

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

**COMPETITIVE CATEGORY
FY2013 APPLICATION GUIDANCE**

Due date for this Application is April 18, 2013

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- Competitive Category application for the FY2013 Tulsa County CDBG Urban County Program.

Eligible Entities

Entities included in the Tulsa County CDBG Urban County Competitive Category designation and the percentage of low and moderate income population for each is listed below:

	Percentage Low/Mod Population
Collinsville	43.07
Glenpool	34.37
Skiatook	49.60
Sperry	62.87
Tulsa County unincorporated	37.59

All five entities are eligible to apply for FY2013 funding.

Grant Amounts:

The total amount available in the Competitive Category is **\$192,781.00**. Entities may submit only **one** application. The maximum amount awarded per entity is **\$64,260.00**. Grantees will be selected using rating criteria (attached).

Instructions for Application Submission

Applications will be received at the office of the County Clerk of Tulsa County, Room 117, Tulsa Administration Building, 500 South Denver, Tulsa Oklahoma 74103 until **4:00 p.m.** on **April 18, 2013** and then publicly opened at the Tulsa County Commission meeting on April 22, 2013.

Each application must be submitted in a sealed envelope, and identified as "APPLICATION FOR CDBG URBAN COUNTY COMPETITIVE CATEGORY PROGRAM". An "AFFIDAVIT FOR FILING WITH COMPETITIVE BID" form must have all blank spaces filled in, be signed, notarized and returned with application or application will not be accepted.

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; however leverage is a rating factor in grant award selection.
2. No administration expenses will be funded with CDBG funds.
3. Engineering and Inspection fees are permissible uses of CDBG funds.
4. 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.

5. 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 7 days prior to the public hearing by publication in jurisdiction newspapers; or by posting at city halls or County Courthouse. 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.

6. 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

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

Ranking Criteria

Funding award is competitive among the five entities in this category and ranking criteria have been established to determine grant award.

Cost Per Capita- 5 points

Derived by dividing grant dollars requested by the number of population served for infrastructure and public safety/service projects. For Economic Development applications, grant dollars will be divided by the number of jobs created or retained.

Low and Moderate Income Benefit- 10 points

Projects will be awarded 0-5 points for percentage of LMI persons benefiting from the project, and 0-5 points for total number of LMI persons benefiting from project.

<u>LMI%</u>	<u>Points</u>	<u># of LMI Persons</u>	<u>Points</u>
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

Health and Safety/Impact- 7 points

Health and safety issues remedied by the project will be considered relative to other applications received. Documentation of factors must be submitted.

Factors:

Legal Enforceable Order = 2 points

Demonstrated health & safety benefits = 2 points

Project included in current Capital Improvement Plan or Long-Range Plan = 3 points

Leverage- 10 points

Leverage must be project specific to the CDBG project. Leverage may consist only of the following: Cash from the applicant or other federal and state grants and loans, or value of materials donated for infrastructure improvements.

Points are calculated at 1 point per 10% leverage of grant request.

Readiness To Proceed- 4 points

Projects which demonstrate the ability to be ready to proceed in the most expeditious manner will receive priority. Applicants must provide an anticipated start date and projected timeline for completion. Documentation of the level of readiness to proceed must be submitted.

<u>Points</u>	<u>Factor</u>
1	Project Timeline included in application
2	Construction start 120-180 days of contract
3	Construction start 90-119 days of contract
4	Construction start in less than 90 days of contract

Timely Expenditure of Grant Funds- 6 points

Points will be awarded to entities which demonstrate a timely expenditure of grant funds.

<u>Points</u>	<u>Factor</u>
0	More than one grant year open
3	All funds except current year expended
6	All prior and current year expended

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.

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

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% 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% 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% 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 onto 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 Unserved 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) located 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 public building would provide benefit to the households/homes in the entire community/project area. 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. Leverage (Application Form Attachment C)

Leverage is a rating factor for grant selection for the Tulsa County CDBG Urban County-Competitive Entities program. Leverage allows the local government to undertake a project with a larger scope if the entity allocates local funds. If the entity chooses to allocate leverage to the CDBG project, it must be project specific. Leverage may consist only of the following: Cash from the applicant or other federal and state grants and loans, or value of donated materials for infrastructure improvements.

5. Health and Safety Documentation

Applicants seeking points under this category should attach the Legal Enforceable Order and portions of the Capital Improvement Plan/Long Range Plan which pertain to the project.

6. 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 other types of projects, professional cost estimates may be derived from architects, engineers, vendors, construction companies, or appropriate personnel to make such estimates.

7. Applicant Resolution (Application Form Attachment E for Cities)

Applications must include a Resolution passed by the governing body requesting CDBG assistance from the Tulsa County Urban County program. A sample Resolution for cities is provided as Attachment E of the application. Tulsa County is not required to submit a Resolution with an application.

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

APPLICATION FOR FY2013 FUNDS

1. Name of Unit of Local Government _____

Mailing Address _____

Physical Address _____

Zip Code +4 _____

Phone Number (918) _____ Fax # (918) _____

FEI # _____

DUNS# _____

Chief Elected Official _____

Clerk _____

2. Name of Staff Contact _____

Phone Number (918) _____ E-mail _____

3. Project Title, Description of Project and Map
(Attach additional detail as needed. Provide justification of selection)

4. Number of population served: _____

Census Tract/Block Group # _____

Household Income Survey _____

5 Project Budget Summary:

CDBG Funds \$ _____

Other Sources _____ \$ _____

_____ \$ _____

Total \$ _____

6. Health and Safety/Impact:
Describe health and safety issues addressed, or impacts of project. Attach documentation.

7. Readiness To Proceed:
Discuss Readiness to Proceed of project:

Attach **timeline** for project, including anticipated start and completion dates. **Attach appropriate documentation of items listed below.**

Timeline included

	<u>Yes</u>	<u>No</u>	<u>Attache</u> <u>d</u>
Are Permits Required?	—	—	—
All Necessary Permits Issued	—	—	—
All Required ROW Secured	—	—	—
Plans & Specifications Completed	—	—	—
Funding Commitments to All Sources Secured	—	—	—

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

APPLICATION CERTIFICATION

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.

(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 _____, 20____.

Clerk

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2013 TULSA COUNTY URBAN COUNTY
BUDGET**

Name of Applicant: _____

Itemized Description of Construction Activity	Funding Source CDBG Grant	Funding Source City	Funding Source Other	Total Project Expenditures
_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Construction Activity	\$ -	\$ -	\$ -	\$ -
Professional & Non Construction				
Engineering/Architect Funds	_____	_____	\$ _____	_____
Inspection Funds	_____	_____	_____	_____
Other: Survey	_____	_____	_____	_____
Other:	_____	_____	_____	_____
Other:	_____	_____	_____	_____
Total Professional & Non Const.	\$ -	\$ -	\$ -	\$ -
Administrative Costs				
Public Administrative Funds	\$ _____	_____	\$ _____	_____
Direct Administrative Funds	_____	_____	_____	_____
Total Administrative Costs	\$ -	_____	\$ -	\$ -
Total Project Costs	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2013 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	\$33,450	\$38,200	\$43,000	\$47,750	\$51,600	\$55,400	\$59,250	\$63,050
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								

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.)

**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)**

x

Signature of Chief Executive Official

Date

[Seal]

Subscribed and sworn to before me _____, 20____. My commission expires _____, 20____.

Commission No. _____

Clerk/Notary Signature

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2013 TULSA COUNTY URBAN COUNTY**

LEVERAGE VERIFICATION FORM

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

Agency	Purpose	Amount	Present Status Comment

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

Agency	Purpose	Amount	Present Status Comment

X _____
Chief Elected Signature

Date

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2013 TULSA COUNTY URBAN COUNTY**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2013 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 Urban County CDBG program; and

WHEREAS, a Cooperation Agreement between Tulsa County and the _____ has been executed for the purpose of participation in the Tulsa County Urban County Community Development Block Grant Program for Federal Fiscal Years 2011-2013; and,

NOW THEREFORE, BE IT RESOLVED by the _____ (Governing Body) that _____ (Government Subdivision) desires to obtain assistance in addressing community development needs and hereby requests the Tulsa County Urban County CDBG program to provide assistance.

NOW THEREFORE, BE IT FURTHER RESOLVED by the _____ (Governing Body) that _____ (Government Subdivision) 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 _____, 20____, at a (regularly or specially) scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

(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