



**FY 2024-2025**

# **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

**(CFDA #14.218)**

**PUBLIC SERVICES OR FACILITY IMPROVEMENTS  
APPLICATION FOR COMMUNITY ORGANIZATIONS**

**Proposals Due  
4:00 p.m. Thursday, March 4, 2024**



**Laura Girty  
CDBG Coordinator**

[www.enid.org](http://www.enid.org)

Revised 1/29/2024

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## BACKGROUND AND GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program designed to fund activities that primarily benefit low-income households and persons with special needs in the City of Enid. The City of Enid receives CDBG Entitlement funds that the City administers. Eligible community development and affordable housing activities include, but are not limited to, programming or projects that address local housing, housing-related supportive services, crime prevention, mental health, welfare, neighborhood revitalization, or recreation needs for capital projects or staffing benefitting low-and-moderate-income neighborhoods serving the City of Enid.

If you are interested in being placed on the community meetings or notice of funding e-mailing lists, or if you have questions about this application, the CDBG Program, or other Housing and Community Development Services programs, please email [lgirty@enid.org](mailto:lgirty@enid.org). Include all contact information.

The attached “Application for Community Organizations” is to be used by 501 (c) 3 community organizations requesting CDBG funds for Public Services community development projects that they intend to administer and are located within the city of Enid, Oklahoma.

By Federal regulation, Public Services funds are capped at 15% of the annual award. Projects that fall into this category are LIMITED and highly competitive. Agencies receiving public service funds are required to include with their request for reimbursement evidence of hours worked, copies of payrolls/payment, documentation for income-eligible beneficiaries served, and completion of forms necessary for the CDBG Program. Funds will be provided to successful applicants in the form of a reimbursable grant on a cash basis accounting method.

The key elements of the application include why the activity needs CDBG funding, a description of the service to be provided, how was this need determined, organizational experience of program delivery, organizational capacity to manage Federal grant funding, budget and budget narrative and beneficiaries of the activity.

Applications will be on available January 30, 2024, and the deadline to apply is 4 p.m. Thursday March 4, 2024. Incomplete or late applications will not be accepted. Please submit one (1) original, and one (1) electronic version to CDBG Department, City of Enid, 401 W Owen K Garriott Road, Enid, OK 73701 by mail or in person between the hours of 8 a.m. until 4 p.m. To submit the one (1) electronic version, please email the application to [lgirty@enid.org](mailto:lgirty@enid.org).

Funding for projects typically becomes available in August or September once written approval from the Department of Housing and Urban Development (HUD) has been received. Projects must be completed by June 30, 2025, to meet the CDBG timeliness test. The total allocation estimated funding is approximately \$400,000 and the City of Enid may allocate up to 15% for Public Services activities.

Proposal Presentations/Discussion (In-Person): 5 MINUTE LIMIT!!!! Project Presentation to staff and CDBG Funding Committee. **March 12, 2024 at 3:00 p.m.** CDBG applicants will be required to make a presentation. This in-person presentation allows staff and the Funding Committee to learn more about the proposed project by asking questions and allows the applicant to elaborate and describe the project verbally and/or visually. It is NOT mandatory to have a slideshow, PowerPoint or Video. The applicant may provide staff and FC Committee with any tools necessary to assist with describing the proposed project. The applicant may use video, slideshow, pictures, pamphlets,



flyers, information sheets or any additional presentation materials. The proposed project presentation should be **no more than five minutes** in length. If the applicant plans to use the above-mentioned materials, those items need to be submitted to the CDBG Coordinator, **one full week prior** to the scheduled presentation date. If you would like for staff and FC Committee to each have a copy of the materials being used, please submit eight (8) packets. Five CDBG Funding Committee members plus three City staff will be viewing all proposals and applications. If you have a video that you would like for staff and committee to view and it is longer than the allowable time of 5 minutes, please make that request by sending an email requesting that it be distributed to staff and CDBG Funding Committee. Attach the video to the email. Send all information to: Laura Girty at [lgirty@enid.org](mailto:lgirty@enid.org)

## APPLICATION INSTRUCTIONS

*Prior to completing this application, each qualified organization is urged to review the Guidebook (provided on the City of Enid website) and read the instructions carefully. The Application Guidebook contains information such as the CDBG Policies and Consolidated Plan priorities.*

*Before submitting the application check all calculations and review the proposal for completion of forms and other items on the checklist. Inaccuracies, omissions, and the use of forms from previous competitions will be grounds for rejection.*

*All submitted CDBG proposals will become part of the City of Enid's official CDBG files and property of the City of Enid.*

*Please see the CDBG Notice of Funding Availability (NOFA) guidance at [www.enid.org/CDBG](http://www.enid.org/CDBG) for submittal details. (Or <https://www.hudexchange.info/programs/cdbg-entitlement/> )*

### **Application Overview**

The enclosed application form includes an Application Summary Form, Application Questions, Tables for Budgets, and Attachments included for your information.

A complete application includes the following items in the following sequence:

1. Part I - Application Summary Form
2. Part II - Project Narrative (not to exceed four, double-spaced pages), plus budget form(s)
3. Part III - Agency Information (not to exceed three, double-spaced pages)
4. Part IV - Documentation: If your organization has submitted these attachments to an application within the past 3 years, you will not need to resubmit, unless something has changed or has been updated. List the most recent year of that submission. (See the full list under Part IV of the Application.)

Please make a note regarding each document that has no changes and was submitted within the past 3 years by stating **“NO CHANGES. On File, CDBG Office. Submitted with 20\_\_ application.**

### **Application Availability**

The CDBG application can be downloaded from the City of Enid website:  
[www.enid.org/CDBG](http://www.enid.org/CDBG)

### **Application Instructions**

- Please keep your responses to questions as brief and concise as possible.
- Submit in a typed format.
- Submit **ONE** original paper (hard copy) application to the CDBG office.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or the contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one application, please prioritize each project by placing a number in the upper right-hand corner of the Application Summary Form.
- If your project can be broken into separate activities or phases, please provide estimates that break down the costs in a similar manner.



- No STAPLES please. Refrain from using staples or any sort of puncture-type binding. You may use envelopes, file folders, rubber bands, binder clips, or any other means to package and submit paperwork throughout the process. This request applies to reimbursement claims filed - if funding is awarded.
- HUD no longer requires a DUNS. Instead, subrecipients must register at SAM.gov for a Unique Entity ID (UEI). You will need to create an individual user account and log into SAM.gov to register your entity. On the Home page of SAM.gov, look for the box that is titled “Register Your Entity or Get a Unique Entity ID” and choose the “Get Started” green bar.
  - ✓ You will need the following information:
  - ✓ Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet record.
  - ✓ Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN.
  - ✓ Your bank’s routing number, your bank account number, and your bank account type (i.e. checking or savings).

**Application Submission**

Every CDBG applicant must submit:

**ONE** original paper (hard copy) application and attachments to **Laura Girty**, CDBG Coordinator.

**Applications must be received no later than 4:00 PM on Monday, March 4, 2024.**

Submit applications to:                   **City of Enid**  
   **CDBG Department**  
   **Attn: Laura Girty**  
   **401 W. Owen K. Garriott Road**  
   **Enid, OK 73701**

**Technical Assistance**

The CDBG Coordinator will provide technical assistance to any organization planning to submit a proposal. A Training and Technical Assistance Workshop will be scheduled during the application process. To request assistance, contact the CDBG Coordinator at (580) 616-7211 or request via email at [lgirty@enid.org](mailto:lgirty@enid.org).

**Attachments**

The following attachments are located at the end of this document:

- A. CDBG Program Strategy
- B. Application Review Process
- C. Project Eligibility
- D. Highlights of Federal Labor Standards Provisions
- E. HUD Family Median Income Limits
- F. Conflict of Interest and Lobbying Certification (print, sign & submit)
- G. Certifications (print, sign & submit)
- H. Resolution (print, sign & submit)
- I. Certification of Matching Funds (print, sign & submit)



**CDBG APPLICATION FOR COMMUNITY ORGANIZATIONS**

Priority  
Number:

**PART I - APPLICATION SUMMARY (Please type)**

A. PROJECT TITLE: \_\_\_\_\_

B. APPLICANT ORGANIZATION:

Name of Organization: \_\_\_\_\_

Type of Organization:     Non-Profit Organization                       Faith Based Organization  
    City Department or Entity                       CHDO  
    Neighborhood/Community                       School District

SAM Unique Entity ID # \_\_\_\_\_ Registration Expiration: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ FEI #: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Does your organization expend \$750,000 or more a year in federal funds?     Yes     No

Authorized Official

Authorized Official Name/Title: \_\_\_\_\_

Authorized Official's Email: \_\_\_\_\_

**Original Signature of Authorized Official:** \_\_\_\_\_

Point of Contact if different from Authorized Official

Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Total Organization Paid Staff:		Total Organization Volunteers: (Include Board & Committee Members)	
No. of Paid Staff for proposed project:		No. of Volunteers for proposed project:	



C. PROPOSAL:

- 1. Address of Project: \_\_\_\_\_
- 2. CDBG Funds Requested \$ \_\_\_\_\_
- 5. Total Project Cost \$ \_\_\_\_\_
- 6. Specific Use of Requested CDBG Funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER FUNDING SOURCES:

- Other Federal (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_
- Other State/Local (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_
- Private Sources: \_\_\_\_\_ \$ \_\_\_\_\_
- Other (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_
- Other (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_

9. Project fee structure

Indicate whether or not fees will be charged for any services delivered in conjunction with this project for which CDBG funds are being requested. If fees are charged, describe the fee structure. (ex. Enrollment fees, weekly fees, Design fees, Environmental Review fees etc.) \_

\_\_\_\_\_

\_\_\_\_\_

10. Describe what types of permits, if any, are required for the project: \_\_\_\_\_

\_\_\_\_\_

**PART II - PROJECT NARRATIVE**

- A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address.
- B. Target Population: Describe the characteristics of the population to be served (i.e.; youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. **It is important to also attach a map showing the project location and draw a line on the map outlining the boundaries of the geographic area served.**



C. Project Outcome: Please state the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Please select only one from the following choices:

- |       |                                |   |
|-------|--------------------------------|---|
| ___ 1 | Availability/<br>Accessibility | (Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers)  |
| ___ 2 | Affordability                  | (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare) |

D. Project Description:

1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided), and also describe specifically how the requested CDBG funds will be used.
2. Describe the project location and service area (if applicable) in as much detail as possible, including the street address, cross streets, Census Tract Block Groups, and Assessor Parcel Number. For proposals involving property acquisition, describe any site selection activities to date, site control, or plans for identifying and securing a property.
3. Provide further information on the building or the property for which the improvements are being proposed. Indicate whether it is owned or rented/leased; if leased, provide a copy of the lease and documentation demonstrating your authority to carry out the project. Also, indicate if the property that would be renovated or purchased with CDBG funds is currently occupied for residential or commercial/industrial uses. Attach certified license to operate, if applicable.
4. Proposal Beneficiaries. Indicate the number of people or households that will directly benefit from your proposal.
  - a. If your project serves the residents of a given service area, such as a community center or park, indicate where your service area is located. Also, state how this information was obtained or derived.
  - b. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
5. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.
6. Performance Measures. To gauge the effectiveness or impact of your proposal in meeting the needs of the community, explain: 1) How the program will serve the community. 2) How the quantity, quality, and pace of performance of the program is measured. 3) How will it be determined whether your proposal yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by a public service or public facilities improvements will have new access, improved access, or will benefit from a service that is no longer substandard.

7. If awarded funds, describe procedures for documenting program participation including ethnic and income characteristics of participants.  
  
*The City of Enid will require the collection of intake forms and proof of supporting income verification documentation and/or qualification documentation of populations presumed to be income-qualified, e.g., elderly.*
  8. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
  9. What community organizations are in support of this project? If this is a collaborative project, name the organizations involved and explain their role. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
  10.
    - a. Provide a detailed timeline for the implementation of the proposed project, assuming the availability of CDBG funds in October/November. **CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months or less.**
    - b. Provide estimated project expenditures in each quarter of fiscal year 2023-24 (i.e., October 1-December 31; January 1-March 31; April 1-June 30; and July 1-September 30), assuming funds are available at the beginning of October 2023.
  11. For Facilities Improvements: Describe current zoning on the site and any discretionary land use permits or approvals that are required prior to implementation of the proposed project, if applicable. Note: Proof of proper permitting and permit sign-offs must be provided as the project progresses.
- F. Previous Accomplishments: For those agencies that have previously received City of Enid CDBG funding, describe the accomplishments achieved and note the year(s) funded. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives or delays, describe how that will be overcome in the future. If your agency currently has a CDBG-funded project in process, explain when this project will be completed. If the agency has not previously received City of Enid CDBG funding, describe accomplishments achieved through other funding sources.
- G. Finances:
1. Describe how the project will be fully funded.
  2. Indicate the specific amount of your organization's reserve funds and describe the adequacy of these funds to pay invoices that would subsequently be reimbursed from the CDBG program. (Note: **The City issues CDBG funds for approved project costs on a reimbursement basis only.**)
  3. Discuss specific plans and funding for maintaining the project beyond the period supported by CDBG funds. Refer to Part I, question 10 b.
  4. Submit the attached *Table I. Project Development Budget Summary Form* for capital projects, and supplement this with a detailed line item budget, or submit *Table II.*

*Project Operating Budget Form* for service projects, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed; b) if funding has been applied for; or c) if funding will be applied for. Also, indicate when these funds will be available and include letters of commitment from other funding sources.

5. For public improvement construction projects, be sure to consider Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the project cost estimates on which your request for funds is based. (*See Attachment D*)
6. For public improvement construction projects, describe your previous experience with Federal Davis-Bacon or State prevailing wage requirements, if any.
7. Include a summary of the agency's current General Operating Budget.

### **PART III - AGENCY INFORMATION**

#### **A. Background**

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation.
3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.

#### **B. Qualifications**

1. Discuss the agency's capability to develop, implement and administer the proposed project.
2. Describe how the agency will monitor progress in implementing the program. Describe who will be responsible for monitoring progress (may include resume).
3. Describe the agency's existing staff positions and qualifications.
4. Indicate who in your organization will undertake the responsibility of project manager and describe the person's experience.
5. Complete Attachment F, Conflict of Interest and Lobbying Certification.
6. Include any other pertinent agency information.

- C. Financial: Briefly describe the agency's fiscal management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe the person responsible for fiscal management, or include resume.

### **PART IV – REQUIRED DOCUMENTATION**

1. Letters of commitment from collaborating agencies, if applicable;
2. Authorization to submit the CDBG application [Submit documentation from the Board of Directors that authorizes submission (copy of minutes and/or resolution)];
3. Summary of applicant's current year General Operating Budget;
4. Current Board of Directors list, including names and addresses, terms of office, if any;
5. Articles of Incorporation and Bylaws;
6. Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board);
7. Applicant's Annual Financial Statements, most recent financial audit, or if not available, copies of last six months' bank statements or treasurer's reports;
8. Current Insurance Policy and amounts covered (City of Enid named as Lossee);
9. License to operate;
10. Designation of Authorized Official [Submit documentation from the Board of Directors that authorizes the representative of the agency (include name and title) to negotiate for and contractually bind the agency (Signed letter from the Chairperson, copy of minutes and/or resolution)];
11. Organizational Chart or organizational structure;
12. Proof of active Central Contractor Registration (SAM/CCR) for the organization;

13. If your project serves all the residents of a given area, such as projects related to a community center or a fire station, please provide a map or maps with the project service area(s) clearly outlined;
14. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
15. A minimum of two itemized contractor/vendor estimates for work to be performed and/or equipment to be purchased;
16. If the project can be broken up into phases or into various discrete activities, please indicate project priorities in the event only a portion of the project can be funded;
17. Hours of Operation (for facilities that serve the general public); and,
18. Copy of lease, if project site/facility is leased.

Attachments (as applicable):

- A. Conflict of Interest and Lobbying Certification (print, sign & submit)
- B. Certifications (print, sign & submit)
- C. Resolution (print, sign & submit) (also #2 & #10)
- D. Certification of Matching Funds (print, sign & submit)

**TABLE I - Project Development Budget Summary Form (Facilities/Capital Projects)**

Project Title: \_\_\_\_\_ Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Acquisition											
Design/Architect											
New Construction											
Rehabilitation											
Insurance/Legal											
Permits and Fees											
Other: Specify											
<b>SOURCE TOTAL</b>											
	<b>TOTAL PROJECT COST</b>	*Insert: C=Committed Funds; P=Funds that have been applied for & decision is pending; or, N=Funds that have not yet been requested. In addition, indicate the date when these funds will be available in the status column.									

**Also include Funding Source Commitment Documentation, Line Item Budget Category Breakdown.**

**TABLE II - Project Operating Budget Form (Service Projects)**

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Administration											
Communication											
Equipment											
Furnishings											
Housing subsidies/vouchers											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Utilities and fuels											
Other: _____											
Other: _____											
<b>SOURCE TOTAL</b>											
	<b>TOTAL PROJECT COST</b>	*Insert: C=Committed Funds; P=Funds that have been applied for & decision is pending; or, N=Funds that have not yet been requested. In addition, indicate the date when these funds will be available in the status column.									

**Also include Funding Source Commitment Documentation & Line Item Budget Breakdown.**

**Attachment A**

**CDBG PROGRAM STRATEGY**

City of Enid Community Development Block Grant (CDBG) funds will be allocated through this application process on the basis of priority. These funds will be disbursed primarily for community improvement projects and a very limited number of public services projects. All projects must align with the City of Enid Five Year Consolidated Plan (available on [www.enid.org](http://www.enid.org)).

The types of activities that will be funded through this application process follow:

1. Public Improvements

CDBG funds may be used for eligible public improvements, such as parks, streets, community centers, fire facilities and equipment, drainage structures, etc.

2. Public Services

Eligible public services are limited to those services that directly relate to and support physical community revitalization, homeless or housing activities. Federal regulations limit the amount of dollars allocated to Public Services to no more than 15% of the City's total CDBG allocation. Keep in mind the limitations and competitiveness when applying for a Public Service projects.

Reporting Requirements and Monitoring: Note, that it is CDBG staff's responsibility to ensure all entities receiving CDBG funds are in compliance with HUD regulations. Subrecipients must provide all information requested to assist in CDBG staff documentation in a timely manner.

CDBG subrecipients shall be required to submit a monthly progress report regarding the funded activity. The format of these reports will be described in the CDBG contract. The CDBG staff may request additional reporting from a recipient. Noncompliance could result in suspension or termination of the contract and reallocation of the CDBG funds. Noncompliance will also be considered when applicants request future funding.

In addition, CDBG staff and Funding Committee/Commissioner's may schedule periodic on-site monitoring of all funded activities. Documentation of income eligibility will be inspected by CDBG staff and should be attached to the reimbursement invoice. Each CDBG subrecipient is responsible for maintaining written records required by the CDBG contract and should be kept on premises for five years after the program year.

**ELIGIBLE PUBLIC ORGANIZATIONS:**

Must be a 501(c)(3) charitable organization under IRS rules;  
Must qualify program beneficiaries using one of the following three methods:

1. Limited Clientele. Collect income information on all of its clientele and demonstrate that the persons served are of low-and-moderate-income and have household incomes at or below 80% of the area median income (AMI); (see attachment E)
2. Presumed Benefit. Exclusively serve persons who are presumed to be low-income, which include, 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, or

3. Area Benefit. Have as its service area an area that is primarily residential and where at least 51% of the residents are low-income. The service area may be a neighborhood, or a portion of a neighborhood identified by census tracts. Note that a service area that includes the entire city does not qualify. Census data is required if using this method. Submit map and census data with application.

*The City of Enid will require the collection of intake forms and proof of supporting income verification documentation and/or qualification documentation of populations presumed to be income-qualified, e.g., elderly. For limited clientele activities, indicate the number of unduplicated clients who will be served, the number who are low/moderate income (See Attachment E). Provide documentation that a minimum of 51% unduplicated low- and moderate-income persons are served by the project. Intake forms, third party verifications or source documentation collected by the beneficiaries must be provided upon request. In addition, CDBG staff will schedule periodic on-site monitoring of all funded activities. Documentation of income eligibility will be inspected by CDBG staff and should be attached to the reimbursement invoice. Each CDBG subrecipient is responsible for maintaining written records required by the CDBG contract and should be kept on premises for five years after the program year.*

For assistance in determining which client eligibility method is required for your proposed program, contact the CDBG Coordinator, Laura Girty [lgirty@enid.org](mailto:lgirty@enid.org) or call (580) 616-7211.

*Please see the CDBG Notice of Funding Availability (NOFA) Application Guidebook at [www.enid.org/CDBG](http://www.enid.org/CDBG) for submittal details and application evaluation processes.*

***Attachment B***

**CDBG APPLICATION PROCESS**

The following review and recommendation process will be used for preparation of the Annual Funding Plan for CDBG Program funding of community development projects:

1. Assigned City of Enid staff will annually solicit community development proposals through community meetings, mailings, and media releases to assist with community development goals.
2. Staff will review all submitted community development proposals for compliance with federal grant eligibility requirements, conformance with the activities to be funded through this application process, and conformance with Board priorities; obtain additional information from the applicants as required, and, review to determine:
  - a. If the proposed project appropriately addresses the identified problem;
  - b. If the proposed project complies with existing Federal, State and Local laws, ordinances, regulations, and policies;
  - c. The feasibility of timely implementation of the project, including issues that would be expected to cause delays;
  - d. Whether cost estimates are accurate;
  - e. Departmental priority recommendations;
  - f. Applicant's fiscal capacity; and
  - g. Applicant's project administration experience and capacity.
3. City staff and CDBG Funding Committee members may visit community development proposal sites to identify physical circumstances that may bear on the final funding recommendation.
4. Following completion of the community development proposal review, including consideration of all relevant information available, staff will develop a list of all community development proposals received. The proposals shall be presented to the City of Enid CDBG Funding Committee for input and recommendations. Staff and FC will review, rate and rank each proposal.
  - a. Recommended community development projects will be recommended for funding to the Mayor and Board of Commissioners;
  - b. Activities and projects included in the Action Plan are "PROPOSED" by the City and ultimately approved by HUD.
5. Contracts will include the measurable objectives and accomplishment data that must be reported. The person designated by resolution will be required to sign the CDBG contract and return it to the CDBG staff. All contracts will then be approved by the City Commission.

Prior to contracts being executed, all sub-recipients must meet with CDBG staff to review the contract and accomplishment reporting.

Do NOT begin the project until the contract is signed and a Notice to Proceed is issued by the City. Do NOT obligate nor expend any funds until the Notice to Proceed is issued, these activities will NOT be reimbursed. Contracts and Notices occur after the Federal Fiscal Year begins and funds are released from HUD. Sub-recipient training will be held for all organizations approved for CDBG funds. This training is mandatory for all sub-recipients of CDBG community development funds.

6. **Purchasing & Payment to Subrecipient.** CDBG funds are reimbursed/paid for actual costs directly related to the implementation of the project as approved. Payment will be made only to the subrecipient under contract with the City of Enid. Payment will be made only for costs described in the applicant's contract upon submittal of payment request and all required documentation (i.e. receipts, invoices, accomplishment reports, photos, etc.). When ALL required documents are submitted to the CDBG Coordinator for approval he/she will then send the claim request City of Enid assigned staff accountant and Chief Fiscal Officer for review and approval. If approved, the request will be placed on the claims list for Mayor and City Council to approve. After all mandatory verification has been completed the CDBG Coordinator will request the transfer of funds from the federal disbursement system. The City Commission meets twice a month to approve claims. While every effort is made to ensure timely reimbursements, this procedure requires many checks and balances and may take between 30-60 days from time of reimbursement request. Please contact the CDBG office to check the status of the payment if you haven't received reimbursement AFTER the 31st day to make sure nothing else is needed. All claims must be received 30 days prior to the Mayor and Board of Commissions meeting in which you expect to be reimbursed/paid. Expect net 60 days for all reimbursements to be processed, approved and disbursed. CDBG typically operates on a reimbursement system in which sub-recipients document the eligible expenditures and are then reimbursed for the costs. If awarded, a contract with policies, procedures, rules and regulations detailing expectations and requirements with will be issued. The contract with vendor/contractor must outline all details within the contract between the organization and the City of Enid. If a contractor will be utilized, a formal contract with that company will need to be on file. The City will reimburse the applicant/subrecipient for approved and eligible expenditures. The subrecipient is expected to make payment for completed/fulfilled projects after satisfactory delivery of goods and/or services have been rendered. Vendors/Contractors may NOT submit invoices to City. All claims for reimbursement must include legible documentation with signatures of authorized representative, "Claims/Invoice Affidavit", Accomplishment Report, Itemized expense ledger and other required documents pertaining to the project/activity. For more details regarding the procurement policies, The City of Enid Finance Manual can be found at [www.enid.org](http://www.enid.org). Follow all procurement policies within that manual to prevent delay of reimbursements.

***Attachment C***

**PROJECT ELIGIBILITY**

Projects must be a CDBG-eligible activity, must be in conformance with the activities to be funded through this application process, and must meet at least one of the following CDBG national objectives:

1. Primarily benefit low- or moderate-income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low- and moderate-income persons. Activities, that benefit all residents within a defined geographic area (area benefit), can meet the low/moderate income benefit requirement if the area contains a minimum of 51% low- or moderate-income residents, as calculated by HUD.
2. Meet an urgent community need. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

**Attachment D**

**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS  
(DAVIS-BACON ACT)**

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, installation, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the Internet at: <http://www.access.gpo.gov/davisbacon/>).
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and sub-recipient must maintain all records for a minimum of five years following completion of the project.

**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS  
(SECTION 3)**

- Section 3 applies to all Facilities Improvement projects that receive more than \$200,000 in HUD CDBG assistance. A Section 3 plan must be in place before the project is awarded and approved.
- Section 3 of the Housing and Urban Development Act of 1968 requires the subrecipients, contractors, subcontractors, and/or developers funding in whole or in part by CDBG funding, to the greatest extent feasible, extend hiring opportunities and contracts to Section 3 eligible residents and businesses. Section 3 eligible residents are low- and very low- income persons, particularly those who live or reside in public or government assisted housing.
- Additional Section 3 reporting of Section 3 worker status, total labor hours worked, weekly payroll reports, and monitoring will apply.
- Please see <https://www.hudexchange.info/programs/section-3> for more information if applicable to your project and application.

**Attachment E**

FY 2023 Income Limit Area	Median Family Income	FY 2023 Income Limit Category	Household Size (Total Persons in Family)							
			1	2	3	4	5	6	7	8
Enid, OK MSA	\$83,700	Very-Low Income (30% AMI)	\$16,550	\$19,720	\$24,860	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
		Low-Income (50% AMI)	\$27,550	\$31,450	\$35,400	\$39,300	\$42,450	\$45,600	\$48,750	\$51,900
		Moderate-Income (80% AMI)	\$44,050	\$50,350	\$56,650	\$62,900	\$67,950	\$73,000	\$78,000	\$83,050

1. Limited Clientele. Collect income information on all of its clientele and demonstrate that the persons served have household incomes at or below 80% of the area median income (AMI);
2. Presumed Benefit. Exclusively serve persons who are presumed to be low-income, which include, 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, or
3. Area Benefit. Have as its service area an area that is primarily residential and where at least 51% of the residents are low-income. The service area may be a neighborhood, or a portion of the identified by census tracts. Note that a service area that includes the entire city does not qualify. Census data is required if using this method. Submit map and census data with application.



**Attachment F**

**CONFLICT OF INTEREST AND LOBBYING CERTIFICATION**

By applying for CDBG funds, the Applicant certifies that:

No member, officer or employee of the applicant, or its designee or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct, or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification.

The Applicant certifies, that in accordance with Section 319 of Public Law 101-121, to the best of his or her knowledge and belief that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative contract, and the extension, continuation, renewals, amendment, or modifications of any federal contract, grant loan, or cooperative contract.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Name of Organization:

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Name of Applicant's Authorized Official:

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Authorized Official's Title:

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Signature of Authorized Official:

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***Attachment G***

**CERTIFICATIONS**

The undersigned acknowledges the following:

1. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. That submittal of an application for this project is not a guarantee of funding from the City of Enid.
3. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate (L/M) income persons, governing the use of CDBG funds.
4. That all CDBG-funded activities shall be within the City of Enid and benefit only City of Enid residents.
5. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by CDBG Program during their application review process.
6. That, if the project is funded, the City of Enid reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
7. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of Enid.
8. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
9. That, if the project is funded, the applicant understands that HUD release of CDBG funds must be obtained by the City prior to the obligation of funds (execution of a written agreement). Refer to document titled CDBG “current year” Important Dates.
10. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement) and if the project requires an Environmental Assessment, the applicant is responsible to carry out those duties.
11. That a project’s funding does not guarantee its continuation in the City’s subsequent action plans.
12. That written signatory authority from the applicant’s governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
13. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described and documentation is reported to the CDBG Administrator.
14. That, if the project is funded, the proposed activities (project tasks/activities) listed in this application may be implemented without delay upon the execution of a written agreement between the City of Enid and the applicant.
15. That the proposed funding requested represents the amount needed to complete the project by the end of the twelve (12) month contract period.





16. That the applicant understands that all CDBG funds allocated to projects must be expended by the end of the contract period or such funds are subject to being reprogrammed to other projects.
17. That the applicant is fully capable of fulfilling its obligations under this application.
18. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required reports and supporting documentation must be reviewed and accepted by assigned Project Managers prior to approval of payment to the applicant.
19. That, if the project is funded, all required federal and City certifications and assurances shall be adhered to.
20. That the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
21. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
22. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
23. That there are no pending lawsuits that have been filed against the applicant.
24. That the applicant understands that the City may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
25. That the applicant understands that, upon submission, this application packet becomes the property of the City of Enid and will not be returned to the applicant in whole or in part.
26. That should funding be approved for this proposed project, the applicant understands that they may not submit a request to revise the “project category” OR “project description” listed in this application. However, the CDBG Program office reserves the right to make revisions to the scope of work/scope of services and/or budget line items during contract negotiations in order to improve/enhance the benefit to low/mod clients and communities to be served.
27. That the undersigned has reviewed this application packet for completeness and accuracy and has approved the description, performance goals, budget, and other aspects of the described project listed in this application.
28. That the governing body of the applicant agency authorizes the submission of this application.

By signing below, you acknowledge that you have read the entire Certification Clause and understand it fully.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_



**Attachment H**

**RESOLUTION**

**WHEREAS**, the City of Enid (City) has issued a notice of funding availability for the Community Development Block Grant (CDBG) Program; and

**WHEREAS**, \_\_\_\_\_ wishes to apply for and receive an allocation of CDBG funds from the City.

**NOW, THEREFORE, BE IT RESOLVED** that the \_\_\_\_\_ authorizes the submittal of an application to the City to be considered to receive an allocation of funds through the CDBG Program. The \_\_\_\_\_, or appointed designee is hereby authorized to execute in the name of the \_\_\_\_\_ all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing CDBG funds and to implement and carry out the purposes specified in the CDBG application.

The foregoing resolution was passed by the \_\_\_\_\_ Board of Directors on this \_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Signature & Title of Governing Body Official Date:

\_\_\_\_\_  
Signature & Title of Appointed Official Date:



**Attachment I**

**CERTIFICATION OF MATCHING FUNDS**

The undersigned hereby certifies that \_\_\_\_\_ is authorized to enter into an Agreement with the City of Enid Community Development Block Grant Program to receive a Grant for programs and services designed to benefit low-moderate income persons within the City.

The undersigned also certifies that \_\_\_\_\_ agrees to provide the requisite matching or leveraging funds in the amount of \$\_\_\_\_\_ for \_\_\_\_\_ Project.

Name of Organization:  
\_\_\_\_\_

Name of Applicant's Authorized Official:  
\_\_\_\_\_

Authorized Official's Title:  
\_\_\_\_\_

Signature of Authorized Official:  
\_\_\_\_\_

Matching/Leveraging Funds: All applicants requesting and/or receiving CDBG funds will be required to document leveraging funds. Those applying for \$50,000.00 or more are required to leverage equal to a minimum of 10% of the overall cost of the project. These leveraging funds may consist of any type of funds towards the project (i.e. federal, foundation, general, in-kind).