

OKLAHOMA
DEPARTMENT OF COMMERCE
OKcommerce.gov

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

**FY 2011 WATER AND
WASTEWATER
CONSTRUCTION**



December 2010

Oklahoma Department of Commerce
900 N Stiles Ave.
Oklahoma City., OK 73104
800-879-6552

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2011 WATER AND WASTEWATER CONSTRUCTION PROGRAM**

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OKLAHOMA'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

Many of Oklahoma's rural communities face serious community and economic development challenges. Outdated water and wastewater systems are prevalent, many streets, sidewalks, senior and community centers are in poor condition. Dilapidated housing and out-migration is a serious concern. To assist rural Oklahoma to prosper, to become self sufficient and viable, the Oklahoma Department of Commerce/Community Development (ODOC/CD) offers a variety of financing and planning programs. Among these is the Community Development Block Grant (CDBG) program.

The CDBG program is authorized under the U.S. Department of Housing and Urban Development (HUD); Title I of the Housing and Community Development Act of 1974, as amended. The primary National Objective of the program is the "development of communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low income". ODOC/CD has administered the program since 1982, funding well over 3,000 projects.

The CDBG program is highly flexible and is considered one of the basic funding sources for comprehensive community and economic activities in rural Oklahoma. Projects that can be undertaken with CDBG funds include but are not limited to water, wastewater, streets, community centers, fire protection, drainage, parks and whole host of other activities.

For those rural communities that are striving to improve their quality of life the CDBG program can help make a difference. The CDBG program can help provide a solid foundation for communities to be in a better position to attract, develop, and retain diverse higher paying business while improving the quality of life of local residents. The CDBG program works for rural Oklahoma.

SECTION ONE

2011 Water and Wastewater Construction Program

Application Guidance

The purpose of this Application Guide is to provide guidance in preparing a Community Development Block Grant (CDBG) for Water or Wastewater projects that are ready to begin **CONSTRUCTION**. Applications must be received by the Oklahoma Department of Commerce/Community Development (ODOC/CD) no later than **5:00 P.M., May 6, 2011**. Applications received after this date will ***not*** be considered for funding. Submit one (1) unbound original application to:

Oklahoma Department of Commerce
Community Development
Attn: Karen Adair
900 North Stiles
Oklahoma City, OK 73104-3234

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.***

ELIGIBLE APPLICANT

Eligible applicants are units of local government (incorporated towns, cities, and counties) that are **not** participants in the CDBG Entitlement Program. Oklahoma's entitlement cities are Edmond, Enid, Lawton, Midwest City, Norman, Oklahoma City, Shawnee, and Tulsa as well as the units of local government participating in the CDBG Urban County Designation for Tulsa County which consists of the following:

City of Bixby
City of Broken Arrow
City of Collinsville
City of Glenpool

City of Jenks
City of Owasso
City of Sand Springs
City of Sapulpa

Town of Skiatook
Town of Sperry
Unincorporated Tulsa County

Those successfully competing under this program must provide documentation of final plans and specifications or a construction permit secured through the Oklahoma

Department of Environmental Quality (ODEQ). The documentation must show that the final plans and specifications have been submitted to ODEQ or the construction permit has been issued prior to the CDBG application deadline. This information will be verified with ODEQ. ***Absolutely no engineering costs will be allowed or reimbursed using CDBG funds.***

Application Submission Requirements

City/Town Applicants: City/Towns may submit **only one (1)** grant application per Program Year selecting from Water or Wastewater Engineering, Water or Wastewater Construction, or Community Revitalization. ***Exclusions:*** Community Based Development Organization (CBDO) Housing Revitalization, CDBG-EDIF, CIP and Century Community.

County Application Requirements: Counties submit applications in two forms:

1. Applications where they have direct jurisdiction (roads, bridges, county barn, hospital, etc.), or;
2. Counties sponsor applications where they do not have direct jurisdiction over certain public functions. Generally, these are communities with less than \$25,000 in revenue, Rural Water Districts, and Rural Fire Districts.

Counties may submit a maximum of two (2) grant applications per Program Year selecting from Water or Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). Exclusions: CDBG-EDIF and CIP (Limitation: Counties may ONLY have two (2) open grants and still make an application.) This open total includes BOTH County sponsored contracts and those directly on the County's behalf. In meeting the maximum of two applications, a County could be a Sponsor of two applications or a County could be a Sponsor of an application while also submitting one application where they have direct jurisdiction.

County Combinations Permitted: Limitation: Counties may ONLY have two (2) open grants and still make an application.)

1. A County may submit an application on their behalf (direct jurisdiction) and sponsor an application or;
2. A County may submit two (2) sponsored applications.

Proper Sponsors

The process of determining which unit of government (a town, city or county) should submit or sponsor an application for CDBG assistance must include an examination of the relationship between the location of proposed improvements in the service delivery area, and the proposed beneficiaries. The unit of government with direct jurisdiction over the majority (60%) of the proposed beneficiaries must be the sponsor or applicant for CDBG funds. However, in the event that no unit of local government has 60% of the proposed beneficiaries, then the unit of local government with the majority of proposed beneficiaries must sponsor the application for grant assistance.

Use of Funds

Eligible applicants submitting under the Construction Program may only use the funds for construction and administration. All projects shall either be water or wastewater projects that will focus on some of the most serious problems in the state.

The total Grant Maximum is \$350,000.

Proposal Guidance

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

Applicants are encouraged to contact the staff persons listed below anytime they are uncertain with regard to Program requirements, project conceptualization, or any portion of the Application Packet and/or Guidelines.

Karen Adair, 800/879-6552 ext. 5363 or 405/815-5363

Steve Hoover, 800/879-6552 ext. 5268 or 405/815-5268

If unavailable, call:

D. Scott Myers, 800/879-6552 ext. 5356 or 405/815-5356

SECTION TWO

2011 Water and Wastewater Construction Program

Required Application Documents

The following discussion provides detailed guidance regarding the different components needed to submit a complete CDBG application.

1. Application Summary (Application Form Attachment A)

This form contains important information including a certification from the sponsor and the application preparer attesting to the accuracy and completeness of the application. This form must be completed and signed by the chief elected official of the sponsoring unit of local government, and the preparer before the application is submitted to ODOC/CD.

2. Documentation of Project Qualification under National Objective of Benefit to Low and Moderate Income Persons, Slum or Blight, or Urgent Need.

Most of Oklahoma's 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 ODOC/CD, Karen Adair (405) 815-5363 or Steve Hoover (405) 815-5268.**

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

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), (Appendix C of this guidance document).

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.

Various questions must be answered before determining whether or not an activity proposed for CDBG funding provides benefit to principally low and moderate income families. Questions to be answered include: (1) How does the proposed activity serve the residents of the geographic target area in which it is taking place? (2) Which occupied households/homes within the geographic target area are directly affected or impacted by the proposed activity? (3) Is there a larger set of households/homes that will be served by the proposed activity? These questions can best be answered by using the following 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. Remember, concerning water and wastewater activities, it is useful to identify beneficiaries in relation to supply and distribution, and collection and treatment. Activities you propose may or may not have some or all of the same beneficiaries.

New Wastewater or Water Extensions to Previously Unserved Areas: The households/homes that will actually be connected to the wastewater or water line extensions.

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

Income surveys for *each proposed CDBG funded activity* is typically a requirement. However, in some very limited cases, other techniques may be used to document the percentage of low and moderate income families receiving benefit, such as the use of the 2000 Census Data. However, the use of any Census Data to document the percentage of low and moderate income beneficiaries for any CDBG funded activity *should receive* prior ODOC review and approval. An Applicant's failure to obtain prior ODOC review and approval of the use of Census Data to qualify CDBG activities may result in rejection of the data's conclusions.

Income survey techniques consist of door-to-door surveys, telephone surveys, mail surveys, or any combination of the three. Regardless of the technique

used, an Applicant must be able to link each income response to a specific family within a specific household/home. Blind survey techniques that cannot match households/homes and their respective family incomes will not be accepted, as they do not allow for verification should it become necessary.

For all FY 2011 income surveys, only the Random Sample Survey methodology will be accepted by ODOC/CD. ODOC/CD will accept income surveys that have been conducted within the previous five (5) program years (FY 2006, 2007, 2008, 2009 or 2010).

For those Applicants conducting Random Sample Income Surveys, a sample Field Survey Form can be found in Appendix A of this guidance document. All applicants are required to complete the Direct Project Beneficiary Income Survey Summary Form located in the application at **Attachment B**. If an income survey was conducted, submit as part of the application Attachment B, a copy of the Random Number Table that was generated by ODOC/CD to perform the survey. Also, as Attachment B of the application, submit a map that identifies each surveyed home's income status (above or below low and moderate income status); the location of all proposed CDBG and leverage activities, and the central business district.

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

- Step 1.** List by name and address, the number of households within the geographic area to be covered by the project (for example, the following listings may be used to identify the number of households within your universe: water billing, wastewater billing, solid waste billing, 911 emergency service databases, or in the case of a county, the voting rolls).
- Step 2.** Alphabetize your universe by last name (all households) or list in ascending or descending order by account numbers. This establishes a random distribution for your universe.
- Step 3.** Number all households composing your universe.
- Step 4.** Call ODOC/CD, Karen Adair, (405) 815-5363 or 1-800-879-6552 Extension 5363, or Steve Hoover, (405) 815-5268 or 1-800-879-6552 Extension 5268, and provide the total number of households within your universe. Universe is composed of the total number of households in the project area.
- Step 5.** Based on the number of households provided, a random survey sample will be generated by ODOC/CD and provided to the Applicant along with the required response rate that must be achieved.

- Step 6.** Match the random sampling numbers to your numbered household universe and survey those locations. For example, if the random sample provided by ODOC/CD is #47, match that number, 47, to the 47th entry on your numbered universe and survey that location. Continue to survey until you have achieved the required response rate. Do not over survey.
- Step 7.** Survey using the “Direct Project Beneficiary Income Survey Field Worksheet” provided in the appendix to this application packet (these working papers are to be retained with the permanent records of the unit of local government) and the low-income percentages/limits for your county provided in Appendix B and C.
- Step 8.** Aggregate the survey results by family size and record that data on the “Direct Project Beneficiary Income Survey Summary Form” provided in the Forms Section of this application packet.
- Step 9.** Calculate the LMI percentage by dividing the total number of low and moderate households resulting from your survey by the total number of households surveyed. Record the results on the “Survey Summary Form.”
- Step 10.** Include the signed “Income Survey Summary Form” in your application.

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

REQUIRED SAMPLE SIZES FOR UNIVERSES OF VARIOUS SIZES

Number of Occupied Households in Target Area	Survey Sample Size
1-55	50
56-63	55
64-70	60
71-77	65
78-87	70
88-99	80
100-115	90
116-133	100

134-153	110
154-180	125
181-238	150
239-308	175
309-398	200
399-650	250
651-1200	300
1201-2700	350
2701-or more	400

The results of the Random Survey *must be clearly shown on a map* that identifies each surveyed home with the low and moderate income homes designated with a distinct color. Applicants performing income surveys are cautioned that incorrectly administered surveys or their resulting data regarding low and moderate income percentage claims will be rejected. *Failure to include a properly marked map with the application will result in rejection and return of the application.*

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

Applicants requesting water/wastewater system expansions serving new housing development must provide a sample Deed Restriction that will be placed on the lots to limit the income to homebuyers in Low and Moderate Income designated units. For rental unit developments using conventional financing, a certification from the applicant and developer must be provided stating that at least 51% of the units will be designated for Low and Moderate Income households. For rental developments using other financing means such as public subsidies including Home Investment Partnerships Program (HOME), Income Tax Credits, Section 8, etc., you must comply with the appropriate federal rules for income targeting. If using public subsidy financing, please provide a commitment letter and/or award letter. Also, provide the applicant's plans to market housing to low and moderate income households.

3. Citizen Participation Requirements (Application Form Attachment C)

All applicants, in order to apply for CDBG assistance, must complete and document the following requirements: (1) create and adopt a Written Citizen Participation Plan and (2) hold an application phase public hearing regarding the CDBG Program.

Citizen Participation Plans must be officially adopted and followed by all Applicants, and submitted as Attachment C in the application. Re-stating the Citizen Participation Plan outline requirements does not constitute a valid plan. Applicants must clearly state the actions they will undertake to meet the requirements of written Citizen Participation Plans. (Sample Citizen Participation Plan can be found in the Attachment C of the application.) Applicants may readopt prior years Citizen Participation Plans provided that the previous plan has been reviewed and updated as needed to adequately support the proposed project.

Documentation of the *application phase* Public Hearing is also an application requirement. Acceptable documentation consists only of the ***affidavit of publication, official posting announcing where and when the hearing is to be held along with a listing of the posting locations*** (posting is an acceptable method of advertising only where it is the standard method used by a unit of local government to provide notice of official meeting), or a copy of the newspaper article announcing the public hearing.

ODOC/CD recommends that no less than seven (7) to ten (10) working days be given as advance notice of the application phase Public Hearing or any subsequent public meetings held for the purpose of discussing project activities as they relate to the Community Development grant funds.

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

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used.
2. Ensure citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of local government's proposed and actual use of the CDBG funds; including, but not limited to, the following:
 - (a) The amount of CDBG funds expected to be made available for the current fiscal year if the project is approved;
 - (b) The range of activities that may be undertaken with CDBG funds;

- (c) The estimated amount of CDBG funds proposed to be used for activities that will meet the National Objective of benefit to low and moderate income persons;
 - (d) The proposed CDBG activities likely to result in displacement and the sponsoring unit of local government's anti-displacement and relocation plans developed in accordance with Section 104(d)(1) and (2) of the Act; and
 - (e) The basis on which the sponsoring unit of local government may provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals. The level and type of assistance to be provided are at the discretion of the sponsoring unit of local government. Such assistance need not include providing funds to such groups.
3. Provide for a minimum of two (2) public hearings; one prior to submission of the application for funding of the project that favors the purpose of obtaining citizens' views and formulating or responding to proposals and questions; the other at the end of the grant period, if the Applicant receives funding, that discusses Grantee performance. There must be reasonable notice of the public hearings. ODOC/CD suggests seven (7) to ten (10) days and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped.
 4. Meet the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
 5. Provide citizens with reasonable advance notice. ODOC/CD suggests seven (7) to (10) days and the opportunity to comment on proposed activities not previously described in a unit of local government's funding request and activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries.
 6. Provide the place, phone numbers, and times where and when citizens are able to communicate when submitting written complaints and grievances; the process the unit of local government will use to provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable.

The application phase public hearing must, at a minimum, address the following topics:

1. Community development and housing needs;

2. CDBG Program purpose, i.e., meet one of three (3) National Objectives;
3. The development of proposed activities.

4. *Leverage (Application Form Attachments D1, D2, D3)*

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

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

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

5. *Certified Engineering Report and Professional Cost Estimates, provide two (2) copies (Application Form Attachment E)*

All cost estimates must be derived from professional sources, and submitted with the application as Attachment E.

Water or Wastewater projects must have a certified cost estimate from a professional engineer licensed to work in Oklahoma. The following information should be contained in the professional engineering report submitted for this application:

A. General

The Engineering Report should clearly describe the following:

- The present situation
- An analysis of alternatives
- The proposed course of action

B. Project Planning Area

1. Furnish a map that shows the existing service area or municipal boundaries.
2. When applicable show a map of new service areas or annexed areas that are to be served by the project.

C. Existing Facilities

1. Evaluate the condition and suitability for continued use. For example, you may want to discuss cost of rehabilitation versus replacement or cost of Operation & Maintenance.
2. Adequacy of the facilities such as pumping capacities, treatment capacities, and storage capacities during the useful life of the Project.

D. Proposed Facilities

Provide brief but clear descriptions of proposed facilities

1. Water Systems

- a. Sources: Identify sources of supply and provide comparisons of each (quantity and quality).
- b. Treatment: Compare alternatives considered.
- c. Storage: Discuss type of tank and tank materials.
- d. Distribution System: Give line lengths and diameter, and other key features such as valves.
- e. Pumping Stations: Describe pump type including pumping capacity (GPM).

2. Wastewater Systems

- a. Collection Mains: Include information on rehabilitation of manholes, cleanout, wastewater mains, etc., when applicable. If wastewater mains are extended, briefly address reserve capacity of existing mains and treatment facilities.
- b. Lift Stations: Briefly describe type of construction, pumps, emergency operations, and force main.
- c. Treatment: Discuss alternative if applicable.

3. Land

If applicable, discuss amount required, location, etc.

4. Rights

If applicable discuss easements, permits, and right-of-ways

E. Cost Estimate

- Construction
- Land Cost
- Engineering Cost
- Inspection Cost
- Legal Fees

Applicants requesting water/wastewater system expansions serving new housing developments must provide in addition to the engineering report and preliminary cost for the water/wastewater system the following:

- *Detailed Description of the proposed housing development.*
 - *Map of the proposed development.*
 - *Formal development/construction budget and cost estimates.*
 - *Detailed Work Plan Timeline for completing the housing development.*
 - *Developer's last year's audited financial statements or equivalent documentation showing the assets, liabilities, net worth, and income of the project developer.*
 - *Last three (3) projects completed by the developer along with references.*
 - *Three (3) years projected pro forma to evaluate the financial health of the projected project (rental units only).*
 - *Standard lease agreement between the owner and the tenant (rental units only).*
 - *Verification of Zoning.*
- Note: A water/wastewater system for expansions serving new housing developments will not be approved contingent upon an application for rezoning. A project must be in compliance with the applicant's subdivision regulations before a funding approval can be issued.*

All residential property proposed by the applicant must meet 1999 Building Officials and Code Administrators International (BOCA) standards including 2003 Model Energy Code (MEC). All commercial property proposed by the applicant must meet ASHRAE/IES 90.1 building standards.

6. Detailed Line Item Budget (Application Form Attachment F)

The proposed activities listed in the Detailed Line Item Budget should be as specific as possible as they will provide the basis of your contract and project budget should you receive funding.

For a basic water or wastewater project the maximum amount of CDBG funds that may be used for project administration by a CDBG certified administrator is 8% of the total CDBG funds awarded.

In addition, an Applicant may elect to take an optional \$2,000 set-aside for direct Grantee administrative tasks. These funds may only be utilized by a Grantee to pay for its own allowable administrative costs such as: audit; legal services; environmental publication; publication costs of requests for proposals; bookkeeping

supplies; travel; advertising costs; costs associated with the release of funds; maintenance of program and fiscal records; and, the preparation of program reports. Funds set aside for direct Grantee administrative tasks ***may not*** be used to pay for contracts for administrative services.

Construction Resident Inspection expenses are an eligible cost to the CDBG contract if budgeted for in the application and the application is approved for funding. Construction Resident Inspection services paid for with CDBG funds must be procured in accordance with ODOC/CD procedures.

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

USDA – RURAL DEVELOPMENT RESIDENT INSPECTION FEE TABLE

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

The aforementioned limitations are to be used by Applicants as guides for CDBG project proposal budgeting only. ODOC/CD does not mean to imply that percentage of professional and construction resident inspection fee contracts are acceptable. In the event a grant is awarded and CDBG funds are used to pay for professional and construction resident inspection services, only lump sum or fixed price contracts for those services will be acceptable when procured in accordance with the CDBG Contractors Implementation Manual.

ODOC/CD reserves the right to review, question, realign and/or negotiate any part of an Applicant's proposed project costs including, but not limited to resident inspection fees, administrative costs, leverage, all elements of construction costs, etc. Applicants should be prepared to justify the costs associated with their entire project. Any proposed costs that cannot be fully justified and/or documented shall be subject to change by ODOC/CD.

Applicants requesting water/wastewater system expansions serving new housing development must include on their Detailed Line Item Budget all sources of financing (infrastructure and housing development). Speculative projects will not be accepted.

7. Documentation of Severity of Need (Application Form Attachment G)

Water and wastewater health, safety, and welfare deficiencies may be documented in one of two ways: (1) through the presence of a legal enforceable order issued by the Oklahoma Department of Environmental Quality (ODEQ), or (2) by a written confirmation of a “hazard” from ODEQ or the County Health Department, that specifically states the cause and extent of water or wastewater health, safety, and welfare deficiency.

Applicants requesting water/wastewater system expansions serving new housing development must document Severity of Need by providing a formal housing market analysis prepared by a Member of the Appraisal Institute (MAI) Appraiser which clearly indicates a projected three (3) to five (5) year demand for a specific number of single family ownership units and/or rental units. Market data must clearly indicate that the housing can be sold or rented in a reasonable period of time.

8. Current Water and Wastewater Rate Structures (Application Form Attachment H)

Water and wastewater rate structures must favor both strong fiscal management and conservation measures. Rate structures will be analyzed and awarded points by using portions of the “Water Resources Board’s Emergency Grant Priority System.”

9. Applicant Resolution (Application Form Attachment I)

Applications must include a resolution passed by the current governing body requesting that particular assistance. A sample resolution is provided in Attachment I of the application.

10. Section 102 Disclosures and Certifications (Application Form Attachment J)

This statement must be completed if the minimum requirements of the disclosure are met and certified by the interested parties as set forth in the disclosure.

11. Strategic Planning Processes Verification (Application Form Attachment K)

If applicable, applicants should document their participation in the Strategic Planning Processes. Those applicants that are participants will be awarded points as prescribed in the rating criteria of Section Three.

12. Audit (Attachment L)

Towns and cities (counties are exempt) must submit a copy of the FY 2010 Audit or most recent audit or the agreed upon procedures.

If the city or town receives less than \$25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so.

SECTION THREE

2011 Water and Wastewater Construction Program

Application Review and Rating

ODOC/CD will accept water and wastewater applications on *May 6, 2011*. All project proposals in the Water and Wastewater Construction Program must meet threshold requirements to become a grantee. Water and Wastewater Construction Program applications not meeting all of the threshold requirements will be returned to the Applicant within thirty (30) days and will not be considered for funding.

Threshold Requirements

1. Requests for funds must address at least one or more of the Primary National Objectives of the CDBG program:
 - A. Provide a direct benefit (fifty-one percent [51%] or more) principally for persons of low income;
 - B. Aid in the prevention or elimination of slums or blight; and
 - C. Address a particular urgent need posing a serious and immediate threat to the health or welfare of a community.
2. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan. Each unit of local government benefiting from a consolidation project must meet Citizen Participation Requirements.
3. All cost estimates must be derived from professional sources and submitted with the application. Water and wastewater projects must have a certified cost estimate from a professional engineer licensed to do business in the State of Oklahoma (provide two [2] copies).
4. Applications must include a resolution passed by the current governing body requesting the particular assistance.
5. Grant request cannot exceed \$2,000 per beneficiary for all projects, except in the case of new housing development.
6. A proper sponsor of water and wastewater projects is defined as a unit of local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.
7. Towns and cities (counties are exempt) must submit a copy of the FY 2010 Audit or most recent audit or the agreed upon procedures.

If the city or town receives less than \$25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party. Any applications by a County to act as an accommodation for a city or town that does not have \$25,000 in annual revenues from its normal business, will not count against the County's open contract maximum.

8. Applicants must provide documentation that Final Plans and Specifications or a Construction Permit was issued by the Oklahoma Department of Environmental Quality (ODEQ), prior to the Application deadline. If an ODEQ Permit is not required, Applicants must provide supporting documentation from ODEQ.
9. Towns, cities and counties with open CDBG contracts must have close-out documents **submitted by 5:00 p.m., January 31, 2011**. As part of the close-out documents, the Final Inspection Report along with Board/Council approval must also be submitted.

Close-out exceptions:

- Counties may have two (2) open grants, and still make application under the FY 2011 program.
 - Previously funded Economic Development, CIP, Consolidation/Regional, Community Revitalization Re-Use projects, Water and Wastewater Re-Use projects, Community Based Development Organization (CBDO) Housing Revitalization and Century Community Program may be open and still make application under the FY 2011 program.
10. Applicant must provide a response to all application questions and satisfy all documentation requirements delineated in the Guidelines and Application package including, but not limited to, income survey results; survey maps; certifications; Section 102 Disclosures; project budget; etc.

Rating Criteria for Water and Wastewater Construction Program

Water and Wastewater applications, which meet threshold criteria, will be ranked for funding utilizing the following criteria (75 total points):

1. ***Project Benefit to Low to Moderate Income Persons (0-10 points).*** Projects awarded under these criteria will be awarded 0-5 points for percentage of LMI, and 0-5 points for total number of LMI.

<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

2. **Severity of Need Water and Wastewater Projects (0-10 points).** Projects will be rated on the verification of the level of seriousness associated with documented health, safety, and welfare hazards.

Water and wastewater health, safety, and welfare deficiencies may be documented in one of two ways: (1) through the presence of a legal enforceable order issued by Oklahoma Department of Environmental Quality (ODEQ) or the U.S. Environmental Protection Agency (EPA), or (2) by written confirmation of a “hazard” from ODEQ or the local ODEQ representative that specifically states the cause and extent of the water or wastewater, health, safety, and welfare deficiency. Water and Wastewater category health, safety, and welfare hazards will be validated and analyzed by ODOC/CD through ODEQ. Additionally, ODEQ will determine the level of severity associated with legal enforceable orders or documented hazards and will assist in determining whether a proposed project’s activities directly address the identified system deficiencies.

Water and Wastewater projects that document health, safety, and welfare hazards involving legal enforceable orders will be rated on a separate scale of severity than written documentation of hazards. The two scales are as follows:

Legal Enforceable Orders

Low Severity	5.0 point
Medium Severity	7.5 points
High Severity	10.0 points

Documented Hazards

Invalid	0 points
Low Severity	2.5 point
Medium Severity	5.0 points
High Severity	7.5 points

Severity of Need (0-5 points) Water and Wastewater Projects for New Housing Construction

Projects for water/wastewater system expansions serving new housing developments shall be rated on their verification of the extent of the local jurisdictions housing shortage as documented by an official housing market analysis that clearly concludes a projected 3-5 year demand for a specific number of single family ownership units and/or rental units. Points will be determined by the level of impact based on the following criteria:

- Vacancy rates
- Population growth
- Projected job growth
- Number of units + Total units

3. *Residential Water and Wastewater Rates and Water Rate Structures (-3 to +10 points)*

Water project proposals will earn points based on the first 5,000 gallons of the most current water rate structure and the subsequent revenue generating capacities where wastewater service is provided in conjunction with water service. Water rate structures that favor both strong fiscal management and conservation awareness will be analyzed and awarded points by using portions of the Oklahoma "Water Resources Boards' Emergency Grant Priority Point System." Only proposals for water related system improvements will receive points for the residential water rate structure based on the following table:

Flat Water Rate: Unmetered charges on unmetered systems that charge a fee without regard to the amount of water used, unless the proposed project involves metering of all taps on the system. **-3 points**

Decreasing Block Water Rates: Price per unit of water becomes lower as the quantity of water use increases. **-3 points**

Fixed/Uniform Water Rates: Price per unit of water, in excess of any base or minimum charge, remains constant. **0 points**

Increasing Block Water Rates: Price per unit of water increases as the quantity of water use increases. **+ 3 points**

All Water and Wastewater category projects will also receive points based on the revenue generating capacity of their rate structures. The appropriate table of points is determined based on the type of services provided by the system operator. If the system operator provides water service only, then Table #1 is used; if the system operator provides water and wastewater service, then Table #2 is used; and if the system operator provides wastewater service only, then Table #3 is used.

Table #1 For Systems Providing Water Service Only:

<u>Cost Per 5,000 gallons</u>	<u>Points</u>
\$35 or greater	7
\$30 to \$34.99	6
\$25 to \$29.99	5
\$23 to \$24.99	4
\$21 to \$22.99	3
\$19 to \$20.99	2
\$18 to \$18.99	1
Less than \$18	0

Table #2 For Systems Providing Water and Wastewater Services:

<u>Cost Per 5,000 gallons</u>	<u>Points</u>
\$45 or greater	7
\$41 to \$44.99	6
\$37 to \$40.99	5
\$34 to \$36.99	4
\$32 to \$33.99	3
\$31 to \$31.99	2
\$30 to \$30.99	1
Less than \$30	0

Table #3 For Systems Providing Wastewater Service Only:

<u>Cost of connection/month</u>	<u>Points</u>
\$28 or greater	7
\$26 to \$27.99	6
\$24 to \$25.99	5
\$22 to \$23.99	4
\$20 to \$21.99	3
\$18 to \$19.99	2
\$16 to \$17.99	1
Less than \$16	0

4. **Ability to Finance Project (0-10 points)**

Applicants ranked by giving a standardized account of the amount of the existing water/sewer rates would have to be raised in order for the applicant to finance the project through a loan. The formula is as follows:

$$FP = AR(0.1102)$$

(12) (c)

FP = Estimate of amount of rates to be raised to finance project through loan

AR = Amount Requested

0.1102 = Annual rate factor for a 25 year loan at 10%

12 = Number of months per year

c = Number of Customers

Ability to Finance Project Through Loan Points

\$12.00 or Greater	10
\$10.00 - \$11.99	9
\$9.00 - \$9.99	8
\$8.00 - \$8.99	7
\$7.00 - \$7.99	6
\$6.00 - \$6.99	5
\$5.00 - \$5.99	4
\$4.00 - \$4.99	3
\$3.00 - \$3.99	2
\$2.00 - \$2.99	1
Less than \$2.00	0

5. **Grant Request Amount (0-10 points)**

Due to the limited amount of funds, ODOC/CD encourages the smallest grant possible.

<u>Grant Request</u>	<u>Points</u>
\$ 159,999 or Less	10
\$ 160,000 to \$169,999	9
\$ 170,000 to \$179,999	8
\$ 180,000 to \$199,999	7
\$200,000 to \$224,999	6
\$225,000 to \$249,999	5
\$250,000 to \$274,999	4
\$275,000 to \$299,999	3
\$300,000 to \$324,999	2
\$325,000 to \$350,000	1

6. **Leverage (0-10 points)**

Projects will be rated on their ability to integrate the use of funds other than CDBG to carry out the proposed CDBG project. *Leverage will be valued using full value for cash leverage and half of the in-kind leverage will be recognized as cash. A maximum of 10 points is available for leverage. The leverage score will be calculated as follows:*

Formula:

$$\begin{array}{rcl}
 \text{Cash Leverage} & \$ \underline{\hspace{2cm}} & \times 1 = \$ \underline{\hspace{2cm}} \\
 \text{In-Kind Leverage} & \$ \underline{\hspace{2cm}} & \times .5 = \$ \underline{\hspace{2cm}} \\
 \text{Total Cash Leverage Allowed for Rating} & & \$ \underline{\hspace{2cm}} \\
 \\
 \text{Total Cash Leverage} & \times & 10 = \text{Leverage Points} \\
 \text{Grant Request Amount} & &
 \end{array}$$

EXAMPLE:

Grant Amount Requested \$100,000

$$\begin{array}{rcl}
 \text{Cash Leverage} & \$50,000 & \times 1 & \$50,000 \\
 \text{In-Kind Leverage} & \$25,000 & \times .5 & \$12,500 \\
 \text{Total Cash Leverage Allowed For Rating} & & & \$62,500
 \end{array}$$

$$\begin{array}{rcl}
 \$62,500 & & \\
 \$100,000 & \times & 10 & = & 6.25 \text{ points}
 \end{array}$$

7. **Oklahoma Department of Environmental Quality (ODEQ) Permitting (0-10 Points)**

Permitting Status

Points

- ODEQ Permit **not** required 0
- Final Plans and Specifications submitted to ODEQ for approval 5
- Permit to Construct Issued by ODEQ 10

8. **Strategic Planning Programs (Application Form Attachment K) (0-5 Points)**

Points awarded to CDBG-CIP, Century Communities, and other local planning programs if eligible.

APPENDIX B

LOW AND MODERATE INCOME LIMITS AND TABLE

The following definitions should be useful in the determination of a CDBG project's benefit to low and moderate income households.

Households - Household is defined as all persons who occupy a housing unit. The occupants may be a single-family, one person living alone, two (2) or more families living together, or any other group of related or unrelated persons who share living arrangements.

Low and Moderate Income Household - Low and moderate income household is defined as a household having an income equal to or less than the current Section 8 lower income limits established by HUD (please refer to the attached HUD Section 8 income limits).

Low & Moderate Income Percentages & Population

United States Census Bureau - Summary File 1 and 3
 United States Department of Housing and Urban Development - Income Limits
 (released Fall 2002)

<u>County</u>	<u>LMI</u>	<u>Population</u>	<u>County</u>	<u>LMI</u>	<u>Population</u>
Adair	45.73	21,038	Le Flore	41.11	48,109
Alfalfa	34.07	6,105	Lincoln	41.47	32,080
Atoka	45.51	13,879	Logan.....	39.23	33,924
Beaver.....	36.09	5,857	Love.....	33.88	8,831
Beckham	40.74	19,799	McClain	41.87	27,740
Blaine.....	36.53	11,976	McCurtain	46.01	34,402
Bryan	37.70	36,534	McIntosh	41.09	19,456
Caddo	41.60	30,150	Major	41.76	7,545
Canadian	31.15	87,697	Marshall	41.28	13,184
Carter.....	40.51	45,621	Mayes	38.41	38,369
Cherokee	41.06	42,521	Murray	34.67	12,623
Choctaw	48.17	15,342	Muskogee.....	40.78	69,451
Cimarron	36.44	3,148	Noble	44.65	11,411
Cleveland.....	31.30	208,016	Nowata	32.75	10,569
Coal	46.88	6,031	Okfuskee	44.24	11,814
Comanche	37.80	114,996	Oklahoma	41.86	660,448
Cotton.....	38.57	6,614	Okmulgee.....	39.28	39,685
Craig	35.01	14,950	Osage	45.32	44,437
Creek	48.24	67,367	Ottawa.....	39.74	33,194
Custer	38.70	26,142	Pawnee	34.02	16,612
Delaware	39.10	37,077	Payne.....	37.45	68,190
Dewey.....	35.93	4,743	Pittsburg	39.19	43,953
Ellis.....	35.84	4,075	Pontotoc.....	37.82	35,143
Garfield	36.12	57,813	Pottawatomie.....	47.72	65,521
Garvin	39.19	27,210	Pushmataha.....	48.68	11,667
Grady	38.90	45,516	Roger Mills.....	34.99	3,436
Grant	41.31	5,144	Rogers	33.13	70,641
Greer	42.27	6,061	Seminole	43.53	24,894
Harmon.....	47.84	3,283	Sequoyah	47.41	38,972
Harper.....	31.22	3,562	Stephens	43.01	43,182
Haskell	45.37	11,792	Texas.....	37.65	20,107
Hughes.....	46.73	14,154	Tillman.....	44.05	9,287
Jackson	39.76	28,439	Tulsa.....	37.59	563,299
Jefferson	44.50	6,818	Wagoner	36.86	57,491
Johnston	45.17	10,513	Washington	41.50	48,996
Kay	41.78	48,080	Washita.....	35.92	11,508
Kingfisher	34.50	13,926	Woods.....	34.55	9,089
Kiowa.....	38.24	10,227	Woodward.....	35.55	18,486
Latimer.....	46.30	10,692			

Place	LMI	Population	Place	LMI	Population
Achille town.....	54.79.....	506	Blackwell city.....	51.63.....	7,668
Ada city.....	43.17.....	15,691	Blair town.....	44.41.....	894
Adair town.....	39.67.....	704	Blanchard city.....	38.65.....	2,816
Addington town.....	26.67.....	117	Bluejacket town.....	41.89.....	274
Afton town.....	48.13.....	1,118	Boise City city.....	36.37.....	1,483
Agra town.....	50.49.....	356	Bokchito town.....	50.73.....	564
Albion town.....	78.49.....	143	Bokoshe town.....	45.16.....	450
Alderson town.....	44.84.....	261	Boley town.....	49.15.....	1,126
Alex town.....	49.04.....	635	Boswell town.....	59.13.....	703
Aline town.....	47.97.....	214	Bowlegs town.....	47.64.....	371
Allen town.....	48.94.....	951	Boynton town.....	55.84.....	274
Altus city.....	40.42.....	21,447	Bradley town.....	69.49.....	182
Alva city.....	35.92.....	5,288	Braggs town.....	59.73.....	301
Amber town.....	41.74.....	490	Braman town.....	49.24.....	244
Ames town.....	46.54.....	199	Bray town.....	47.21.....	1,035
Amorita town.....	38.00.....	44	Breckenridge town.....	34.99.....	239
Anadarko city.....	49.87.....	6,645	Bridgeport city.....	62.09.....	109
Antlers city.....	58.33.....	2,552	Bristow city.....	58.91.....	4,325
Apache town.....	39.57.....	1,616	Broken Arrow city.....	23.40.....	74,859
Arapaho town.....	36.25.....	748	Broken Bow city.....	61.84.....	4,230
Arcadia town.....	67.19.....	279	Bromide town.....	56.68.....	163
Ardmore city.....	41.74.....	23,711	Brooksville town.....	40.74.....	90
Arkoma town.....	45.38.....	2,180	Buffalo town.....	39.68.....	1,200
Armstrong town.....	42.97.....	141	Burbank town.....	70.00.....	155
Arnett town.....	42.41.....	520	Burlington town.....	29.96.....	156
Asher town.....	74.90.....	419	Burns Flat town.....	35.07.....	1,782
Ashland town.....	43.47.....	53	Butler town.....	42.23.....	345
Atoka city.....	55.98.....	2,988	Byars town.....	70.03.....	280
Atwood town.....	41.17.....	113	Byng town.....	33.09.....	1,090
Avant town.....	47.66.....	372	Byron town.....	12.50.....	45
Avard town.....	25.00.....	26	Cache city.....	41.94.....	2,371
Barnsdall city.....	53.58.....	1,325	Caddo town.....	37.10.....	944
Bartlesville city.....	41.02.....	34,748	Calera town.....	40.58.....	1,739
Bearden town.....	54.05.....	140	Calumet town.....	47.35.....	535
Beaver city.....	33.90.....	1,570	Calvin town.....	62.00.....	279
Beggs city.....	42.00.....	1,364	Camargo town.....	41.18.....	115
Bennington town.....	62.80.....	289	Cameron town.....	52.00.....	312
Bernice town.....	42.49.....	504	Canadian town.....	46.22.....	239
Bessie town.....	49.30.....	190	Caney town.....	65.00.....	199
Bethany city.....	39.51.....	20,307	Canton town.....	37.10.....	618
Bethel Acres town.....	32.16.....	2,735	Canute town.....	36.10.....	524
Big Cabin town.....	39.18.....	293	Capron town.....	66.67.....	42
Billings town.....	40.63.....	436	Cardin town.....	55.66.....	150
Binger town.....	43.73.....	708	Carmen town.....	39.37.....	411
Bixby city.....	26.24.....	13,336	Carnegie town.....	52.46.....	1,637
Blackburn town.....	42.86.....	102	Carney town.....	52.72.....	649

Place	LMI	Population	Place	LMI	Population
Carrier town.....	30.62.....	77	Custer City town	34.08.....	393
Carter town	51.03.....	254	Cyril town.....	38.65.....	1,168
Cashion town.....	35.85.....	635	Dacoma town	45.51.....	148
Castle town.....	53.35.....	122	Davenport town	52.15.....	881
Catoosa city.....	45.42.....	5,449	Davidson town.....	46.64.....	375
Cedar Valley city	26.09.....	58	Davis city.....	33.07.....	2,610
Cement town	53.44.....	530	Deer Creek town.....	36.00.....	147
Centrahoma city.....	58.31.....	110	Delaware town.....	38.18.....	456
Central High town	36.61.....	954	Del City city.....	50.00.....	22,128
Chandler city.....	42.24.....	2,842	Depew town	72.52.....	564
Chattanooga town.....	42.14.....	432	Devol town	19.90.....	150
Checotah city.....	43.87.....	3,481	Dewar town.....	35.74.....	919
Chelsea city	61.83.....	2,136	Dewey city.....	52.88.....	3,179
Cherokee city.....	33.71.....	1,630	Dibble town	51.04.....	289
Cheyenne town	37.94.....	778	Dickson town.....	34.67.....	1,139
Chickasha city	47.78.....	15,850	Dill City town	52.28.....	526
Choctaw city	29.02.....	9,377	Disney town.....	38.97.....	226
Chouteau town.....	35.28.....	1,931	Dougherty town	41.28.....	224
Cimarron City town.....	34.48.....	110	Douglas town.....	58.33.....	32
Claremore city.....	40.45.....	15,873	Dover town.....	41.40.....	367
Clayton town.....	58.59.....	719	Drummond town.....	34.02.....	405
Clearview town	80.00.....	56	Drumright city.....	56.94.....	2,905
Cleo Springs town	33.48.....	326	Duncan city	42.44.....	22,505
Cleveland city.....	35.34.....	3,282	Durant city	39.79.....	13,549
Clinton city	45.90.....	8,833	Dustin town.....	57.20.....	452
Coalgate city.....	51.33.....	2,005	Eakly town.....	36.04.....	276
Colbert town	41.13.....	1,065	Earlsboro town.....	58.12.....	633
Colcord town.....	54.68.....	819	East Duke town.....	30.03.....	445
Cole town	40.46.....	473	Edmond city	21.74.....	68,315
Collinsville city.....	43.07.....	4,077	Eldorado town	60.65.....	527
Colony town.....	40.28.....	147	Elgin city	29.97.....	1,210
Comanche city	55.90.....	1,556	Elk City city.....	40.59.....	10,510
Commerce city.....	42.62.....	2,645	Elmer town.....	35.31.....	96
Cooperton town	57.14.....	20	Elmore City town.....	53.26.....	756
Copan town	52.75.....	796	El Reno city	46.67.....	16,212
Corn town.....	33.17.....	591	Empire City town.....	31.94.....	734
Cornish town.....	60.41.....	172	Enid city	37.06.....	47,045
Council Hill town	64.14.....	129	Erick city	50.13.....	1,023
Covington town.....	48.95.....	553	Erin Springs town.....	78.76.....	114
Coweta city.....	43.27.....	7,139	Etowah town	54.52.....	122
Cowlingtown town	59.19.....	133	Eufaula city.....	47.25.....	2,639
Coyle town	55.91.....	337	Fairfax town	63.67.....	1,555
Crescent city.....	57.71.....	1,281	Fairland town.....	45.54.....	1,025
Cromwell town	37.60.....	265	Fairmont town	33.24.....	147
Crowder town	43.00.....	436	Fair Oaks town.....	33.93.....	122
Cushing city.....	48.21.....	8,371	Fairview city	42.24.....	2,733

Place	LMI	Population	Place	LMI	Population
Fallis town	7.72	28	Haileyville city	47.88	891
Fanshawe town	46.75	384	Hallett town	44.22	168
Fargo town	34.68	326	Hall Park town	15.59	1,088
Faxon town	49.49	134	Hammon town	50.66	469
Fitzhugh town	36.52	204	Hanna town	45.83	133
Fletcher town	44.65	1,022	Hardesty town	60.84	277
Foraker town	25.00	23	Harrah city	34.86	4,719
Forest Park town	23.43	1,066	Hartshorne city	52.64	2,102
Forgan town	53.11	532	Haskell town	48.80	1,765
Fort Cobb town	41.94	667	Hastings town	59.79	155
Fort Coffee town	37.55	412	Haworth town	56.21	354
Fort Gibson town	38.03	4,054	Headrick town	52.96	130
Fort Supply town	39.81	328	Healdton city	52.15	2,786
Fort Towson town	60.00	611	Heavener city	47.72	3,201
Foss town	42.81	127	Helena town	32.76	443
Foyil town	63.89	234	Hendrix town	66.74	79
Francis town	53.05	332	Hennessey town	46.62	2,058
Frederick city	47.88	4,637	Henryetta city	54.40	6,096
Freedom town	37.11	271	Hickory town	69.57	87
Gage town	38.32	429	Hillsdale town	57.14	101
Gans town	60.10	208	Hinton town	35.67	2,175
Garber city	47.32	845	Hitchcock town	45.71	141
Garvin town	39.86	143	Hitchita town	56.97	113
Gate town	20.00	112	Hobart city	38.42	3,997
Geary city	48.48	1,258	Hoffman town	54.79	148
Gene Autry town	72.73	99	Holdenville city	49.26	4,732
Geronimo town	50.97	959	Hollis city	56.12	2,264
Gerty town	66.47	101	Hollister town	50.80	60
Glencoe town	40.00	583	Hominy city	71.15	2,584
Glenpool city	34.37	8,123	Hooker city	40.50	1,788
Goldsby town	38.05	1,204	Hoot Owl town	0.00	0
Goltry town	34.82	268	Horntown town	20.00	61
Goodwell town	39.64	1,192	Howe town	45.84	697
Gore town	42.74	850	Hugo city	51.11	5,536
Gotebo town	36.12	272	Hulbert town	56.75	543
Gould town	47.91	206	Hunter town	49.93	173
Gracemont town	39.67	336	Hydro town	40.92	1,060
Grainola town	62.50	31	Idabel city	54.47	6,952
Grandfield city	50.25	1,110	Indiahoma town	57.43	374
Grand Lake Towne town	21.78	65	Indianola town	34.69	191
Granite town	43.16	1,844	Inola town	52.20	1,589
Grayson town	55.11	134	Jamestown town	0.00	10
Greenfield town	59.83	123	Jay city	52.77	2,482
Grove city	30.54	5,131	Jefferson town	40.00	37
Guthrie city	47.08	9,925	Jenks city	24.72	9,557
Guymon city	35.92	10,472	Jennings town	33.37	373

Place	LMI	Population	Place	LMI	Population
Jet town	34.32	230	Lookeba town	66.67	131
Johnson town	56.44	223	Lotsee town.....	0.00	11
Jones town	41.67	2,517	Loveland town	50.00	14
Kansas town	50.60	685	Loyal town.....	64.58	81
Kaw City city.....	54.21	372	Luther town.....	52.26	612
Kellyville town.....	58.66	906	McAlester city	37.41	17,783
Kemp town	43.43	144	McCurtain town.....	46.41	466
Kendrick town.....	67.65	138	McCloud town.....	48.57	3,548
Kenefic town.....	57.86	192	Macomb town	83.60	61
Keota town	53.92	517	Madill city	52.18	3,410
Ketchum town.....	44.06	286	Manchester town.....	34.45	104
Keyes town.....	43.79	410	Mangum city.....	42.54	2,924
Kiefer town.....	46.30	1,026	Manitou town.....	25.82	278
Kildare town	66.67	92	Mannford town	44.28	2,095
Kingfisher city	32.13	4,380	Mannsville town	43.05	587
Kingston town.....	45.86	1,390	Maramec town	56.79	104
Kinta town	38.27	243	Marble City town.....	74.83	242
Kiowa town.....	42.95	693	Marietta city	43.57	2,445
Knowles town	33.33	32	Marland town.....	61.89	280
Konawa city	56.10	1,479	Marlow city.....	54.56	4,592
Krebs city	45.09	2,051	Marshall town	71.45	258
Kremlin town	31.56	240	Martha town.....	50.48	205
Lahoma town.....	38.53	577	Maud city	64.85	1,136
Lake Aluma town.....	6.25	97	May town	14.29	33
Lamar town	49.02	172	Maysville town	43.31	1,313
Lambert town	0.00	9	Mead town	59.66	123
Lamont town	58.59	465	Medford city	38.62	1,172
Langley town	61.66	669	Medicine Park town	46.43	373
Langston town.....	72.80	1,670	Meeker town.....	43.73	978
Laverne town.....	30.93	1,097	Meno town	38.25	195
Lawrence Creek town	75.00	119	Meridian town.....	78.57	54
Lawton city.....	39.39	92,757	Miami city.....	42.91	13,704
Leedey town	39.36	168	Midwest City city.....	44.22	54,088
Le Flore town.....	53.42	345	Milburn town	47.47	312
Lehigh city	58.82	315	Mill Creek town	51.50	340
Lenapah town	39.32	298	Millerton town.....	46.27	359
Leon town	41.67	96	Minco city.....	37.58	1,672
Lexington city	55.39	2,086	Moffett town.....	65.91	179
Liberty town	50.94	184	Moore city	33.48	41,138
Lima town	94.74	74	Mooreland town.....	37.41	1,226
Lindsay city.....	38.13	2,889	Morris city	35.98	1,294
Loco town.....	54.20	150	Morrison town.....	55.01	636
Locust Grove town	57.97	1,366	Mounds town.....	52.88	1,153
Lone Grove city	41.30	4,631	Mountain Park town	68.74	390
Lone Wolf town.....	38.84	500	Mountain View town.....	39.65	880
Longdale town	54.51	310	Muldrow town.....	47.75	3,104

Place	LMI	Population	Place	LMI	Population
Mule Barn town.....	0.00.....	0	Pensacola town.....	14.29.....	71
Mulhall town.....	50.14.....	239	Peoria town.....	19.49.....	141
Muskogee city.....	42.97.....	38,310	Perkins town.....	39.58.....	2,272
Mustang city.....	28.49.....	13,156	Perry city.....	48.24.....	5,230
Mutual town.....	44.00.....	76	Phillips town.....	33.21.....	150
Nash town.....	46.19.....	224	Picher city.....	53.31.....	1,640
New Alluwe town.....	41.17.....	95	Piedmont city.....	25.70.....	3,650
Newcastle city.....	29.88.....	5,434	Pink town.....	46.34.....	1,165
New Cordell city.....	37.05.....	2,867	Pittsburg town.....	63.19.....	280
Newkirk city.....	41.23.....	2,243	Pocasset town.....	53.52.....	192
New Tulsa town.....	54.61.....	568	Pocola town.....	33.23.....	3,994
Nichols Hills city.....	9.60.....	4,056	Ponca City city.....	40.38.....	25,919
Nicoma Park city.....	42.68.....	2,415	Pond Creek city.....	40.87.....	896
Ninnekah town.....	41.63.....	994	Porter town.....	72.48.....	574
Noble city.....	43.41.....	5,260	Porum town.....	69.64.....	725
Norge town.....	34.62.....	82	Poteau city.....	44.80.....	7,939
Norman city.....	32.81.....	95,694	Prague city.....	46.96.....	2,138
North Enid town.....	18.90.....	796	Prue town.....	54.33.....	433
North Miami town.....	45.98.....	433	Pryor Creek city.....	39.54.....	8,659
Nowata city.....	39.13.....	3,971	Purcell city.....	50.02.....	5,571
Oak Grove town.....	0.00.....	18	Putnam town.....	26.32.....	46
Oakland town.....	47.65.....	674	Quapaw town.....	47.74.....	984
Oaks town.....	44.07.....	412	Quay town.....	60.00.....	47
Oakwood town.....	36.36.....	72	Quinton town.....	53.38.....	1,071
Ochelata town.....	45.02.....	494	Ralston town.....	57.33.....	355
Oilton city.....	61.21.....	1,099	Ramona town.....	49.83.....	564
Okarche town.....	28.28.....	1,110	Randlett town.....	42.25.....	511
Okay town.....	70.47.....	597	Ratliff City town.....	57.49.....	131
Okeene town.....	26.36.....	1,240	Rattan town.....	45.24.....	241
Okemah city.....	50.21.....	3,038	Ravia town.....	50.18.....	459
Oklahoma City city.....	42.10.....	506,132	Redbird town.....	66.67.....	153
Okmulgee city.....	43.91.....	13,022	Red Oak town.....	51.92.....	581
Oktaha town.....	47.26.....	327	Red Rock town.....	68.49.....	293
Olustee town.....	57.22.....	680	Renfrow town.....	0.00.....	16
Oologah town.....	45.38.....	883	Rentiesville town.....	45.92.....	102
Optima town.....	37.49.....	266	Reydon town.....	34.66.....	177
Orlando town.....	52.32.....	201	Ringling town.....	45.10.....	1,135
Osage town.....	72.55.....	188	Ringwood city.....	39.35.....	424
Owasso city.....	27.92.....	18,502	Ripley town.....	42.34.....	444
Paden town.....	37.20.....	446	Rock Island town.....	36.31.....	709
Panama town.....	45.29.....	1,362	Rocky town.....	25.00.....	174
Paoli town.....	35.86.....	649	Roff town.....	46.21.....	734
Paradise Hill town.....	35.00.....	100	Roland town.....	46.33.....	2,842
Pauls Valley city.....	41.87.....	6,256	Roosevelt town.....	33.38.....	280
Pawhuska city.....	56.70.....	3,629	Rosedale town.....	91.47.....	66
Pawnee city.....	39.62.....	2,230	Rosston town.....	22.22.....	66

Place	LMI	Population
Rush Springs town	59.42	1,278
Ryan town	50.82	894
St. Louis town	64.31	206
Salina town	48.09	1,422
Sallisaw city	48.97	7,989
Sand Springs city	37.33	17,451
Sapulpa city	49.78	19,166
Sasakwa town	61.50	150
Savanna town	40.83	730
Sawyer town	44.08	274
Sayre city	48.25	4,114
Schulter town	37.61	600
Seiling city	46.36	875
Seminole city	45.81	6,899
Sentinel town	37.17	859
Shady Grove town	46.15	44
Shady Point town	45.05	848
Shamrock town	76.47	125
Sharon town	26.50	122
Shattuck town	35.16	1,274
Shawnee city	51.37	28,692
Shidler city	53.87	520
Silo town	25.93	282
Skedee town	56.83	102
Skiatook town	49.60	5,396
Slaughterville town	44.15	3,609
Slick town	47.92	148
Smith Village town	26.22	40
Smithville town	72.41	123
Snyder city	42.57	1,509
Soper town	61.29	300
South Coffeyville town	33.39	790
Sparks town	79.46	137
Spaulding town	58.82	62
Spavinaw town	57.17	563
Spencer city	49.60	3,746
Sperry town	62.87	981
Spiro town	53.19	2,227
Sportsmen Acres town	27.99	204
Springer town	39.33	577
Sterling town	53.16	762
Stidham town	100.00	23
Stigler city	48.55	2,731
Stillwater city	36.94	39,065
Stilwell city	55.62	3,276
Stonewall town	57.29	465

Place	LMI	Population
Strang town	58.09	100
Stratford town	53.62	1,474
Stringtown town	66.33	396
Strong City town	50.00	42
Stroud city	47.38	2,758
Stuart town	47.65	220
Sugden town	56.25	59
Sulphur city	38.74	4,794
Summit town	84.48	226
Swink town	76.30	83
Taft town	54.36	349
Tahlequah city	40.81	14,458
Talala town	29.29	270
Talihina town	53.85	1,211
Taloga town	30.38	372
Tamaha town	30.41	198
Tatums town	81.47	172
Tecumseh city	57.50	6,098
Temple town	55.18	1,146
Terlton town	43.48	85
Terral town	59.17	386
Texhoma town	44.55	935
Texola town	35.70	47
Thackerville town	39.38	404
The Village city	36.37	10,157
Thomas city	40.56	1,238
Tipton town	43.21	916
Tishomingo city	47.87	3,162
Tonkawa city	44.31	3,299
Tribbey town	48.32	273
Tryon town	60.35	448
Tulahassee town	92.31	106
Tulsa city	41.28	393,049
Tupelo city	77.37	377
Tushka town	53.00	345
Tuttle city	29.95	4,294
Tyrone town	43.38	880
Union City town	34.90	1,375
Valley Brook town	79.45	817
Valley Park town	25.00	24
Valliant town	53.27	771
Velma town	44.30	664
Vera town	53.28	188
Verden town	56.69	659
Vian town	63.81	1,362
Vici town	39.43	668

<u>Place</u>	<u>LMI</u>	<u>Population</u>
Vinita city	38.82.....	6,472
Wagoner city	52.31.....	7,669
Wainwright town.....	73.92.....	197
Wakita town	37.62.....	420
Walters city	42.68.....	2,657
Wanette town.....	72.91.....	402
Wann town.....	36.81.....	132
Wapanucka town	52.05.....	445
Warner town	51.59.....	1,430
Warr Acres city	41.01.....	9,735
Warwick town.....	43.91.....	235
Washington town.....	49.05.....	520
Watonga city	39.96.....	4,658
Watts town.....	45.63.....	316
Waukomis town	35.54.....	1,261
Waurika city	40.41.....	1,988
Wayne town	69.10.....	714
Waynoka city.....	50.73.....	993
Weatherford city	33.86.....	9,859
Webb City town	75.00.....	95
Webbers Falls town.....	59.22.....	726
Welch town	34.25.....	597
Weleetka town.....	49.30.....	1,014
Wellston town.....	45.32.....	825
Westport town.....	15.23.....	264
West Siloam Springs town ..	38.38.....	877
Westville town	46.70.....	1,596
Wetumka city	61.52.....	1,451
Wewoka city.....	50.27.....	3,562
Whitefield town.....	41.93.....	231
Wilburton city	52.31.....	2,972
Willow town.....	29.21.....	114
Wilson city.....	56.43.....	1,584
Winchester town	26.88.....	424
Wister town.....	51.85.....	1,002
Woodlawn Park town.....	28.00.....	161
Woodville town	76.47.....	69
Woodward city.....	36.13.....	11,853
Wright City town.....	40.21.....	848
Wyandotte town	52.11.....	363
Wynnewood city	42.91.....	2,367
Wynona town	58.74.....	531
Yale city	52.75.....	1,342
Yeager town.....	88.23.....	67
Yukon city	28.55.....	21,043

STATE:OKLAHOMA

-----I N C O M E L I M I T S-----

PROGRAM		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Fort Smith, AR-OK MSA									
Fort Smith, AR-OK HMFA									
FY 2010 MFI: 47500	30% OF MEDIAN	10000	11400	12850	14250	15400	16550	17700	18850
	VERY LOW INCOME	16650	19000	21400	23750	25650	27550	29450	31350
	LOW-INCOME	26600	30400	34200	38000	41050	44100	47150	50200
Le Flore County, OK HMFA									
FY 2010 MFI: 44100	30% OF MEDIAN	9300	10600	11950	13250	14350	15400	16450	17500
	VERY LOW INCOME	15450	17650	19850	22050	23850	25600	27350	29150
	LOW-INCOME	24750	28250	31800	35300	38150	40950	43800	46600
Lawton, OK MSA									
FY 2010 MFI: 51600	30% OF MEDIAN	10850	12400	13950	15500	16750	18000	19250	20500
	VERY LOW INCOME	18100	20650	23250	25800	27900	29950	32000	34100
	LOW-INCOME	28950	33050	37200	41300	44650	47950	51250	54550
Oklahoma City, OK MSA									
Grady County, OK HMFA									
FY 2010 MFI: 53300	30% OF MEDIAN	11200	12800	14400	16000	17300	18600	19850	21150
	VERY LOW INCOME	18700	21350	24000	26650	28800	30950	33050	35200
	LOW-INCOME	29900	34150	38400	42650	46100	49500	52900	56300
Lincoln County, OK HMFA									
FY 2010 MFI: 49000	30% OF MEDIAN	10300	11800	13250	14700	15900	17100	18250	19450
	VERY LOW INCOME	17150	19600	22050	24500	26500	28450	30400	32350
	LOW-INCOME	27450	31400	35300	39200	42350	45500	48650	51750
Oklahoma City, OK HMFA									
FY 2010 MFI: 59400	30% OF MEDIAN	12500	14250	16050	17800	19250	20650	22100	23500
	VERY LOW INCOME	20800	23800	26750	29700	32100	34500	36850	39250
	LOW-INCOME	33250	38000	42750	47500	51300	55100	58900	62700
Tulsa, OK MSA									
Okmulgee County, OK HMFA									
FY 2010 MFI: 45600	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Pawnee County, OK HMFA									
FY 2010 MFI: 49500	30% OF MEDIAN	10400	11900	13400	14850	16050	17250	18450	19650
	VERY LOW INCOME	17350	19800	22300	24750	26750	28750	30700	32700
	LOW-INCOME	27750	31700	35650	39600	42800	45950	49150	52300
Tulsa, OK HMFA									
FY 2010 MFI: 59300	30% OF MEDIAN	12500	14250	16050	17800	19250	20650	22100	23500
	VERY LOW INCOME	20800	23750	26700	29650	32050	34400	36800	39150
	LOW-INCOME	33250	38000	42750	47450	51250	55050	58850	62650
Adair County, OK									
FY 2010 MFI: 38700	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Alfalfa County, OK									
FY 2010 MFI: 46500	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850

STATE:OKLAHOMA

-----I N C O M E L I M I T S-----

		PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Atoka County, OK										
FY 2010 MFI:	39100	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Beaver County, OK										
FY 2010 MFI:	55200	30% OF MEDIAN	11600	13250	14900	16550	17900	19200	20550	21850
		VERY LOW INCOME	19350	22100	24850	27600	29850	32050	34250	36450
		LOW-INCOME	30950	35350	39750	44150	47700	51250	54750	58300
Beckham County, OK										
FY 2010 MFI:	45600	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Blaine County, OK										
FY 2010 MFI:	45900	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Bryan County, OK										
FY 2010 MFI:	45100	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Caddo County, OK										
FY 2010 MFI:	43000	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Carter County, OK										
FY 2010 MFI:	49000	30% OF MEDIAN	10300	11800	13250	14700	15900	17100	18250	19450
		VERY LOW INCOME	17150	19600	22050	24500	26500	28450	30400	32350
		LOW-INCOME	27450	31400	35300	39200	42350	45500	48650	51750
Cherokee County, OK										
FY 2010 MFI:	41400	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Choctaw County, OK										
FY 2010 MFI:	37700	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Cimarron County, OK										
FY 2010 MFI:	48100	30% OF MEDIAN	10150	11600	13050	14450	15650	16800	17950	19100
		VERY LOW INCOME	16850	19250	21650	24050	26000	27900	29850	31750
		LOW-INCOME	26950	30800	34650	38500	41600	44700	47750	50850
Coal County, OK										
FY 2010 MFI:	37600	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Cotton County, OK										
FY 2010 MFI:	46700	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850

STATE:OKLAHOMA

-----I N C O M E L I M I T S-----

PROGRAM		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON	
Craig County, OK										
FY 2010 MFI:	48500	30% OF MEDIAN	10200	11650	13100	14550	15750	16900	18050	19250
		VERY LOW INCOME	17000	19400	21850	24250	26200	28150	30100	32050
		LOW-INCOME	27200	31050	34950	38800	41950	45050	48150	51250
Custer County, OK										
FY 2010 MFI:	49200	30% OF MEDIAN	10350	11800	13300	14750	15950	17150	18300	19500
		VERY LOW INCOME	17250	19700	22150	24600	26600	28550	30550	32500
		LOW-INCOME	27550	31500	35450	39350	42500	45650	48800	51950
Delaware County, OK										
FY 2010 MFI:	43800	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Dewey County, OK										
FY 2010 MFI:	48000	30% OF MEDIAN	10100	11550	13000	14400	15600	16750	17900	19050
		VERY LOW INCOME	16800	19200	21600	24000	25950	27850	29800	31700
		LOW-INCOME	26900	30750	34600	38400	41500	44550	47650	50700
Ellis County, OK										
FY 2010 MFI:	44900	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Garfield County, OK										
FY 2010 MFI:	52800	30% OF MEDIAN	11100	12700	14300	15850	17150	18400	19700	20950
		VERY LOW INCOME	18500	21150	23800	26400	28550	30650	32750	34850
		LOW-INCOME	29600	33800	38050	42250	45650	49050	52400	55800
Garvin County, OK										
FY 2010 MFI:	46200	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Grant County, OK										
FY 2010 MFI:	47600	30% OF MEDIAN	10050	11450	12900	14300	15450	16600	17750	18900
		VERY LOW INCOME	16700	19050	21450	23800	25750	27650	29550	31450
		LOW-INCOME	26700	30500	34300	38100	41150	44200	47250	50300
Greer County, OK										
FY 2010 MFI:	40800	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Harmon County, OK										
FY 2010 MFI:	38600	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Harper County, OK										
FY 2010 MFI:	54400	30% OF MEDIAN	11450	13050	14700	16300	17650	18950	20250	21550
		VERY LOW INCOME	19050	21800	24500	27200	29400	31600	33750	35950
		LOW-INCOME	30450	34800	39150	43500	47000	50500	53950	57450
Haskell County, OK										
FY 2010 MFI:	39700	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850

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-----I N C O M E L I M I T S-----

PROGRAM		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON	
Hughes County, OK										
FY 2010 MFI:	38700	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Jackson County, OK										
FY 2010 MFI:	50800	30% OF MEDIAN	10700	12200	13750	15250	16500	17700	18950	20150
		VERY LOW INCOME	17800	20350	22900	25400	27450	29500	31500	33550
		LOW-INCOME	28500	32550	36600	40650	43950	47200	50450	53700
Jefferson County, OK										
FY 2010 MFI:	40600	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Johnston County, OK										
FY 2010 MFI:	40200	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Kay County, OK										
FY 2010 MFI:	50800	30% OF MEDIAN	10700	12200	13750	15250	16500	17700	18950	20150
		VERY LOW INCOME	17800	20350	22900	25400	27450	29500	31500	33550
		LOW-INCOME	28500	32550	36600	40650	43950	47200	50450	53700
Kingfisher County, OK										
FY 2010 MFI:	57400	30% OF MEDIAN	12050	13800	15500	17200	18600	20000	21350	22750
		VERY LOW INCOME	20100	23000	25850	28700	31000	33300	35600	37900
		LOW-INCOME	32150	36750	41350	45900	49600	53250	56950	60600
Kiowa County, OK										
FY 2010 MFI:	46000	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Latimer County, OK										
FY 2010 MFI:	39400	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Love County, OK										
FY 2010 MFI:	50800	30% OF MEDIAN	10700	12200	13750	15250	16500	17700	18950	20150
		VERY LOW INCOME	17800	20350	22900	25400	27450	29500	31500	33550
		LOW-INCOME	28500	32550	36600	40650	43950	47200	50450	53700
Major County, OK										
FY 2010 MFI:	49000	30% OF MEDIAN	10300	11800	13250	14700	15900	17100	18250	19450
		VERY LOW INCOME	17150	19600	22050	24500	26500	28450	30400	32350
		LOW-INCOME	27450	31400	35300	39200	42350	45500	48650	51750
Marshall County, OK										
FY 2010 MFI:	42300	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
		VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
		LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Mayes County, OK										
FY 2010 MFI:	49700	30% OF MEDIAN	10450	11950	13450	14900	16100	17300	18500	19700
		VERY LOW INCOME	17400	19900	22400	24850	26850	28850	30850	32850
		LOW-INCOME	27850	31800	35800	39750	42950	46150	49300	52500

STATE:OKLAHOMA

-----I N C O M E L I M I T S-----

	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
McCurtain County, OK									
FY 2010 MFI: 39800	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
McIntosh County, OK									
FY 2010 MFI: 42500	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Murray County, OK									
FY 2010 MFI: 49600	30% OF MEDIAN	10450	11950	13450	14900	16100	17300	18500	19700
	VERY LOW INCOME	17400	19850	22350	24800	26800	28800	30800	32750
	LOW-INCOME	27800	31800	35750	39700	42900	46100	49250	52450
Muskogee County, OK									
FY 2010 MFI: 46900	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Noble County, OK									
FY 2010 MFI: 53400	30% OF MEDIAN	11200	12800	14400	16000	17300	18600	19850	21150
	VERY LOW INCOME	18700	21400	24050	26700	28850	31000	33150	35250
	LOW-INCOME	29900	34200	38450	42700	46150	49550	52950	56400
Nowata County, OK									
FY 2010 MFI: 48300	30% OF MEDIAN	10150	11600	13050	14500	15700	16850	18000	19150
	VERY LOW INCOME	16950	19350	21750	24150	26100	28050	29950	31900
	LOW-INCOME	27100	30950	34800	38650	41750	44850	47950	51050
Okfuskee County, OK									
FY 2010 MFI: 40300	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Ottawa County, OK									
FY 2010 MFI: 42800	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Payne County, OK									
FY 2010 MFI: 54800	30% OF MEDIAN	11550	13200	14850	16450	17800	19100	20400	21750
	VERY LOW INCOME	19200	21950	24700	27400	29600	31800	34000	36200
	LOW-INCOME	30700	35100	39500	43850	47400	50900	54400	57900
Pittsburg County, OK									
FY 2010 MFI: 48500	30% OF MEDIAN	10200	11650	13100	14550	15750	16900	18050	19250
	VERY LOW INCOME	17000	19400	21850	24250	26200	28150	30100	32050
	LOW-INCOME	27200	31050	34950	38800	41950	45050	48150	51250
Pontotoc County, OK									
FY 2010 MFI: 47000	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Pottawatomie County, OK									
FY 2010 MFI: 50400	30% OF MEDIAN	10600	12100	13600	15100	16350	17550	18750	19950
	VERY LOW INCOME	17650	20200	22700	25200	27250	29250	31250	33300
	LOW-INCOME	28250	32250	36300	40300	43550	46750	50000	53200

STATE:OKLAHOMA

-----I N C O M E L I M I T S-----

	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Pushmataha County, OK FY 2010 MFI: 37000	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Roger Mills County, OK FY 2010 MFI: 47700	30% OF MEDIAN	10050	11450	12900	14300	15450	16600	17750	18900
	VERY LOW INCOME	16700	19100	21500	23850	25800	27700	29600	31500
	LOW-INCOME	26750	30550	34350	38150	41250	44300	47350	50400
Seminole County, OK FY 2010 MFI: 41700	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Stephens County, OK FY 2010 MFI: 48500	30% OF MEDIAN	10200	11650	13100	14550	15750	16900	18050	19250
	VERY LOW INCOME	17000	19400	21850	24250	26200	28150	30100	32050
	LOW-INCOME	27200	31050	34950	38800	41950	45050	48150	51250
Texas County, OK FY 2010 MFI: 56100	30% OF MEDIAN	11800	13500	15200	16850	18200	19550	20900	22250
	VERY LOW INCOME	19650	22450	25250	28050	30300	32550	34800	37050
	LOW-INCOME	31450	35950	40450	44900	48500	52100	55700	59300
Tillman County, OK FY 2010 MFI: 41000	30% OF MEDIAN	9950	11350	12750	14150	15300	16450	17550	18700
	VERY LOW INCOME	16550	18900	21250	23600	25500	27400	29300	31200
	LOW-INCOME	26450	30200	34000	37750	40800	43800	46850	49850
Washington County, OK FY 2010 MFI: 57800	30% OF MEDIAN	12150	13900	15650	17350	18750	20150	21550	22950
	VERY LOW INCOME	20250	23150	26050	28900	31250	33550	35850	38150
	LOW-INCOME	32400	37000	41650	46250	49950	53650	57350	61050
Washita County, OK FY 2010 MFI: 47300	30% OF MEDIAN	9950	11400	12800	14200	15350	16500	17650	18750
	VERY LOW INCOME	16600	18950	21300	23650	25550	27450	29350	31250
	LOW-INCOME	26500	30300	34100	37850	40900	43950	46950	50000
Woods County, OK FY 2010 MFI: 52000	30% OF MEDIAN	10950	12500	14050	15600	16850	18100	19350	20600
	VERY LOW INCOME	18200	20800	23400	26000	28100	30200	32250	34350
	LOW-INCOME	29150	33300	37450	41600	44950	48300	51600	54950
Woodward County, OK FY 2010 MFI: 53000	30% OF MEDIAN	11150	12750	14350	15900	17200	18450	19750	21000
	VERY LOW INCOME	18550	21200	23850	26500	28650	30750	32900	35000
	LOW-INCOME	29700	33950	38200	42400	45800	49200	52600	56000

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.