\_\_\_

COMPLETE THIS SECTION BY PLACING THE TOTAL NUMBER OF HOUSEHOLDS OBTAINED FROM THE HOUSEHOLD SURVEY IN EACH APPROPRIATE COLUMN.

Insert County Income Levels	\$35,800	\$40,900	\$46,000	\$51,100	\$55,200	\$59,300	\$63,400	\$67,500
Number of People in Each Household	1	2	3	4	5	6	7	8
Below or Above the County Income Levels	Below Above	Below Above	Below Above	Below Above	Below Above	Below Above	Below Above	Below Above
Total Number Of Households	0						0	

Total Number of Occupied Households/Homes in Activity Target Area = \_\_\_\_\_  
Total Number of Persons in Activity Target Area = \_\_\_\_\_  
Total Number of Occupied Households/Homes Surveyed in Activity Target Area = \_\_\_\_\_  
Total Number of Persons Accounted for by the Survey in the Activity Target Area = \_\_\_\_\_  
Total Number of Households Below the Low and Moderate Income Level in the Activity Target Area = \_\_\_\_\_  
Percentage of Total Households Below the Low and Moderate Income Level in the Activity Target Area = \_\_\_\_\_%

I hereby certify that the above information was obtained from the occupants of the addresses listed and the information is accurate:

City-wide Low and Moderate Income Level  
(For use only when projects are of City-wide benefit.) \_\_\_\_\_

x

\_\_\_\_\_  
Signature of Chief Executive Official

\_\_\_\_\_  
Date

[Seal]

HUD Census Data for Low and Moderate Income Level for Block Groups, Enumeration Districts or Census Tracts as Provided by HUD (For use only when a project's target area boundaries are identical to BG, ED or Tracts) \_\_\_\_\_%

Subscribed and sworn to before me \_\_\_\_\_, 20 \_\_\_\_\_. My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

Commission No. \_\_\_\_\_

\_\_\_\_\_  
Clerk/Notary Signature

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
TULSA COUNTY URBAN COUNTY**

**IDENTIFICATION OF OTHER PROJECT FUNDING SOURCES**

**Federal/State participation, if any (loans, grants, etc.) provide commitment letters.**

<b>Agency</b>	<b>Purpose</b>	<b>Amount</b>	<b>Present Status Comment</b>

Other sources and amount of project financing including applicant's local contribution, if any.

<b>Agency</b>	<b>Purpose</b>	<b>Amount</b>	<b>Present Status Comment</b>
		\$	

X

\_\_\_\_\_  
Chief Elected Signature

\_\_\_\_\_  
Date

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2018 TULSA COUNTY URBAN COUNTY**

Attach Certified Professional Cost Estimates/Engineering Report (where applicable)

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2018 TULSA COUNTY URBAN COUNTY**

**RESOLUTION**

**WHEREAS**, the Housing and Community Development Act of 1974, as amended (24 U.S.C. 93-383 et seq.), (the "Act"), provides that Community Development Block Grant, ("CDBG"), funds may be used for the support of activities that provide decent housing and suitable living environments and expanded economic opportunities principally for persons of low- and moderate-income; and,

**WHEREAS**, CDBG Regulations 24 CFR 570.307(a) allow counties having a total combined population of 200,000 or more from the unincorporated areas and participating incorporated areas to qualify as an urban county; and,

**WHEREAS**, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized the Secretary of Housing and Urban Development, as a representative of the United States of America, to grant to Tulsa County funds and administrative responsibility for the Tulsa County CDBG Urban County program; and

**WHEREAS**, a Cooperation Agreement between Tulsa County and the City has been executed for the purpose of participation in the Tulsa County Urban County Community Development Block Grant Program for Federal Fiscal Years 2017-2019; and,

**NOW THEREFORE, BE IT RESOLVED** by the Broken Arrow City Council that the City of Broken Arrow desires to obtain assistance in addressing community development needs and hereby requests the Tulsa County CDBG Urban County program to provide assistance.

**NOW THEREFORE, BE IT FURTHER RESOLVED** by the Broken Arrow City Council that the City of Broken Arrow affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, Tulsa County and all empowered agencies thereof.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018, at a (regularly or specially) scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

\_\_\_\_\_  
Craig Thurmond, Mayor

(Type) Name and Title of Chief Elected Official

\_\_\_\_\_  
Signature of Chief Elected Official

(S E A L)

Attest:

Subscribed and sworn to before me \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk Signature



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2018 TULSA COUNTY URBAN COUNTY**

Attach Project Timeline which clearly demonstrates Readiness To Proceed, including an anticipated start date and projected timeline for completion. Documentation of the level of readiness to proceed must be submitted.