

May 9, 2023

Keys to Submitting a Successful CDBG Application



OKLAHOMA



Overview



Expectations from ODOC Planners

What are we looking for? What do we expect?

- ❖ Complete review of the CDBG set-aside Guidance before starting the application.
 - The Guidance gives instructions on how to complete the application.
- ❖ Planners can assist with questions before application submission. Find out who the Planner is for that set-aside and communicate!
- ❖ Become familiar with OKGrants.
- ❖ Complete and submit all required documentation for the application.

CDBG Set-Aside	Application Deadline
CDBG Rural Economic Action Plan (REAP)	February
Community Revitalization (CR)	March
W/WW-Engineering	May
W/WW-Construction	May
Small Cities	June
Capital Improvement Plan (CIP)	July
Economic Development Infrastructure Financing (EDIF)	Continuous

Preparing for Application Submission

Visit OKCommerce.Gov and locate the appropriate set-aside for your community.

Preparing for Application Submission

Understand what OKGrants is and what roles are allowed to submit or make modifications within the system.

Study the OKGrants Subgrantee User Manual for roles and responsibilities.

OKGrants Guides + Logon

All funding opportunities require applicants to complete and submit their respective applications and applicable attachments online using the OKGrants Grant Management System. Paper applications are not accepted.

[Launch OKGrants](#)










Resources






Program Guidance

See program descriptions and guidance documents on the [Community Development Block Grants](#) page.

Module Walkthroughs

-  [Contract Modification](#)
-  [Request for Funds](#)
-  [Reimbursement Claim](#)
-  [Expenditures](#)
-  [Grant Monitoring](#)
-  [Closeout](#)
-  [Initiate Release of Funds](#)

Guides + Manuals

-  [CDBG Project Management Guide](#)
November 2022 CDBG Manual
-  [OKGrants for New Users](#)
A brief presentation providing an introduction to the Grant Management System.
-  [OKGrants FAQ/Troubleshooting](#)
A selection of answers and hints for the most common questions and issues.
-  [Status Glossary](#)
A breakdown of the various document statuses and their meanings.
-  [OKGrants Subgrantee User Manual](#)
An in-depth look at the processes and capabilities of the Grant Management System.

For questions regarding the OKGrants Grant Management System contact okgrants@okcommerce.gov.

CDDBG APPLICATION SUMMARY

Instructions:

Please complete this page, then click the Save button. Required fields are marked with an *

1. Applicant Name
[] Check this box if County is sponsoring this application for another jurisdiction.
* Physical Address field must be for the physical address associated with the DUNS Number (i.e. no PO Boxes)
Physical Address
City
Zip Code (+4)
Mailing Address
City
Zip Code (+4)
County
Phone Number
Fax Number
Email Address

Select the checkbox(es) for the District(s) your organization is in. Go to http://www.oklegislature.gov/FindM/Legislature.asp (opens in new window) to find your district.

State House District(s)*
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
101
[]

State Senate District(s)*
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
41 42 43 44 45 46 47 48
[] [] [] [] [] [] [] []

Congressional House District(s)*
1 2 3 4 5
[] [] [] [] []

Congressional Senate District(s)*
1 2 3 4 5
[] [] [] [] []

NEXT | CHECK GLOBAL ERRORS

FE# []
Data Universal Numbering System (DUNS) Number: [] A DUNS Number is now a requirement for a contractor that receives Federal Assistance. If the Contractor does not have a DUNS Number please go to the following website to obtain one: http://fedgov.dnb.com/webform/dlsola/homePage.do

Unique Entity Identifier (SAM): [] A UEI (SAM) registration is now a requirement for a Subrecipient or Contractor that receives Federal Assistance. If the Subrecipient or Contractor is not registered in SAMs, please go to the following website to register: https://sam.gov/content/home

Chief Elected Official []
Clerk []

2. Application Preparer
Name []
Job Title []
Phone Number []
Fax Number []
Email Address []

3. Type of CDBG Application: (Select One)*
[] Water/Wastewater Construction
[] CDBG REAP
[] Community Revitalization
[] Water/Wastewater Engineering
[] CIP - Capital Improvement Planning
[] Small Cities

4. Brief Description of Project
0 of 5000
[]

5. Provide Population (city, town, or county) According to the U.S. Census Bureau []
If Rural Water/Sewer District, provide total district population []

6. Only applicable to Water and Wastewater Projects - DO NOT COMPLETE IF NOT APPLICABLE
Number of water or wastewater connections in project area []

7. Only applicable to Water and Wastewater Projects - DO NOT COMPLETE IF NOT APPLICABLE
Number of total water or wastewater connections []

8. Only applicable to Water and Wastewater Projects - DO NOT COMPLETE IF NOT APPLICABLE
Consent Order Number [] Yes [] No []
Supporting Documentation [Browse...] No file selected.
Documented Hazard [] Yes [] No []
Supporting Documentation [Browse...] No file selected.

ODEQ Permit to Construct Number []
Date Plans and Specifications submitted to ODEQ []
Date Permit to Construct issued by ODEQ []
Supporting Documentation [Browse...] No file selected.

CERTIFICATION

The Applicant hereby certifies that all of the information contained in this application for community development assistance through the Community Development Block Grant (CDBG) 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 the Oklahoma Department of Commerce/Community Development (ODOC/CD) 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 ODOC/CD that release of funds' requirements have been met.

Additionally, the Applicant is hereby notified that failure to provide any of the documentation necessary to support the information in this application for assistance may result in the return of all Program grant funds, both expended and unexpended, in accordance with the Program Sanctions under the codified rules of ODOC, contained in the Oklahoma Administrative Code, Chapter 15 Small Cities Community Development Block Grant Program, Subchapter 7, Section 3 (15015-7-3), and Title 150 Oklahoma Department of Commerce, Chapter 1 General Rules of Practice and Procedure, Subchapter 11, Sections 1-17 (15011-11-1 through 17).

The application summary page is used to collect information on the community and other relevant data. Be sure to review this page thoroughly.

CDBG DETAILED LINE ITEM BUDGET

[NEXT](#) [CHECK GLOBAL ERRORS](#)

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

	CDBG Funds	Leverage Source 1	Leverage Source 2	Leverage Source 3	Leverage Source
	CDBG Grant				
Itemized Description of Construction Activity:					
Total Construction/Activities:					
Professional & Non Construction					
Engineering/Architect Funds					
Inspection Funds					
Other					
Total Professional & Non Const:					
Administrative Costs					
Activity Delivery Funds					
Total Administration/Activity Delivery					
Planning (CIP Participants only)					
Total Project Costs:					

• The Detailed Line Item Budget screen should match the application request and other supporting documentation. Notice there are three different sections.

- Construction/Activities
- Professional & Non Construction
- Administration/Activity Delivery

Use this section to upload required documentation as indicated in the Guidance.

UPLOADS (APPLICATION)

Instructions:

Upload a file and complete the description, click **Save**

To remove a file, select the DELETE checkbox, clear the description, and click **Save**.

Refer to your complete application packet for guidance on up-loadable attachments.

Description	File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.

Common Issues: Application Guidance



Common Issues

- Failed Threshold
- Engineering Reports
 - ❖ Planners cannot review the engineering report prior to application submittal.
 - ❖ Engineer's Report cannot be more than a year old.
 - ❖ Engineering Reports must be signed, sealed and dated by a professional engineer licensed to work in Oklahoma.
 - ❖ Cost Estimates alone are not acceptable, must be accompanied by an Engineering Report.
- Audit
 - ❖ Audits must be submitted per Application Guidelines—no exceptions.
- Surveys
 - ❖ Copy of the Original Survey Sheets must be submitted with Survey Map and Random Number Table provided by ODOC/CD.
 - ❖ If the potential project serves more than one community, all communities must be surveyed that benefit from that project.
 - ❖ Survey cannot include businesses, churches, schools, or any other non-residential entity.
- Citizen Participation
 - ❖ Make sure that the Citizen Participation Plan corresponds to the proper CDBG set-aside.
 - ❖ The Citizen Participation Plan requires a Town/City/County seal or notarization that includes the signature and date of the chief elected official.

Common Issues (continued)

- Resolutions must have Town/City/County seal and/or notary seal and must be signed/dated by the Chief Elected Official.
- Public Hearing Posting must be no less than 7 WORKING DAYS.
- Leverage must be available at the time of application submittal and commitment letters must accompany the application.
- \$2,000 of CDBG funds requested for each beneficiary (person).
- W-WW Construction Permit Letters cannot be greater than one year.
- Consent Order must be for the application being submitted.
- Project must be one project.
- Avoid last minute application submissions. Prepare in advance.

Public Hearing

To help you and your community prepare for the application cycle, it is recommended that you attend the CDBG Public Hearing Session usually held in late October.

Please check our website for updates.

<https://www.okcommerce.gov/community-development/local-governments-edos/community-development-block-grant-programs/>

Consolidated Plan- 2023 Annual Action Plan Public Input Session & Hearing

Information and relevant changes regarding the five (CDBG, ESG, HOME, HTF, HOPWA) programs covered under the State Consolidated Plan Annual Action Plan will be presented at both the Public Input Session and Public Hearing.

Meeting Scheduled

Comments regarding the 2023 State Consolidated Plan Annual Action Plan will be accepted until December 2, 2022. Comments regarding the 2023 State Consolidated Plan Annual Action Plan can be addressed by phone or email to linda.goode@okcommerce.gov or 405-815-5351.

Program Year 2023 Public Input Session

Location:

Oklahoma Department of Commerce

Gallery 1-1

900 N. Stiles

Oklahoma City, OK 73104

Date & Time: September 30, 2022, 2 p.m.

Online Zoom Link:

<https://okcommerce.zoomgov.com/j/1600309588>

Meeting ID: 160 030 9588

Call-in Phone Number:

551-285-1373

Topic: Program Year 2023 Public Hearing

Location:

Oklahoma Department of Commerce

Gallery 1-1

900 N. Stiles

Oklahoma City, OK 73104

Date & Time: October 28, 2022, 2 p.m.

Online Zoom Link:

<https://okcommerce.zoomgov.com/j/1603690205>

Meeting ID: 160 369 0205

Call-in Phone Number:

551-285-1373

General program information and relevant changes regarding the five (CDBG, ESG, HTF, HOME, HOPWA) programs covered under the State Consolidated Plan will be presented at both the State Consolidated Plan Public Input Session and Public Hearing. Written comments regarding the 2023 State Consolidated Plan / Action Plan will be accepted until December 2, 2022. Comments regarding the State Consolidated Plan can be addressed by email or phone to Linda.Goode@okcommerce.gov or 405-815-5351.

The Consolidated Plan is a five-year planning document, consisting of a five-year strategic plan and annual updates. The release of the Oklahoma State Consolidated Plan marked the start of a five-year strategic plan cycle running until 2023. As part of the Department of Housing & Urban Development's (HUD) requirement, a copy of the Analysis of Impediments to Fair Housing Choice for the five-year (2019 – 2023) Consolidated Plan is available for public review at the link below. Questions regarding the Analysis of Impediments to Fair Housing Choice can be addressed by email or phone to Kellon.Dixon@okcommerce.gov or 405-815-5351.

Contacts

CDBG Planner Information

Contacts

- Kellon Dixon, Director of Programs Planning, kellon.dixon@okcommerce.gov or 405-215-5626

- Mike Sexton, mike.sexton@okcommerce.gov or (405) 815-5189 or (800) 879-6552 x5189
 - ✓ CDBG Capital Improvement Planning (CIP)

- Karen Adair, karen.adair@okcommerce.gov or 405-764-5164
 - ✓ CDBG Rural Economic Action Plan (REAP)
 - ✓ CDBG Revitalization (CR)
 - ✓ CDBG Small Cities
 - ✓ CDBG W/WW Construction
 - ✓ CDBG Economic Development Infrastructure Financing (EDIF)

- Charlotte Conant, charlotte.conant@okcommerce.gov or 405-215-1834
 - ✓ CDBG W/WW Engineering

Questions?

