State of Oklahoma Consolidated Plan
Five-Year Strategic Plan FY 2019-2023
2020 Annual Action Plan Update

Published August 2020
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AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The FY 2019-2023 State of Oklahoma Consolidated Plan is a comprehensive planning document identifying the State’s needs in housing, community, and economic development. The U. S. Department of Housing and Urban Development (HUD) requires the State to complete a Consolidated Plan to receive federal funds for the application and use of five (5) formula grant programs:

- Community Development Block Grant (CDBG);
- Emergency Solutions Grant (ESG);
- HOME Investment Partnerships (HOME); and
- Housing Opportunities for Persons with AIDS (HOPWA)
- Housing Trust Fund (HTF)

The Consolidated Plan is designed to be a collaborative process whereby the State establishes a unified vision for community development actions. It offers the State the opportunity to shape the various housing and community development programs into effective, coordinated community development strategies. The vision outlines the state’s overall policies and objectives for housing and community development throughout the state. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the state level, and serves as a management tool that helps the state, local governments, and citizens assess performance and track results.

The Consolidated Plan approach is also the means to meet the federal submission requirements for CDBG, HOME, ESG, HOPWA and HTF. This process replaces prior planning and submission requirements with a single document that satisfies the submission requirements of these four formula programs for the State.

2. Summarize the objectives and outcomes identified in the Plan
This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The federal statutes for the five grant programs covered by the Consolidated Planning rule (CDBG, ESG, HOME, HTF and HOPWA) include a number of basic goals discussed in the Housing and Community Development Act, as amended, and the National Affordable Housing Act, as amended, which relate to major commitments and priorities of HUD. The Consolidated Plan furthers the goals of the programs by providing decent affordable housing, establishing and maintaining a suitable living environment, and expanding economic opportunities for individuals/families in Oklahoma, particularly for low- and very-low-income persons. These goals are incorporated in the State of Oklahoma Consolidated Plan:

**Provide Decent Housing:**

Assist homeless persons to obtain appropriate housing.

Assist those threatened with homelessness.

Retain the affordable housing stock.

Make available permanent housing that is affordable to low-income Americans without discrimination.

Increase the supply of supportive housing for persons with special needs.

**Provide a Suitable Living Environment:**

Improve safety and livability of neighborhoods.

Increase access to quality facilities and services.

Reduce isolation of income groups within an area through decentralization of housing opportunities and revitalization of deteriorating neighborhoods.

Restore and preserve properties of special value for historic, aesthetic reasons.

Conserve energy resources.

**Expand Economic Activities:**

Create jobs accessible to low-income persons.
Empower low-income persons to achieve self-sufficiency to reduce generations of poverty in federally assisted public housing.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The State’s evaluation of past performance comes from several different sources. First, the State’s Consolidated Plan itself creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the state level, and serves as a management tool that helps the state, local governments, and citizens assess performance and track results.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The State has adopted a Citizen Participation and Consultation Plan for the Consolidated Plan. All meetings are held in fully accessible facilities. Meeting announcements are sent to media outlets via press releases throughout the state.

A summary of the activities for the development of the State's Consolidated Plan follows:

Informal meetings were held during the months of July, and August to discuss the annual updates on the categories of Homeless, Housing, and Non-Housing Community Development. Notifications were posted on the agency’s website, and the meeting information was placed in the Community Developer newsletter inviting all interested individuals to participate.

A Public Input Session was held in September in Oklahoma City where all components were discussed. Notifications were posted on the agency’s website, and the meeting information was placed in the Community Developer newsletter inviting all interested individuals to participate. Additionally, the session was listed on the calendar of the Oklahoma Department of Commerce website, and announced at various meetings.

A Public Hearing was held in October in Oklahoma City. As with the Public Input Session, the hearing was publicized through the resources mentioned above. As per HUD Citizen Participant requirements, the State accepted comments up to 30 days after the date of the formal Public Hearing.

Organizations involved in the development of the Consolidated Plan include:
Various Community Action Agencies; various sub-state planning districts/Councils of Governments; various public housing authorities and emergency shelters; Governor’s Interagency Council on Homelessness; various state agencies; and others.

5. **Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of Public Comments taken during the Citizen Participation process is as attached. The comment summary has been attached due to the required formatting that allows for the best viewing and understanding.

6. **Summary of comments or views not accepted and the reasons for not accepting them**

There were no comments or views that were not accepted in relation to Citizen Participation process.

7. **Summary**

The Consolidated Plan describes the State’s plan for pursuing these goals in three components: Housing, Homelessness, and Non-housing Community Development. Each of these areas is arranged in a similar fashion. First, a needs assessment is provided followed by a prioritization of goals to meet the identified needs, and finally recommended strategies to address the priorities. It should be recognized, however, that the priorities and strategies are general and far-reaching in nature, thus the responsibility for fulfilling any recommendation lies not only with ODOC but also with other federal and state agencies as well as community-based non-profit organizations and the private sector. Therefore, communities and other entities are encouraged to go beyond the funding available in the CDBG, ESG, HOME, HTF and HOPWA programs by building partnerships and leveraging these combined resources in furtherance of those goals by which they are directly affected.

For example, local jurisdictions and community-based non-profit organizations, through coordination by ODOC’s Office of Community Development, are integrating federal and state funded programs such as the Community Services Block Grant (CSBG), the Emergency Solutions Grant (ESG) Program, and State Appropriated Funds (SAF) to address homelessness issues. Such integration needs to continue to be explored and extended at all levels to include the coordination of as many available resources as may be appropriate and applicable.

The U.S. Department of Housing and Urban Development (HUD) issued the final rule for the Consolidated Plan in the Federal Register on February 9, 2006. The Consolidated Plan contains a Five-Year Strategic Plan developed after conducting a needs assessment and determining the prioritiesestrategies on housing, homelessness, and community development. In compliance with HUD’s
final rule, the State of Oklahoma Consolidated Plan serves the following separate, but integrated, functions:

A planning document for a jurisdiction that builds on a participatory process;

The application for formula grant programs administered by HUD’s Office of Community Planning and Development;

A strategic plan for carrying out HUD’s programs; and

An action plan that provides a basis for assessing performance.

The Annual Action Plan is completed in order to report what activities the State plans to undertake during the upcoming year. It identifies activities that are funded by the HUD formula grant programs of CDBG, ESG, HOME, HTF and HOPWA, in addition to listing other actions and funds used to meet the priorities/strategies established in the Five-Year Strategic Plan. This Five-Year Strategic Plan will remain in effect until priorities and strategies have either been accomplished, or amended in the annual updates.
PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency</td>
<td>OKLAHOMA</td>
<td></td>
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<tr>
<td>CDBG Administrator</td>
<td>OKLAHOMA</td>
<td>OK Department of Commerce / Comm Development</td>
</tr>
<tr>
<td>HOPWA Administrator</td>
<td>OKLAHOMA</td>
<td>Oklahoma Housing Finance Agency / HDT</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>OKLAHOMA</td>
<td>Oklahoma Housing Finance Agency / HDT</td>
</tr>
<tr>
<td>ESG Administrator</td>
<td>OKLAHOMA</td>
<td>OK Department of Commerce / Comm Development</td>
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<td>HOPWA-C Administrator</td>
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<tr>
<td></td>
<td>OKLAHOMA</td>
<td>Oklahoma Housing Finance Agency / HDT</td>
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</tbody>
</table>

Table 1 – Responsible Agencies

Narrative

The State of Oklahoma Consolidated Plan represents a collaborative effort between two state agencies: the Oklahoma Department of Commerce (ODOC) and the Oklahoma Housing Finance Agency (OHFA). ODOC is the lead agency designated to prepare the State of Oklahoma Consolidated Plan. ODOC operates the CDBG and ESG programs while also leading the development of the State Plan for Continuum of Care (CoC). The Oklahoma Housing Finance Agency (OHFA) operates the HOME, HOPWA and HTF programs.

Consolidated Plan Public Contact Information

Consolidated Plan Public Contact Information:

Marshall Vogts | Director, Community Development Services
1. Introduction

It should be recognized that the priorities and strategies of the plan are general and far-reaching in nature, thus the responsibility for fulfilling any recommendation lies not only with ODOC but also with other federal and state agencies as well as community-based non-profit organizations and the private sector. Therefore, communities and other entities are encouraged to go beyond the funding available in the CDBG, ESG, HOME, HOPWA and HTF programs by building partnerships and leveraging these combined resources in furtherance of those goals by which they are directly affected.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

As a statewide public housing authority, OHFA works with assisted housing providers to ensure that they are aware of and provide housing for voucher holders in their area. OHFA also works with other PHAs to ensure that assisted housing providers are aware of their voucher holders as well.

HOPWA Project Sponsors transition recipients from short term assistance into long term permanent housing solutions by coordinating with public and assisted housing providers.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

There are two HOPWA Project Sponsors that coordinate services with COC to meet the needs of all categories of homelessness individuals that meet the eligibility criteria under the HOPWA Program guidelines.

Emergency Solutions - The State facilitates Statewide CoC meetings 5-6 times a year. These meetings are used for peer-to-peer discussions of issues relating to serving the needs of those who are homeless; best practices of CoC Grant competitions and statewide coordination of the Point-in-Time Count and Homeless Needs Assessment.

Topics discussed by the CoC representatives needing State Agency assistance or answers are submitted to the Governor’s Interagency Council for discussion and resolution. The GICH is a twenty-five (25) member Council that includes representatives from nineteen (19) State agencies along with representatives from the nonprofit direct service provider role and others who are knowledgeable regarding homelessness.
Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS Emergency Solutions Grant:

In addition to the Statewide CoC meetings held throughout the year, Focus Groups were held with each of the six rural CoC to discuss program changes and how the ESG funds were to be distributed. It was decided that each of the rural Continua would receive an allocation that they would award to the highest scoring applications in their Continuum. Each Continuum has also been given the authority to create stricter requirements in regard to awarding grant funds as long as they can justify that the stricter regulations will help adhere more closely to that CoC’s Strategic Plan to end homelessness.

2. Agencies, groups, organizations and others who participated in the process and consultations
<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Oklahoma Association of Regional Councils</th>
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<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
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<tr>
<td>Housing</td>
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<td>PHA</td>
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<tr>
<td>Services - Housing</td>
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<td>Services-Children</td>
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<td>Services-Elderly Persons</td>
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<td>Services-Persons with Disabilities</td>
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<td>Services-Persons with HIV/AIDS</td>
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<td>Services-Victims of Domestic Violence</td>
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<td>Services-homeless</td>
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<td>Services-Health</td>
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<td>Health Agency</td>
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<td>Other government - Federal</td>
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<td>Other government - State</td>
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<td>Other government - County</td>
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<td>Other government - Local</td>
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<tr>
<td>Regional organization</td>
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<td>Planning organization</td>
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<tr>
<td>Business Leaders</td>
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<tr>
<td>Civic Leaders</td>
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</tbody>
</table>
What section of the Plan was addressed by Consultation?

<table>
<thead>
<tr>
<th>What section of the Plan was addressed by Consultation?</th>
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</thead>
<tbody>
<tr>
<td>Housing Need Assessment</td>
</tr>
<tr>
<td>Public Housing Needs</td>
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<tr>
<td>Homeless Needs - Chronically homeless</td>
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<tr>
<td>Homeless Needs - Families with children</td>
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<tr>
<td>Homelessness Needs - Veterans</td>
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<tr>
<td>Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td>Homelessness Strategy</td>
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<tr>
<td>Non-Homeless Special Needs</td>
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<tr>
<td>HOPWA Strategy</td>
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<tr>
<td>Market Analysis</td>
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<tr>
<td>Economic Development</td>
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<tr>
<td>Anti-poverty Strategy</td>
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<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
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<tr>
<td>As members of the Oklahoma Association of Regional Councils (OARC), our statewide network of 11 regional councils provides numerous services and federal levels. Our regional councils provide a broad range of services to local governments within our multi-jurisdictional regions. Traditionally, our services have focused on planning, program management and technical assistance related to community and economic development, infrastructure development and resource management. Today, we are taking a leadership role on a variety of important issues, such as homeland security, hazard mitigation, rural fire defense, environmental stewardship and brownfield redevelopment, transportation planning, business and workforce development and human services, such as housing aid and elder care. Various state grant programs provide us with the resources and flexibility to plan and implement an array of services, such as capital improvement planning and rural fire defense planning. Our regional councils serve local governments and community leaders by gathering and disseminating pertinent information. We keep local officials informed of federal and state programs, including complex environmental rules, funding opportunities and performance requirements. We conduct, sponsor and assist with special training workshops, town hall meetings and public hearings. We respond to information inquiries, facilitate information exchanges and maintain libraries of data, planning documents and fundraising applications. Emergency Solutions Grant: Focus Group discussions are facilitated in connection with publicly announced Continuum of Care meetings. The purpose is to get feedback from members of the community, stakeholders, CoC members, etc. who attend the local meetings. The purpose is to hear from members of the Continuum of Care and members of the community that do not always apply for funding to see what ideas are missing from the program.</td>
</tr>
</tbody>
</table>

**Identify any Agency Types not consulted and provide rationale for not consulting**

**Annual Action Plan**

2020

OMB Control No: 2506-0117 (exp. 06/30/2018)
Not Applicable. All citizens and agencies throughout the state are granted equal access and are encouraged to provide input during the planning process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Oklahoma Dept. of Commerce</td>
<td>The State partners with each Continuum of Care to ensure that the State Goals compliment the CoC Regional goals. The CoC members have worked hard for years to fill the gaps in needs in their service areas. The State consults with the CoCs to make sure the State Goals come from the CoC goals as well as the priorities set forth by the public, Governors Interagency Council on Homelessness, etc.</td>
</tr>
<tr>
<td>Federal Strategic Plan to End Homelessness</td>
<td>USICH</td>
<td>The goals overlap between the priorities set by the Continua of Care service priorities and the Objectives of the USICH Federal Strategic Plan to Prevent Homelessness. All organizations are working to improving a lasting System to reduce homelessness for Chronic homeless, Veteran homelessness, Family Homelessness and unaccompanied youth and increase affordable housing.</td>
</tr>
</tbody>
</table>

Table 3 - Other local / regional / federal planning efforts

Narrative

Local jurisdictions and community-based non-profit organizations, through coordination by ODOC’s Office of Community Development, are integrating federal and state funded programs such as the Community Services Block Grant (CSBG), the Emergency Solutions Grant (ESG) Program, and State Appropriated Funds (SAF) to address homelessness issues. Such integration needs to continue to be explored and extended at all levels to include the coordination of as many available resources as may be appropriate and applicable.

Emergency Solutions - Local Units of Government are involved in the State's Consolidated Plan through their consultation of the members of the various Continuum of Care Networks.
AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
   Summarize citizen participation process and how it impacted goal-setting

The State has adopted a Citizen Participation and Consultation Plan for the Consolidated Plan. All meetings to include informal program specific input sessions, formal Public Input Session, and the formal Public Hearing are held in handicap accessible facilities. Meeting announcements were made via the New Pioneer newsletter and a dedicated State Consolidated Plan webpage located on the Oklahoma Department of Commerce website.

A summary of the activities for the development of the State’s Consolidated Plan follows:

Informal meetings were held during the months of July, and August to discuss the annual updates on the categories of Homeless, Housing, and Non-Housing Community Development. Notifications were posted on the agency’s website, and the meeting information was placed in the New Pioneer newsletter inviting all interested individuals to participate.

A Public Input Session was held in September in Oklahoma City where all components were discussed. Notifications were posted on the agency’s website, and the meeting information was placed in the New Pioneer newsletter inviting all interested individuals to participate. Additionally, the session was listed on the calendar of the Oklahoma Department of Commerce website, and announced at various meetings.

A Public Hearing was held in October in Oklahoma City. As with the Public Input Session, the hearing was publicized through the resources mentioned above. As per HUD Citizen Participant requirements, the State accepted comments up to 30 days after the date of the formal Public Hearing

Organizations involved in the development of the Consolidated Plan include:

Various Community Action Agencies; various sub-state planning districts/Councils of Governments; various public housing authorities and emergency shelters; Governor’s Interagency Council on Homelessness; various state agencies; and others.
Inputs provided by attendees of the various public meetings (informal/formal) and formal submitted public comments helped to identify areas of need within the state along with any program adaptations required to best meet the needs of all citizens statewide.

**ESG CV** - ODOC held a Statewide CARES Act ESG CV Planning Zoom meeting on May 14, 2020. There were 108 participants. ODOC provided a description of the flexibilities allowed for the ESG CV program and how funding would be awarded. Once the Substantial Amendment documents are compiled, a public notice will be released in emails to the Continuum of Care networks, Service Providers and through GovDelivery listserv. ODOC will place the Substantial Amendment on the Department of Commerce website. The location is https://www.okcommerce.gov/reporting-compliance/consolidated-plan/
## Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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<td>Persons with disabilities</td>
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<td>Residents of Public and Assisted Housing</td>
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<td>CAA's, UGLG's, Non-Profits</td>
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<td>See Attached Citizen Participation Summary for a List of Responses</td>
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<td>See Attached Citizen Participation Summary for a List of Responses</td>
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2020
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<th>Summary of comments not accepted and reasons</th>
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</table>
| 2          | Internet Outreach      | Minorities
            Persons with disabilities
            Non-targeted/broad community
            Residents of Public and Assisted Housing
            CAA's, UGLG's, Non-Profits | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/ |
<table>
<thead>
<tr>
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All comments were accepted.
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<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>ODOC New Pioneer Newsletter</td>
<td>Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, CAA's, UGLG's, Non-Profits, Civic Leaders, Business Leaders</td>
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Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The State of Oklahoma annually receives federal funding from HUD for the five formula grant programs of CDBG, ESG, HOME, HTF and HOPWA. Due to complexity and textbox narrative size limitations, detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

ESG CV - Congress passed the Coronavirus Aid, Relief and Economic Security Act (CARES Act) on March 27, 2020. The Act provides Relief funding for the Emergency Solutions Grant Program in order to make available and distribute funds to prevent, prepare for and respond to the coronavirus by supporting additional homeless assistance and homelessness prevention activities.

HUD’s Office of Community Planning and Development (CPD) posted on April 1, 2020 the FY20 CARES Act supplemental funding to state and local governments, including $53.7 million in Housing Opportunities with AIDS (HOPWA) Formula Funds. CARES Act is the acronym for the “Coronavirus Aid, Relief, and Economic Security Act,” which was signed into law on March 27, 2020.

OHFA was allocated $60,649 that will be used for HIV/AIDS positive individuals who are unable to pay rent, utilities, etc. as a direct result of
COVID-19.

### Anticipated Resources

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Annual Allocation: $</th>
<th>Program Income: $</th>
<th>Prior Year Resources: $</th>
<th>Total: $</th>
<th>Expected Amount Available Remainder of ConPlan: $</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>14,773,942</td>
<td>500,000</td>
<td>0</td>
<td>15,273,942</td>
<td>41,835,022</td>
<td>The CDBG Program spends 100% of its annual allocation and does not have any carry over funds from the prior year. Program Income as listed and residual funds returned from CDBG projects which were completed and had remaining funds at contract close out account for additional funds beyond annual allocation. Returned program funds are not common and cannot be predicted or anticipated. Once received, these funds are then reallocated as soon as possible for new CDBG projects. Only the CDBG REAP set-aside requires match as part of the application. This match is 1:1 with the amount of CDBG funds requested.</td>
</tr>
</tbody>
</table>

Annual Action Plan 2020
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Annual Allocation: $</th>
<th>Program Income: $</th>
<th>Prior Year Resources: $</th>
<th>Total: $</th>
<th>Expected Amount Available Remainder of ConPlan: $</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td>public - federal</td>
<td>Acquisition Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership, TBRA</td>
<td>8,530,193</td>
<td>150,000</td>
<td>0</td>
<td>8,680,193</td>
<td>19,469,807</td>
<td>Since the HOME allocation is based on a formula, it's hard to estimate the expected amount available for the remainder of the Con Plan year. We anticipated receiving an annual allocation of 7 million for the next 4 years.</td>
</tr>
<tr>
<td>Program</td>
<td>Source of Funds</td>
<td>Uses of Funds</td>
<td>Expected Amount Available Year 1</td>
<td>Narrative Description</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
<td>Total: $</td>
<td>Expected Amount Available Remainder of ConPlan $</td>
<td></td>
</tr>
<tr>
<td>HOPWA</td>
<td>public - federal</td>
<td>Permanent housing in facilities</td>
<td>416,750</td>
<td>0</td>
<td>0</td>
<td>416,750</td>
<td>983,250</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permanent housing placement</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Short term or transitional housing facilities</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>STRMU</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Supportive services</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>TBRA</td>
<td></td>
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</tr>
</tbody>
</table>

The total expected amount available includes five years of HOPWA funding plus program income, and prior year resources that include contributions from organizations such as United Way, Ray White, and various other contributors and fundraisers. It is important to note that these funds (prior year resources) are used mainly to leverage the HOPWA funds and not to actually carry out additional HOPWA eligible services. i.e. Ryan White funding is used in the calculation. However, only a small amount of those funds would be used to provide transportation to a very small amount of HOPWA clients.
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td></td>
</tr>
<tr>
<td>ESG</td>
<td>public - federal</td>
<td>Conversion and rehab for transitional housing</td>
<td>1,665,623</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overnight shelter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rapid re-housing (rental assistance)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rental Assistance Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transitional housing</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,665,623</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4,673,397</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each subrecipient is required to provide and track "dollar-for-dollar" match to spend on eligible Emergency Solution activities during the Program period.
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th></th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTF</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership</td>
<td>Annual Allocation: $3,000,000 Program Income: $0 Prior Year Resources: $0</td>
<td>Total: $3,000,000</td>
<td>$8,000,000</td>
<td>Since the HTF allocation is based on a formula, its hard to estimate the expected amount available for the remainder of the Con Plan year. We anticipated receiving an annual allocation of 3 million for the next 4 years.</td>
</tr>
<tr>
<td>Program</td>
<td>Source of Funds</td>
<td>Uses of Funds</td>
<td>Expected Amount Available Year 1</td>
<td>Expected Amount Available Remainder of ConPlan</td>
<td>Narrative Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
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<td>--------------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Other  | public-federal | Admin and Planning  
Overnight shelter  
Permanent housing placement  
Rapid re-housing (rental assistance)  
Rental Assistance Services  
Supportive services | Annual Allocation: $5,743,528  
Program Income: $0  
Prior Year Resources: $0  
Total: $5,743,528  
Remainder of ConPlan: $0 | It is anticipated that 100% of the CARES ACT ESG-CV Funding will be used for eligible services such as Administration, shelter, services, housing and prevention. Funds will be used for approved services that lead to the prevention, preparation and response to coronavirus among individuals and families who are homeless or receiving homeless assistance. No Match has been required of the CARES Act Funding. |
<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>public - federal</td>
<td>Short term or transitional housing facilities STRMU Supportive services TBRA</td>
<td></td>
<td>Oklahoma would use additional CARES Act funding to assist HIV positive individuals who are unable to pay rent, utilities, food and transportation expenses unmet as a direct result of the COVID-19 virus. Many of our current clients have exhausted STRMU benefits and require additional funds to make it through this challenging time. Funds would strengthen our ongoing support of the HIV population through housing support; nutritional support; etc.</td>
</tr>
</tbody>
</table>

| | Annual Allocation: $ | Program Income: $ | Prior Year Resources: $ | Total: $ | Expected Amount Available Remainder of ConPlan $ |
| Other | 60,649 | 0 | 0 | 60,649 | 0 |

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The State of Oklahoma annually receives federal funding from HUD for the five formula grant programs of CDBG, ESG, HOME, HTF and HOPWA. Due to complexity and textbox narrative size limitations, detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

Annual Action Plan
2020

OMB Control No: 2506-0117 (exp. 06/30/2018)
If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not Applicable.

Discussion

Not Applicable.
## Annual Goals and Objectives

**AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)**

### Goals Summary Information

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State CDBG Program</td>
<td>2014</td>
<td>2018</td>
<td>Non-Housing Community Development</td>
<td>State of Oklahoma</td>
<td>State CDBG Program</td>
<td>CDBG: $14,152,241</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 105000 Persons Assisted</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 50000 Households Assisted</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jobs created/retained: 30 Jobs Other: 25000 Other</td>
</tr>
<tr>
<td>2</td>
<td>State HOME Program</td>
<td>2014</td>
<td>2018</td>
<td>Affordable Housing</td>
<td>State of Oklahoma</td>
<td>State HOME Program</td>
<td>HOME: $8,356,961</td>
<td>Rental units constructed: 52 Household Housing Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rental units rehabilitated: 41 Household Housing Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Homeowner Housing Added: 73 Household Housing Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Homeowner Housing Rehabilitated: 0 Household Housing Unit</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Direct Financial Assistance to Homebuyers: 171 Households Assisted</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted</td>
</tr>
<tr>
<td>Sort Order</td>
<td>Goal Name</td>
<td>Start Year</td>
<td>End Year</td>
<td>Category</td>
<td>Geographic Area</td>
<td>Needs Addressed</td>
<td>Funding</td>
<td>Goal Outcome Indicator</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------</td>
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<td>----------------------------------</td>
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<td>-------------------------------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>State National Housing Trust Fund</td>
<td>2016</td>
<td>2016</td>
<td>Affordable Housing Homeless Non-Homeless Special Needs Extremely Low Income households</td>
<td>State of Oklahoma</td>
<td></td>
<td>HTF: $3,000,000</td>
<td>Rental units constructed: 30 Household Housing Unit Rental units rehabilitated: 27 Household Housing Unit</td>
</tr>
</tbody>
</table>

Table 6 – Goals Summary

**Goal Descriptions**
|   | Goal Name      | State CDBG Program |
| Goal Description | ODOC/CD goals are consistent with and mirror the HUD goals identified in Title 1 of the Housing and Community Development Act of 1974 (as amended):

**Decent Housing.** Covers a wide range of housing activities. The objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements.

**A suitable living environment.** Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective is related to activities that are intended to address a wide range of issues (physical infrastructure, health care, elderly, etc.) faced by low and moderate income persons.

**Expanded economic opportunity.** Applies to activities related to economic development, commercial revitalization, job creation and/or job retention.

Beginning in 2007, HUD required each CDBG-funded activity to be identified as addressing at least one of the following goals and one of the following outcomes:

**Availability/Accessibility** applies to activities that make services, infrastructure, public facilities, public services, etc available or accessible to low and moderate income persons.

**Affordability** applies to activities that provide affordability in a variety of ways to low and moderate income people. Affordability is an appropriate objective outcome whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

**Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to them more livable or viable. Generally, this outcome focuses on a specific geographic area with numerous activities being undertaken simultaneously.

Additionally, under the performance measurement system, specific data indicators will be collected on CDBG-Funded activities. There are four common indicators for each CDBG-funded activity to include; Funds Leveraged, Quantity of persons, households; Income levels; and Current racial/ethnic and disability categories.

In addition, HUD has identified seventeen (17) other indicators to be used depending on the CDBG-funded activity and its intent. To collect the applicable indicator data and meet the HUD performance measures system requirements, the ODOC/OCD will establish a performance measurement data collection system that is directly integrated with HUD’s performance management system.

| Goal Description | ODOC/CD goals are consistent with and mirror the HUD goals identified in Title 1 of the Housing and Community Development Act of 1974 (as amended):

**Decent Housing.** Covers a wide range of housing activities. The objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements.

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In addition, HUD has identified seventeen (17) other indicators to be used depending on the CDBG-funded activity and its intent. To collect the applicable indicator data and meet the HUD performance measures system requirements, the ODOC/OCD will establish a performance measurement data collection system that is directly integrated with HUD’s performance management system.
<table>
<thead>
<tr>
<th>Goal Name</th>
<th>State HOME Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>OHFA is proposing to continue its stronger emphasis on rental activities as opposed to homeownership activities, based on the number of recent contract modifications from homeownership to rental activities, and also the results of surveys taken by OHFA and the Affordable Housing Committee. The depressed real estate market and the record number of foreclosures over the past few years have driven the demand for affordable rental housing to record levels. In 2011 the Affordable Housing Committee, formed as a partnership between the Oklahoma Housing Finance Agency (OHFA) and a variety of its partners and stakeholders, conducted a statewide survey of cities and towns, as well as non-profit and for-profit housing providers, and received nearly 140 responses. By far the most commonly cited housing problems were a lack of personal funds for housing, and a lack of affordable housing, especially rental housing. In addition, in 2011 OHFA conducted a separate statewide survey for an update to the State’s Analysis of Impediments to Fair Housing Choice. 165 stakeholders responded to this survey. The survey did not ask about the greatest housing need, but instead asked about the State’s most significant impediment to Fair Housing choice. Surprisingly, the most frequently cited impediment to Fair Housing choice was not age, gender or racial discrimination, but a lack of affordable rental housing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>State HOPWA Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>Due to E-Consolidated Plan system narrative text limitations, more detailed program information is available in the Appendix of the E-Consolidated Plan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>State ESG Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal Description</strong></td>
<td>Due to E-Consolidated Plan system narrative text limitations, more detailed program information is available in the Appendix of the E-Consolidated Plan.</td>
</tr>
<tr>
<td></td>
<td>Goal Name</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>State National Housing Trust Fund</td>
</tr>
</tbody>
</table>
AP-25 Allocation Priorities – 91.320(d)

Introduction:

The State of Oklahoma annually receives federal funding from HUD for the five formula grant programs of CDBG, ESG, HOME, HTF and HOPWA. Due to complexity and textbox narrative size limitations, detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

Funding Allocation Priorities

<table>
<thead>
<tr>
<th></th>
<th>State CDBG Program (%)</th>
<th>State HOME Program (%)</th>
<th>State HOPWA Program (%)</th>
<th>State ESG Program (%)</th>
<th>State National Housing Trust Fund (%)</th>
<th>Total (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>HOME</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>HOPWA</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>ESG</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>HTF</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Other ESG-CV</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other HOPWA-CV</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 7 – Funding Allocation Priorities

Reason for Allocation Priorities

As stated previously, the State of Oklahoma annually receives federal funding from HUD for the five formula grant programs of CDBG, ESG, HOME, HTF and HOPWA. Each of the five formula grant programs independently sets its own allocation priorities based on feedback during the Citizen Participation phase of the Consolidated Plan. Detailed program descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Annual Action Plan

2020

35

OMB Control No: 2506-0117 (exp. 06/30/2018)
Plan?

The State of Oklahoma annually receives federal funding from HUD for the five formula grant programs of CDBG, ESG, HOME, HTF and HOPWA. Due to complexity and textbox narrative size limitations, detailed program distribution descriptions and funding allocation amounts can be found in the Program Descriptions / One-Year Action Plans, which are included in this Consolidated Plan. Each of the four formula grant programs independently sets its own allocation priorities based on feedback during the Citizen Participation phase of the Consolidated Plan.
AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

The State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, HTF and HOPWA programs. Rather, each of these programs has its own method of distribution procedures that sometimes include specific requirements for projects in certain areas within the State. All seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, HTF and HOPWA programs.

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Distribution Methods

Table 8 - Distribution Methods by State Program

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Applications will be accepted and separated by Continuum of Care Service Area. Applications will be assessed for compliance with all ESG and CoC threshold criteria first. Then a Committee will score and rank the submitted applications based on the approved rating system. Highest to lowest scoring applicants will be awarded ESG-CV funds until the funds allocated to each Continuum of Care Service Area have been depleted. ODOC will enter into contractual agreements with each subrecipient to carry out the financial and programmatic requirements according to law. The contracts will outline the funding source, funding year, amount of funding, terms and conditions.

Each CoC has the authority and responsibility to create their own policies and procedures pertaining to funding amounts and division of funding eligible activities. |

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**Annual Action Plan**

2020
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**ESG CV** - The approved rating system will be based on required documentation submitted to show proof of capacity and thorough understanding of the needs of their service area and how best to use the funds to provide the best services for immediate, mid-term and long-term needs. Required documentation includes a Community Needs Assessment (CNA). The CNA will include each applicants’ responses to needs and resources based on equity implications, local health impacts, Employment and education impacts as well as immediate, mid-term and long-term needs.

| If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only) | Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State CDBG program Action Plan can only provide summary information in this section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes four HUD funded programs comprised of the CDBG, ESG, HOME, HTF, and HOPWA programs. Given the large geographic distribution and the multiple set-asides contained within the State CDBG program, complete detail cannot be provided in this textbox section. A detailed State CDBG Action Plan has been uploaded as Appendix A in this HUD E-Consolidated Plan. The State CDBG Action Plan can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/ |
| Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only) | The State ESG program is a competitive program and geographic distribution is based on applications received and the results of the project selection process. The eligible applicants are units of general local government, Community Action Agencies (CAAs) and Independent Service Provider non-profits. The ESG applications are taken on an annual basis. (See detailed program description in the ESG Annual Action Plan) The State ESG Action Plan can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/  
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**ESG CV** - The formula used for ESG CV project funding: 10% - 2014 Estimated Total Population; 20% - Weighted Median Income Measure; 30% - April 2020 Quintile Tiering Based on Unemployment Rate; 30% - 2020 COVID-19 Cases Per County; 10% - Uninsured SAHIE as of 15May20.
| **Describe threshold factors and grant size limits.** | **Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provide summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes five HUD funded programs comprised of the CDBG, ESG, HOME, HTF and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/**

**ESG CV** - All Emergency Solutions Applicants must meet the listed threshold criteria. ODOC reserves the right to disqualify any applicant who does not meet one or more of the threshold criteria. The same threshold criteria used for ESG regular funding will be used for the ESG CV funding. Due to the textbox character limitation, the threshold criteria can be viewed in the detailed State Action Plan. |
| What are the outcome measures expected as a result of the method of distribution? | Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provide summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes five HUD funded programs comprised of the CDBG, ESG, HOME, HTF and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/  
**ESG CV** - The same outcome measures for the regular Emergency Solutions Grant Program will be used for the CARES Act ESG CV program. A list of the outcome measures can be found in the detailed State Action Plan. |
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Annual Action Plan  
2020  
60  

OMB Control No: 2506-0117 (exp. 06/30/2018)
| **What are the outcome measures expected as a result of the method of distribution?** | Due to textbox character limitations imposed by the online HUD E-Consolidated Plan at this time, the State's program Action Plans can only provide summary information in this textbox section. As identified earlier, the State E-Consolidated Plan encompasses a majority of the state (Geographic Distribution) and includes five HUD funded programs comprised of the CDBG, ESG, HOME, HTF and HOPWA programs. Given the large geographic distribution and the program specific components contained within the State's programs, complete detail cannot be provided in this textbox section. Detailed State Action Plans have been uploaded in the Appendix of this HUD E-Consolidated Plan. The State Action Plans can also be viewed on the Oklahoma Department of Commerce website located at: http://okcommerce.gov/community-resources/grants-and-funding-programs/consolidated-plan/  
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Discussion:

The State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, HTF and HOPWA programs. Rather, each of these programs has its own method of distribution procedures that sometimes include specific requirements for projects in certain areas within the State. All seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, HTF and HOPWA programs.
AP-35 Projects – (Optional)

Introduction:

The listing of individual projects in the Consolidated Plan is ONLY required of ENTITLEMENT jurisdictions and NOT of NON-ENTITLEMENT jurisdictions such as states per HUD guidance.

Per HUD requirement as it relates to CDBG Disaster Recovery and this Five Year Consolidated Plan, Projects for CDBG-DR should not be created on the AP-35 screen. Guidance states that a link should be provided to the grantee’s website where its CDBG-DR Action Plan is posted as a resource for parties that wish to find out more. CDBG DR program information is posted at the Oklahoma Department of Commerce's website found at: http://okcommerce.gov/ Official HUD reporting for the CDBG DR Program is accomplished through HUD’s DRGR system. All CDBG DR Program Action Plan and Substantial / Non-Substantial Amendments can be reviewed via the ODOC/CD Disaster Recovery website: https://www.okcommerce.gov/reporting-compliance/cdbg-disaster-recovery/

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Table 9 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The listing of individual projects in the Consolidated Plan is ONLY required of ENTITLEMENT jurisdictions and NOT of NON-ENTITLEMENT jurisdictions such as states per HUD guidance. Overall allocation priorities and obstacles in terms of NON-ENTITLEMENT jurisdictions are addressed in the Action Plan portion of the State Consolidated Plan.
AP-38 Project Summary
Project Summary Information
AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

NA

Acceptance process of applications

NA
**AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

Will the state allow units of general local government to carry out community revitalization strategies?

Yes

**State’s Process and Criteria for approving local government revitalization strategies**

Community Revitalization is predominately carried out under the CDBG Community Revitalization set-aside. Applicants can apply for up to **$150,000** grant maximum. Only one (1) project can be undertaken.

Communities have the ability to make a high impact through revitalization. Often, communities have several areas of interest to enhance. By planning and extensive assessment of the goals of the community, the CDBG Community Revitalization grant can help a community flourish into a thriving environment. *Basic community* development projects benefit the aesthetic appeal of the community, provide for fire protection, housing rehabilitation, street improvements or other types of projects that allow communities to remain viable and improve the quality of life. The Community Revitalization project is a positive experience for communities, and would hope to spark a sense of pride in citizens to further assist sustainable growth in rural Oklahoma.

All projects shall conform to eligible activities listed under Section 105(a) of the Federal Housing and Community Development Act of 1974, as amended, in addition to addressing one or more of the Primary National Objectives of the CDBG program.

Applications received under this set-aside will be scored competitively against one another regardless of project request.
**AP-50 Geographic Distribution – 91.320(f)**

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

The State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, HTF or HOPWA programs. Rather, each of these programs has its own distribution procedures that sometimes include specific requirements for projects in certain areas within the State. The map below provides a geographical reference of all seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, or HOPWA programs.

The selection of the CDBG projects is a competitive process with the exception of the Small Cities Set-Aside. ODOC set aside funds for communities with populations between 15,000 and 50,000 and that are not currently HUD designated entitlement communities or a participant in the CDBG Urban County Designation for Tulsa County. There are currently eighteen (18) eligible entities for the small cities set aside comprised of Ada, Altus, Ardmore, Bartlesville, Bethany, Chickasha, Claremore, Del City, Duncan, Durant, El Reno, McAlester, Muskogee, Mustang, Ponca City, Stillwater, Tahlequah, and Yukon.

The ESG program is a competitive program. Funds are allocated to each of the seven (7) rural Continuum of Care (CoC) regions based on a formula involving population, median income, unemployment and overcrowded housing. Competition for funding takes place within each of the CoC regional service areas. The eligible applicants are units of general local government and nonprofits. The ESG applications are taken on an annual basis.

The HOME program funds projects on a continuous application process from all parts of the State, with the exception of the HUD-designated metropolitan Participating Jurisdictions of Oklahoma City, Tulsa, Lawton and Norman, which receive a direct annual allocation of HOME funds. Applicants must pass all threshold criteria and evaluation factors, including but not limited to project readiness, leverage, staff capacity, and prior contractor performance in the use of HOME program funds.

HOPWA provides funding to eligible applicants ranked by a review committee. Analysis of epidemiological data has been utilized to determine an equitable distribution of Funds. Western Oklahoma will be eligible to receive approximately 61% of the available funds; Eastern Oklahoma will be eligible to receive the remaining 39%. These funds will be awarded through a competitive Invitation to Bid (ITB) process to one or more applicants judged as the most capable of meeting the plan objectives.

HTF provides funding through a competitive application process. Funds are available in all areas of the State. Applicants must pass all threshold criteria and evaluation factors, including but not limited to
project readiness, leverage, and staff capacity

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Oklahoma</td>
<td>100</td>
</tr>
</tbody>
</table>

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

As identified earlier, the State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, HTF or HOPWA programs. Rather, each of these programs has its own distribution procedures that sometimes include specific requirements for projects in certain areas within the State.

Discussion

As identified earlier, the State of Oklahoma has not set aside or reserved dollar amounts of assistance specifically for geographic areas within the State for the CDBG, ESG, HOME, HTF or HOPWA programs. Rather, each of these programs has its own distribution procedures that sometimes include specific requirements for projects in certain areas within the State. The map below provides a geographical reference of all seventy-seven (77) Oklahoma counties that are eligible to benefit from the CDBG, ESG, HOME, HTF or HOPWA programs.
Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

It is difficult to assess the possible number of affordable housing units to be constructed or the number of households to be assisted, due to the nature of the State’s programs. However, the following goals were based on historical data and trends.

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 11 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

This projection is based upon the actual numbers from prior years and the anticipated level funding for the total allocation for the State. The production of new units and the acquisition and rehabilitation of existing units will be funded through the HOME and HTF Programs. These goals include only HOME and HTF units and not any other units in the HOME-assisted or HTF-assisted projects.

The number submitted for Homeless and Non-Homeless served are based on numbers served by the State Emergency Solutions program during previous year.
AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

OHFA is itself a public housing agency that administers the Section 8 Housing Choice Voucher Program on a Statewide basis. OHFA also monitors the needs and activities of the other public housing agencies in the State of Oklahoma.

Actions planned during the next year to address the needs to public housing

OHFA does not have any actions planned during the next year to address the needs to public housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

OHFA has made it a requirement that all of the entities awarded HOME funds have a Tenant Participation Plan.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

If any public housing authorities are designated as “troubled” during the Program Year, OHFA will work with HUD to address the various problems they are facing. OHFA will work closely with HUD to provide technical assistance and oversight where necessary.

It is not anticipated that any HOME funds will be used to help troubled public housing authorities. The State of Oklahoma has not appropriated funds for this purpose, nor has it authorized OHFA to assume the federal government’s role of subsidizing the operations of public housing agencies.

Discussion:

Public Housing in the State of Oklahoma has unmet needs, but the level of HOME Program funding is not adequate for OHFA to assist with those needs. What little funding is available goes to the most pressing need, which is currently for more affordable rental housing units.
AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

NA

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The State requires each subrecipient to have a plan to address Outreach in their service area without creating unnecessary duplication of services.

Addressing the emergency shelter and transitional housing needs of homeless persons

Subrecipients are required to have either an emergency shelter and/or emergency shelter plan that will best use the resources within their CoC and immediate service area.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Subrecipients are required to have standards and a plan for helping homeless persons into housing and providing the services they need so they do not become homeless again. The subrecipients are required to have plans that include partnerships and collaboration with their fellow CoC members and Main stream organizations and to assure as little duplication of services as possible.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Subrecipients are required to have standards and a plan for helping homeless persons into housing and providing the services they need so they do not become homeless again. The subrecipients are required
to have plans that include partnerships and collaboration with their fellow CoC members and Main stream organizations and to assure as little duplication of services as possible.

Discussion

NA
### AP-70 HOPWA Goals – 91.320(k)(4)

<table>
<thead>
<tr>
<th>One year goals for the number of households to be provided housing through the use of HOPWA for:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family</td>
<td>40</td>
</tr>
<tr>
<td>Tenant-based rental assistance</td>
<td>45</td>
</tr>
<tr>
<td>Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds</td>
<td>0</td>
</tr>
<tr>
<td>Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>85</td>
</tr>
</tbody>
</table>
AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

One of the primary obstacles to meeting underserved needs is the lack of coordination of financing resources. In an effort to promote that coordination, OHFA has published the Affordable Housing Handbook from which the following information was gathered. The Handbook is a guide that focuses on the processes, tools, and techniques that can be utilized to help solve these issues.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Barriers to affordable housing typically fall into one of three categories:

- Production
- Financing
- Cost to the individual

Production barriers can be either financial or non-financial. Financial barriers include land costs, development costs, and materials and labor costs. Non-financial barriers include lack of buildable land supply, lack of access to materials and labor, lack of infrastructure (roads, utilities, etc.), lack of local government support, zoning, permitting, and lack of knowledge.

Financing barriers can include lack of capital, lack of access to capital, or lack of awareness of existing financing programs.

Cost to the individual includes cost burdens such as paying over 30% of monthly income for rent/mortgage payments and utilities.

Discussion:

The complete Affordable Housing Handbook can be obtained by contacting a member of the Oklahoma Housing Finance Agency’s Housing Development Team.
AP-85 Other Actions – 91.320(j)

Introduction:

It should be mentioned that the primary obstacle to meeting under-served needs such as in the areas of affordable housing and poverty is the lack of adequate funding. This holds true in all five of the HUD funded programs (CDBG, ESG, HOME, HTF and HOPWA) covered by this State Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting under-served needs is the lack of adequate funding. There are also some secondary obstacles with regard to the State's ability to coordinate resources in the most efficient and effective manner.

The State's strategy to overcome existing deficiencies in its housing and community institutional structure is based on education, outreach, and comprehensive planning. Consumers, providers, financiers, policy makers, advocates, and communities can benefit from increased cross-sector communication, dialogue, and education in understanding that economic factors are inextricably linked with meaningful solutions to the housing and community development needs and improved quality of life among the lower-income population.

Actions planned to foster and maintain affordable housing

Oklahoma has a thorough network of public and private nonprofit organizations that delivers housing and supportive service needs. Many federal as well as State resources are provided through these entities directly to populations with supportive needs.

To attract and incorporate the programs and products offered through the supportive services network with the provision of affordable housing, many public intervention and private affordable housing resource providers encourage the use of development partnerships in their project selection systems. The State intends to continue its coordination of appropriate supportive services with its affordable housing activities through the use of funding selection methodologies.

Actions planned to reduce lead-based paint hazards

Subrecipients are required to follow state and federal regulations which prohibit the use of lead based paint (LBP). Subrecipients are relied upon to advise households receiving federal assistance of all the applicable hazards involving lead based paint.

The HOME and NHTF applicants are required to certify that all units in a Project assisted with HOME and HTF comply with 24 CFR Part 35 regarding the lead-based pain requirements for HUD-assisted housing. Also in our HOME Implementation Manual we have a dedicated section to LBP.
Implementation Manual is available online at www.ohfa.org. During HOME and HTF monitoring visits, staff check each unit to determine if the LBP requirements were met.

All HOME Grantees must ensure that all housing assisted with HOME funds must comply with the Lead Based Paint Regulations at 24 CFR Part 35 and Asbestos Regulations at 40 CFR Part 61, Subpart M as stated in the HOME written agreements.

Subrecipients are relied upon to advise households receiving federal assistance of all the applicable hazards involving lead based paint. All subrecipients are subject to monitoring as outlined in the MONITORING section of this Consolidated Plan.

If LBP is found, a Grantee can choose to select another unit or comply with 24 CFR Part 35 as described above.

**Actions planned to reduce the number of poverty-level families**

The State of Oklahoma is committed to allocating appropriate resources with the goal of allowing its citizens the opportunity to reach self-sufficiency.

Two agencies of the State government are primarily identified for administering these programs: the Department of Human Services (DHS) and ODOC. It is clear, however, that many State agencies provide support for low-income clientele, including the Department of Education, the Department of Health, the Department of Mental Health and Substance Abuse, and the Department of Veterans Affairs.

Additionally, a wide range of nonprofit service providers offer various forms of assistance to those in need within their respective local service areas. Included in this group are such organizations as the American Red Cross, the Salvation Army, United Way-sponsored agencies, Community Action Agencies (CAAs), and churches of all denominations.

An excellent example of coordinated service delivery of aid to those living in impoverished conditions is the network of CAAs. The primary purpose of the 20 designated CAAs (whose service areas encompass the entire State of Oklahoma) is to advocate for the reduction of the causes, conditions, and effects of poverty, and to provide social and economic opportunities that foster self-sufficiency for low-income persons, including the elderly and disabled.

CAAs use funding from a variety of sources including the Community Services Block Grant (CSBG) program, various Stewart B. McKinney program funds, State Appropriated Funds, and the Emergency
Solutions Grant program. Related services include:

- housing
- counseling
- providing short-term housing through vouchers
- homeless shelters
- education and employment counseling
- payment of medical expenses
- rent and utility deposits
- payment of day care costs

The CAAs address their goal by helping eligible clients in the following ways:

Securing and maintaining meaningful employment, training, work experience, and unsubsidized employment

- Attaining an adequate education
- Making better use of available income
- Obtaining and maintaining adequate housing and suitable living environments
- Obtaining emergency assistance through loans or grants
- Removing obstacles and solving personal problems that block the achievement of self-sufficiency
- Achieving greater participation in the affairs of the community
- Undertaking family planning consistent with family goals, religious and moral convictions
- Obtaining emergency assistance and conservation and weatherization services

The major accomplishments of the CAAs include:

- Approximately 16,000 children participate in the CAA-sponsored Head Start and Early Head Start
Programs each year

- More than 9,000 individuals housed in emergency shelters
- More than 400,000 meals served to senior citizens at 58 nutrition centers
- Providing services and assistance to 112,671 individuals and 47,489 families

**Actions planned to develop institutional structure**

The State of Oklahoma affordable housing programs, which include the HOME program and the coordination of the Section 8 Rental Assistance program, are administered OHFA. ODOC, OHFA, and the Oklahoma Association of Community Action Agencies (OACAA) supported legislation enacted to establish a State Housing Trust Fund. In 1998, the Oklahoma Legislature passed HB 3065, which established a trust fund to meet rural Oklahoma’s affordable housing needs. OHFA administers the trust fund.

The State’s homeless issues are addressed essentially by the Governor’s Interagency Council on Homelessness (GICH). The group does not have regulatory powers but serves in advisory roles and makes recommendations to State agencies and nonprofit organizations which administer individual programs. As stated previously, OHFA administers the HOPWA program.

In the area of non-housing community development, ODOC serves as the major resource for economic development for the State. Through the administration of CDBG program, ODOC assists non-entitlement communities to reach self-sufficiency by funding eligible activities that enhance their capacity, improve outdated infrastructure, and encourage capital planning. Many groups including several Federal and State agencies, as well as private business and nonprofit entities share the desire and responsibility for appropriate community development.

**Actions planned to enhance coordination between public and private housing and social service agencies**

Oklahoma has a thorough network of public and private nonprofit organizations that delivers housing and supportive service needs. Many federal as well as State resources are provided through these entities directly to populations with supportive needs.

To attract and incorporate the programs and products offered through the supportive services network with the provision of affordable housing, many public intervention and private affordable housing resource providers encourage the use of development partnerships in their project selection systems. The State intends to continue its coordination of appropriate supportive services with its affordable
housing activities through the use of funding selection methodologies.

Discussion:

NOT APPLICABLE
Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

The following program data and narratives on this page refer specifically to the CDBG, ESG, HOME, and HTF programs.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 500,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee’s strategic plan. 0
3. The amount of surplus funds from urban renewal settlements 0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan 0
5. The amount of income from float-funded activities 0
Total Program Income: 500,000

Other CDBG Requirements

1. The amount of urgent need activities 0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is
as follows:

The State of Oklahoma will not use HOME funds for any form of investment not identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

24 CFR 92.254 provides guidance for Resale/Recapture options for Homeownership. OHFA is authorized under the HOME Rules to select which option will be used for preserving the period of affordability. For 2019, OHFA has chosen the recapture option. If applicants demonstrate to OHFA staff that special conditions exist that would make the resale option superior, then it may be considered as an exception. If there is no direct subsidy to the homebuyer, the resale option must be used.

Since Recapture is only possible if there is a direct subsidy to the homebuyer, some contracts between OHFA and a CHDO, non-profit developer, State Recipient or Sub-recipient may be structured such that under certain circumstances a Recapture Agreement with one homebuyer will be required, and under other circumstances a Resale Agreement with a different homebuyer will be required. Nonetheless, the agreement between the CHDO, non-profit developer, State Recipient or Sub-recipient and any individual recipient of HOME funds may contain only one provision, either Recapture or Resale. An agreement with an individual recipient of HOME funds cannot contain both.

The applicant is to describe to OHFA its procedures as they relate to the HOME Recapture (or Resale) requirements. The procedures must fully comply with the HOME Rules, and must be approved by OHFA before implementation.

Recapture provisions must ensure that there is recovery of all or a portion of the HOME assistance that represents a direct subsidy to the homebuyer, if the housing does not continue to meet the affordability requirements and/or continue to be the principal residence of the family for the duration of the period of affordability. Mortgages, deed restrictions, land covenants or other
similar legal mechanisms must be in place to enforce these provisions.

The amount subject to recapture is based on the amount of HOME assistance that represents a direct subsidy to the homebuyer. The amount subject to recapture may be forgiven over time. It must be forgiven on a prorated basis based on the amount of time remaining on the period of affordability. For instance, if the period of affordability is five years, the amount subject to recapture may be forgiven at the rate of twenty percent (20%) per year. The recaptured funds must be returned to OHFA. OHFA requires that all recapture provisions for Homeownership and Homeowner Rehabilitation activities base the recapture amount on the net proceeds available from the sale and not the entire amount of the HOME investment. Applicants may structure their recapture provisions such that the HOME funds are recaptured in one of the following three methods:

- Recapture of the HOME investment first, with the homeowner receiving any remaining net proceeds
- Allow the homeowner to recover his/her initial investment first, with the remainder of the net proceeds recaptured
- A “shared appreciation” method, where a pre-determined percentage of the net proceeds is retained by the homeowner, and the remainder of the net proceeds is recaptured

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

If the homebuyer receives no direct subsidy from the HOME funds, such as down-payment assistance or a reduction in the price of the home below its appraised value, and subsequently sells the home within the Period of Affordability, the resale option will be used ensure that the HOME-assisted unit remains affordable over the affordability term.

Under the resale option:

- The homebuyer must sell the property to a new purchaser that meets the HOME Program definition
of low-income.

- Said purchaser must occupy the property as his/her principal residence.
- The new purchaser’s PITI cannot exceed thirty-five percent (35%) of his/her gross income.
- The original homebuyer (now the seller) must receive a “fair return” on his/her investment.

OHFA defines a "fair return" on the original homebuyer's investment as a pro-rata share of any gain based on the net sales proceeds.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The State of Oklahoma does not have any plans to use HOME funds to refinance any existing debt secured by multifamily housing that is rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)**

Reference 91.320(k)(3)

1. Include written standards for providing ESG assistance (may include as attachment)

The State requires each subrecipient to have written standards for providing ESG assistance.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

All Rural Continua have their Coordinated Intake systems in place. The Rural Continua Coordinated Intake Systems vary in size and implementation. Their Intake systems range from having one main organization that acts as the "triage" hub for all homeless assistance services or referrals to a system of multiple-site coordinated intake locations. Oklahoma City and Tulsa County have their own systems in place.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The State recognizes that use of the established Continuum of Care (CoC) structure is the best institutional structure in the State to carry out the ESG goals. Each Continuum will collect, score and rank submitted applications according to the ODOC provided rating system and return the scores and ranking to ODOC. The recommendations for funding will be assessed for compliance with all ESG and CoC threshold criteria. Applications meeting the threshold criteria will be verified and awards determined.
After ODOC has received the recommendations from each Continuum of Care, ODOC will enter into contractual agreements directly with the approved subrecipient to carry out the financial and programmatic requirements according to law. The contracts will outline the funding source, funding year, amount of funding, terms and conditions.

Each CoC has the authority to create their own policies and procedures pertaining to funding amounts and division of funding eligible activities.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

ODOC requires each ESG subrecipient to have written standards in regard to either having a member on their Board of Directors or Advisory Board who is homeless or formerly homeless and/or having a plan to receive feedback from those who are homeless and how the subrecipient incorporates the feedback into their decision making process. Most plans consist of "House meetings" where residents share in discussions of need and support and/or exit interviews or surveys were feedback is encouraged regarding client needs and ideas to make the program better.

5. Describe performance standards for evaluating ESG.

ODOC Project Representatives monitor the ESG contracts at least once during the contract period. During the time of the monitoring, the subrecipient is evaluated by comparing actual accomplishments with those projected in the approved application. An Agency Status Scales questionnaire is also completed to evaluate the strength of the organization. This evaluation along with the completed monitoring report will be forwarded to the CoC Governing Board for use to evaluate the organization before funding is awarded to organizations.

**Housing Trust Fund (HTF)**

*Reference 24 CFR 91.320(k)(5)*

1. How will the grantee distribute its HTF funds? Select all that apply:

☑ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state
agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter “N/A”.

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

The following are eligible to be selected by OHFA through the competitive Application process described herein, to develop a single HTF Program Project:

• Nonprofit developers: A nonprofit developer is a nonprofit housing development organization.

• For-profit developers: A for-profit developer is a for-profit housing development organization or individual.

• State Recipients: A State Recipient is a governmental entity within the State of Oklahoma. This includes cities, towns, counties and Indian tribes.

b. Describe the grantee’s application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Due to complexity and textbox limitations, grantee’s application requirements are included HTF Application Instructions which is included in this Consolidated Plan.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Due to complexity and textbox limitations, grantee's selection criteria are included HTF Application Instructions.
d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

OHFA will give bonus points to the highest scoring Application from each of the two main areas of the State, the Tulsa Jurisdiction and the Oklahoma City Jurisdiction. See below for the counties in the Tulsa Jurisdiction. All other counties are in the Oklahoma City Jurisdiction. Due to the limited funding available for 2018, OHFA believes that this is the most that can be done to encourage Geographic Diversity. Tiebreakers, as set forth below, will be used if two or more Applications achieve the same score.

The following counties are within the Tulsa jurisdiction. All other counties are within the Oklahoma City jurisdiction:

Adair, Atoka, Bryan, Cherokee, Choctaw, Coal, Craig, Creek, Delaware, Haskell, Hughes, Latimer, Leflore, McCurtain, McIntosh, Mayes, Muskogee, Nowata, Okfuskee, Okmulgee, Osage, Ottawa, Pawnee, Pittsburg, Pushmataha, Rogers, Sequoyah, Tulsa, Wagoner, Washington

e. Describe the grantee’s required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Points will be awarded for the Applicant's ability to undertake eligible activities in a timely manner, as evidenced by the following documentation:

A. Proof of acceptable form of ownership/site control—ownership, purchase contract or purchase option. For Acquisition and Acquisition/Rehabilitation, explain plan to obtain.

B. Production and implementation schedule, of no more than twenty-four (24) months, which clearly identifies all major phases of the proposed Project, including close-out. This schedule must be thorough and detailed, and must begin on the anticipated date of award. If the Applicant is awarded funds for the Application, this schedule will be incorporated into the Special Conditions of the Written Agreement between OHFA and the Recipient. This schedule will be used for monitoring the progress of all phases of the Project prior to completion. Funded Applicants will be required to provide progress reports at least quarterly. OHFA will utilize these progress reports in order to determine if the Project is proceeding on
C. Include preliminary plans and specifications. This documentation is not required for Acquisition/Rehabilitation activities if the property has not been identified at the time of application.

D. Document that the zoning required for the Project is in place. This documentation is not required for Acquisition/Rehabilitation activities if the property has not been identified at the time of application.

f. Describe the grantee’s required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Points will be awarded to a Project that will preserve project-based rental assistance from any federal, State or local program; or for Projects with a binding commitment for project-based vouchers.

g. Describe the grantee’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Five (5) points will be awarded for Applicants who promise to extend the affordability period from thirty (30) to forty (40) years.

h. Describe the grantee’s required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Points will be awarded for addressing any of the following priority housing needs as identified in the current State of Oklahoma Consolidated Plan. (Serving Extremely Low Income individuals and families
was identified as the highest priority, but that is already a requirement of the HTF for 2018.)

- Families with Children
- Elderly
- Public Housing Residents
- Rural
- Chronic Homelessness
- Mentally Ill
- Chronic Substance Abuse
- Veterans
- Victims of Domestic Violence
- Persons with Mental Disabilities
- Persons with Physical Disabilities
- Persons with Developmental Disabilities
- Persons with Alcohol or Other Addictions
- Victims of Domestic Violence

i. Describe the grantee’s required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Public and private resources, such as Rural Housing Incentive Districts, CDBG, AHP, AHTC equity, Historic Tax Credit equity, USDA-RHS, HUD, foundation funds, and private capital will be considered in the leverage analysis.
4. Does the grantee’s application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

5. Does the grantee’s application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select “N/A”.

Yes

6. **Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee’s goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. **Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.** Enter or attach the grantee’s maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME’s maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

HTF funding per HTF unit cannot exceed the HOME Program Maximum per Unit Subsidy Limits. HTF must also receive its pro-rata share of units based on the amount of HTF funding.
8. **Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee’s description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

Due to complexity and textbox limitations, rehabilitation standards are included HTF Application Instructions which is included in this Consolidated Plan.

9. **Resale or Recapture Guidelines.** Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

Due to complexity and textbox limitations, Resale or Recapture Guidelines are included HTF Application Instructions which is included in this Consolidated Plan.

10. **HTF Affordable Homeownership Limits.** If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.
N/A

12. **Refinancing of Existing Debt.** Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter “N/A.”

N/A

**Discussion:**

The program data and narratives on this page refer specifically to the CDBG, HOME, and ESG programs.
Appendices

Contents…

- App A: CDBG Action Plan
- App B: ESG Action Plan
- App C: HOME Action Plan
- App D: HOPWA Action Plan
- App E: HTF Action Plan
- App F: Broadband Initiative
- App G: Climate Change Impact
- App H: Impediments to Fair Housing / Affirmatively Furthering Fair Housing
Appendix A

Section Contents…

- CDBG Action Plan
Oklahoma Department of Commerce

Community Development Block Grant (CDBG)

FY 2020
State CDBG Action Plan
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INTRODUCTION

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The small cities portion of the program appropriates monies to the Department of Housing and Urban Development (HUD) for allocation to the states. The Oklahoma Department of Commerce / Community Development (ODOC/CD), formerly the Department of Economic and Community Affairs, was assigned the administrative responsibility for the program in Oklahoma in 1982.

The primary National Objective of the State’s CDBG program is:

“THE DEVELOPMENT OF VIABLE URBAN COMMUNITIES, BY PROVIDING DECENT HOUSING AND A SUITABLE LIVING ENVIRONMENT, AND EXPANDING ECONOMIC OPPORTUNITIES, PRINCIPALLY FOR PERSONS OF LOW INCOME.”

The use of the “benefit to low and moderate income-persons” CDBG National Objective is considered a funding PRIORITY under the State’s CDBG Program and is treated as such under the State’s individual CDBG set-asides. All project proposals submitted for funding through the State’s CDBG Program must document the achievement of the low and moderate-income National Objective as delineated in 24 CFR §570.483 (Criteria for National Objectives).

- Provide benefit to low and moderate-income persons.

It is estimated that, at a minimum, 95% of funds will be utilized on projects that meet the primary national objective of benefit to low and moderate income persons. Each state administering the CDBG program is allowed the flexibility of determining its priorities from the range of eligible activities under Section 105(a) of the Housing and Community Development Act. To formulate the State’s CDBG program, views on priorities are requested and received from the general public, municipalities, and counties through written surveys, public hearings and written comments on proposed plans.

Distribution and management of the Community Development Block Grant funds allocated to Oklahoma will rely on a process that permits local communities to request assistance through the submittal of a formal application. Applicants are required to complete and submit their respective application and applicable attachments online at the following OKGrants web address: https://grants.ok.gov. No paper applications will be accepted. ODOC/CD shall conduct an evaluation of applications to ensure compliance with the National Objectives, all thresholds and program requirements. Application guidelines with specific application requirements can be found at the ODOC/CD website: https://www.okcommerce.gov/community-development/. Prospective applicants should review the application guidance BEFORE attempting to complete the online application. Failure to meet application guidelines or properly submit required application documentation may result in a FAILED or DENIED application rating.

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, Moore, 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:
<table>
<thead>
<tr>
<th>City of Bixby</th>
<th>City of Jenks</th>
<th>Town of Skiatook</th>
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<tr>
<td>City of Broken Arrow</td>
<td>City of Owasso</td>
<td>Town of Sperry</td>
</tr>
<tr>
<td>City of Collinsville</td>
<td>City of Sand Springs</td>
<td>Unincorporated Tulsa County</td>
</tr>
<tr>
<td>City of Glenpool</td>
<td>City of Sapulpa</td>
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</tbody>
</table>
GRANT ALLOCATION

Funding for the Fiscal Year 2020 CDBG Program:

HUD Allocation: $14,773,942
Less State administrative allowance: $469,348
Less State technical assistance: $73,869
Total available for distribution: $14,230,725

CDBG Set-Aside Funding Distribution:

Public Facility and Improvements $11,790,725
- Water and Wastewater Engineering $2,200,000
- Water and Wastewater Construction $5,220,725
- Community Revitalization $1,500,000
- CDBG-REAP $1,500,000
- Small Cities $1,370,000

Planning
- Capital Improvement Planning (CIP) $440,000

Economic Development
- Economic Development Infrastructure Financing (EDIF) $2,000,000

Program Income from the State’s Economic Development Revolving Loan Fund shall be used to fund Economic Development Infrastructure Financing (EDIF) activities as described in this Plan. The estimated amount of program income made available during the program year will be $500,000. This amount will be used in addition to the $2,000,000 of regular CDBG funding allocated to this year’s CDBG EDIF set-aside.

The Oklahoma Department of Commerce reserves the right to adjust set-aside and category allocations to ensure maximum utilization of funds. This includes the use of any CDBG funds recovered from cancelled or de-obligated CDBG projects. Such adjustments shall be the minimum amount necessary to fund projects efficiently and best facilitate the State’s CDBG Program obligation and expenditure requirements established by HUD.
GUIDELINES FOR SET-ASIDES

Audit Requirements
To be eligible to apply for funds in any category, units of general local government must demonstrate the ability to manage federal funds utilizing generally accepted principles of accounting. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2019 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

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/CD. 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.

Application Submission Requirements
1. City/Town and County (Direct Jurisdiction) Applicants: City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year selecting from CDBG Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc. In the case of fire truck funding requests, the County would have to own and operate the fire trucks in order to qualify under direct jurisdictional benefit.

2. County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). Limitation: Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Counties may 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 CANNOT submit a single application containing multiple Units of General Local Governments or jurisdictions such as Rural Fire Districts under a single county sponsored application.

Leverage
The State’s CDBG Program requires that all leveraged CDBG project funding be in place at the time of the application submission. There are several reasons for this. First, the HUD based CDBG Program imposes program specific obligation and expenditure requirements. Most importantly,
an applicant may simply not receive the leveraged funding as intended. This wastes valuable CDBG program time and requires additional ODOC/CD staff time to de-obligate the contract and reallocate the contract funding to another eligible CDBG project. Second, applicants without secured leverage funding at the time of the application submission would require additional time for securing the funds adding time to the overall project completion timeline. Third, there is no foreseeable way to impose an additional timeframe for the allowance to secure leveraged funding that would be fair to all applicants given the varied types of outside funding available.

**CDBG Project Eligibility Policy**

Prospective CDBG Program applicants are strongly encouraged to review (24 CFR 570 Subparts A, C, I, K, and O) of the Electronic Code of Federal Regulations (https://ecfr.io/Title-24/) for additional regulatory CDBG Program guidance as related to State CDBG Programs. The Housing and Community Development Act Section 105(a) and 24 CFR 570.482 defines eligible activities under the State CDBG Program. While some regulatory language is direct, there are instances where more clarity is needed.

It is the policy of ODOC/CD that should a prospective CDBG Program applicant request a CDBG project/activity that does NOT appear directly eligible and cannot be immediately determined as ineligible as interpreted from CDBG regulatory guidance and ODOC/CD staff that the applicant can formally request ODOC/CD to seek a final determination from HUD officials.

a. The prospective applicant will be required to submit a project/activity narrative regarding the requested activity. This will be required by HUD to conduct their review and make a determination. It is the responsibility of the prospective applicant to provide the narrative. The submission of the narrative to ODOC/CD will be seen by as the formal request to seek a final determination from HUD.

b. Once a detailed project narrative is received by ODOC/CD, it will be submitted to the Oklahoma City HUD office for a final eligibility determination.

Prospective applicants are advised to seek project/activity guidance as soon as possible from ODOC/CD if they have eligibility concerns. Prospective applicants should be aware that final CDBG regulatory and program guidance can take several months to receive from HUD. ODOC/CD understands that prospective applicants are subject to CDBG application deadlines; however, in absence of a final project/activity determination from HUD, ODOC/CD cannot allow an award for any requested CDBG project/activity that cannot be determined to be directly CDBG eligible. If the project/activity eligibility determination hasn’t been received from HUD by the CDBG application deadline, the application will receive a FAIL threshold rating. Applicants are advised to consider that a determination may not be received by the CDBG application submission date.

**NON-COMPETITIVE WATER & WASTEWATER PHASE II CONSTRUCTION**

The recipients below were funded under the previous CDBG Phase I Engineering Program. Beginning with the FY 2019 CDBG program year, the former CDBG Water/Wastewater Engineering Phase I and CDBG Water/Wastewater Phase II Programs were merged into one single program. This new program is now known as “CDBG Water/Wastewater Engineering” program and uses a single application to allow for both engineering and construction.
If the project fails to materialize, the applicant may be subject to contract de-obligation and reimbursing ODOC for any Phase I project costs expended. Extensions to the contract deadline will be considered ONLY under special circumstances with the verification and concurrence of the Oklahoma Department of Environmental Quality (ODEQ).

**Future Phase II Awards Remaining:**

1. Sasakwa, Town of

**WATER & WASTEWATER ENGINEERING**

The purpose of this Application Guide is to provide guidance in preparing a Community Development Block Grant (CDBG) Water/Wastewater Engineering application for the Oklahoma Department of Commerce / Community Development (ODOC/CD). The primary goals of the CDBG Water/Wastewater Engineering Program are to (1) ensure the most proper technical solutions to the applicant’s water and wastewater problems within the budget that is available; and (2) improve coordination among other state agencies (both permitting and financing). It is important to note that given the design and intent of the State’s CDBG Water/Wastewater Engineering Program, an eligible application must contain an engineering component regardless of whether CDBG or leveraged funds are paying for this cost.

**NOTE: STARTING WITH THE FY 2019 CDBG APPLICATIONS,** the former CDBG Water/Wastewater Engineering Phase I and CDBG Water/Wastewater Phase II Programs have been merged into one single program. This new program is now known as “CDBG Water/Wastewater Engineering” and will use a single application to allow for both engineering and construction.

Applicants submitting under the CDBG Water/Wastewater Engineering Program may elect to either have (1) CDBG funds pay for the engineering, construction, administration, permitting, and other costs associated with water/wastewater project; or (2) provide a combination of CDBG funds and other funds to pay for these costs.

**Applicants who successfully compete under the CDBG Water/Wastewater Engineering Program and receive an award will be subject to the following project timeline.** Prospective applicants should note that this timeline will be strictly enforced by ODOC/CD in order to ensure the timeliness of CDBG expenditures as required by the U.S. Department of Housing and Urban Development (HUD). CDBG Water/Wastewater awardees will receive a three (3) year contract structured as follows:

1. **Year One** – The sub-recipient will be required to successfully complete project engineering and achieve Release of Funds within one (1) year. ODOC/CD will carefully monitor project activity and subsequent progress. Allowable engineering costs will be based on the U.S. Department of Agriculture Rural Development (USDA-RD) sliding scale. Once the Oklahoma Department of Environmental Quality (ODEQ) permit and Oklahoma Department of Commerce/Community Development (ODOC/CD) Release of Funds requirements are complete (regardless of the source of funds), the sub-recipient will be able to proceed with project construction.

   (a) If the above deliverables are not met, the contract will be subject to de-obligation by ODOC/CD.
(b) As part of ODOC/CD’s monitoring and evaluation of the project’s engineering progress, the sub-recipient must submit all required documentation to the ODOC/CD monitor in a timely manner. Failure to submit any or all required documentation will result in contract de-obligation.

(c) Should the contract be de-obligated, any expended CDBG funds will be required to be reimbursed by the sub-recipient. The contract will remain open until repayment is made during which time the sub-recipient will not be eligible to apply for additional CDBG funding.

(d) An ODOC/CD review committee will determine de-obligation of the CDBG funding if the project’s engineering has NOT been satisfactorily completed and Release of Funds has NOT been obtained. This review committee will be composed of ODOC/CD staff to include: CDBG Planners, the Director of Programs (Planning & Monitoring), Deputy Division Director, and Division Director.

(e) If a sub-recipient is de-obligated “in good standing” without any CDBG funds expended, or has made the proper CDBG repayment as deemed necessary, the sub-recipient could close the contract and reapply during the next year’s application cycle.

2. Years’ Two & Three – Project construction will be allowed for a period of two (2) years plus any time left available should the engineering and Release of Funds be accomplished before the one (1) year engineering limit is reached.

The grant maximum for the CDBG Water/Wastewater Engineering application is $450,000. The maximum amount of CDBG Water/Wastewater Engineering funds that may be used for project administration is eight percent (8%) of the total CDBG Water/Wastewater Engineering funds awarded for total construction and professional/non-construction funds provided. All CDBG Water/Wastewater Engineering applications must be received no later than May 1, 2020. Applications received after this date will NOT be considered for funding.

Any funds not applied for in the CDBG Water & Wastewater set-aside will be transferred to another set-aside as determined by ODOC/CD.

Applicants are required to complete and submit their respective application and applicable attachments online at the following OKGrants web address: https://grants.ok.gov. NO PAPER APPLICATIONS WILL BE ACCEPTED. Application guidelines and specific program requirements can be found at the OKGrants web address: https://okcommerce.gov/community/cdbg/. Prospective applicants should review the application guidance BEFORE attempting to complete the online application. Failure to meet application guidelines or properly submit required application documentation may result in a FAILED or DENIED application rating.

THRESHOLD REQUIREMENTS FOR CDBG WATER & WASTEWATER ENGINEERING

1. CDBG Water/Wastewater Engineering requests for funds must meet the principle CDBG National Objective of providing a direct benefit (fifty-one percent [51%] or more) to persons of low and moderate-income.

2. Cities, Towns and Counties with previous CDBG funding must have close-out documents submitted by January 31, 2020.
(a) City/Town and County (Direct Jurisdiction) Applicants: City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. **Exclusions:** Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

(b) County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). **Limitation:** Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. **Exclusions:** Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Counties may 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.

3. Per the design and intent of the State’s CDBG Water/Wastewater Engineering Program, the following application specific limitations or restrictions are in place.

(a) Applicants can apply for up to a $450,000 grant maximum.

(b) Applicants may not apply for more than one (1) project activity per application under this CDBG Water/Wastewater Engineering set-aside.

(c) A CDBG Water/Wastewater Engineering application must contain an engineering component regardless of whether CDBG or leveraged funds are being committed as payment. This is documented through the submission of the required Preliminary Engineering Report at the time of application submission.

(d) The CDBG Water/Wastewater Engineering application pursuant with 24 CFR §570.207 will not fund equipment only requests. The purchase of equipment under CDBG is generally ineligible except under very limited conditions as outlined in 24 CFR §570.207. Requests such as water meters must be encompassed by a broader type of water/wastewater project. Applicants are encouraged to review the entire regulation and should immediately consult ODOC should there questions as to the eligibility of their prospective project funding request.

4. A proper sponsor for CDBG Water/Wastewater Engineering projects is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

5. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

6. All cost estimates shall be obtained from professional sources, and submitted with the application. These estimates must be certified and from professional engineers, architects,
construction companies, vendors, or appropriate personnel with experience to make such estimates.

7. The CDBG Water/Wastewater Engineering grant request cannot exceed $2,000 per beneficiary.

8. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2019 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

If a city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedures, the city or town cannot apply directly to ODOC/CD. 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.

9. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC/CD staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required ODOC/CD’s CDBG funding expenditure rates; ODOC/CD can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC/CD. This will result in a FAILED threshold application rating.

10. The Application Guidelines associated with this CDBG Water/Wastewater Engineering set-aside contains an APPLICATION FORMS CHECKLIST outlining all application related documentation required to be uploaded into the online OKGrants application. It is the applicant’s responsibility to follow this checklist and seek additional guidance from ODOC/CD staff as required. Applicants will be responsible for following and providing each item listed on the checklist. Failure to provide any of the required application documentation listed on the checklist will result in a FAILED application rating. Additionally, applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the CDBG Water/Wastewater Engineering Application Guidelines and online OKGrants Application System including, but not limited to: Resolution, income survey results, resolution requesting assistance, survey maps, certifications, HUD Form 2880 Applicant Recipient Disclosure Update Report, project budget, etc.

11. The application must sufficiently demonstrate an applicant’s need for the requested CDBG activity. For any requested CDBG project, there is an underlying “need” for such a project. It is the responsibility of the applicant to communicate to ODOC/CD why the particular CDBG activity is being requested in the application. Failure to adequately demonstrate a project need will result in a FAILED threshold application rating. The project need is communicated in the “Project Description” section of the “CDBG Application Summary” page of the online OKGrants application. Additional narratives and supporting documentation can be uploaded in the “Uploads” page of the OKGrants application if required.
RATING CRITERIA FOR WATER & WASTEWATER ENGINEERING

Water and Wastewater applications, which meet threshold criteria, will be ranked for funding utilizing the following criteria:

1. **Project Benefit to Low to Moderate Income Persons (2 - 15 points).**

<table>
<thead>
<tr>
<th>LMI %</th>
<th>Points</th>
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<tr>
<td>51 - 55</td>
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<tr>
<td>56 - 60</td>
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<table>
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<td>3</td>
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<td>751 - 1,000</td>
<td>4</td>
</tr>
<tr>
<td>Over 1,000</td>
<td>5</td>
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</tbody>
</table>

2. **Severity of Need Water and Wastewater Projects (0 - 10 points).**

   Projects will be rated on water and wastewater associated 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 that specifically states the cause and extent of the water or wastewater, health, safety, and welfare deficiency. ODOC/CD will only accept “documented hazard” Water and Wastewater related health, safety, and welfare hazard documentation from ODEQ and EPA sources. Claims using “Legal Enforceable Orders” and “Documented Hazards” will be verified by ODOC/CD through the applicant’s submitted supporting documentation.

   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 separate severity of need categories are as follows:

   - **Legal Enforceable Orders**: 10.0 Points
   - **Documented Hazards**: 5.0 Points
   - **No Documentation**: 0.0 Points

   **Severity of Need (0 - 5 points) Water and Wastewater Projects for New Housing Construction:** Projects for Water and 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:
3. Residential Water Rate Structure (-3 to +3 points)

Project proposals will earn points based on the first 5,000 gallons of their most current associated water rate structure. 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 Board’s Grant Priority Point Evaluation Policy”. Points will be awarded 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 Rate: Price per unit of water becomes lower as the quantity of water use increases. -3 points

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

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

4. Residential Water and Wastewater Rates (0 - 7 points)

All water and wastewater category projects will also receive points based on the revenue generating capacity of their rate structures. Water and Wastewater rates will be analyzed and awarded points by using portions of the Oklahoma “Water Resources Board’s Grant Priority Point Evaluation Policy”. 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 wastewater service only, then Table #2 is used; and if the system operator provides both water and wastewater service, then Table #3 is used.

<table>
<thead>
<tr>
<th>Table #1 - Systems Providing Water Service Only</th>
<th>Table #2 - Systems Providing Wastewater Service Only</th>
<th>Table #3 - Systems Providing Water &amp; Wastewater Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Per 5,000 Gallons</td>
<td>Points</td>
<td>Cost Per 5,000 Gallons</td>
</tr>
<tr>
<td>$35.00 or Greater</td>
<td>7</td>
<td>$28.00 or Greater</td>
</tr>
<tr>
<td>$30.00 - $34.99</td>
<td>6</td>
<td>$26.00 - $27.99</td>
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<tr>
<td>$25.00 - $29.99</td>
<td>5</td>
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<tr>
<td>$23.00 - $24.99</td>
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<td>$21.00 - $22.99</td>
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<td>$19.00 - $20.99</td>
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<tr>
<td>$18.00 - $18.99</td>
<td>1</td>
<td>$16.00 - $17.99</td>
</tr>
<tr>
<td>Less than $18.00</td>
<td>0</td>
<td>Less than $16.00</td>
</tr>
</tbody>
</table>
5. Ability to Finance Project (0 - 10 pts)

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 a 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

<table>
<thead>
<tr>
<th>Ability to Finance Project Through Loan</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12.00 or Greater</td>
<td>10</td>
</tr>
<tr>
<td>$10.00 - $11.99</td>
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<td>$3.00 - $3.99</td>
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<td>$2.00 - $2.99</td>
<td>1</td>
</tr>
<tr>
<td>Less than $2.00</td>
<td>0</td>
</tr>
</tbody>
</table>

6. Grant Request Amount (0 - 3 points)

<table>
<thead>
<tr>
<th>Grant Request Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$199,999 or Less</td>
<td>3</td>
</tr>
<tr>
<td>$200,000 to $299,999</td>
<td>2</td>
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<td>$300,000 to $399,999</td>
<td>1</td>
</tr>
<tr>
<td>$400,000 to $450,000</td>
<td>0</td>
</tr>
</tbody>
</table>

7. Corrective Action Point Reduction (As Applicable) (Minus 1 point)

Applications requiring minor corrections will receive a maximum one (1) point scoring reduction. These applications require ODOC/CD to formally initiate the application to a “changes required” status in OKGrants and the applicant is then required to formally “submit” the application once again through the OKGrants system. The point reduction is applicable if the application needs a correction that does NOT immediately warrant a FAILED threshold rating but has an identifiable minor requirement or procedure that was not followed and can be easily corrected. Example: required documentation is submitted unsigned; incorrect budget numbers; incorrect LMI numbers, etc. The corrective action timeframe is four (4) work days. Corrections that remain incomplete will result in a FAILED threshold rating. NOTE: Applicants...
will NOT be penalized for ODOC/CD requests for clarifying information or documentation required beyond that specified in the CDBG Application Guidelines or CDBG Application Guidelines errors/omissions which result in needed corrections.

Under extenuating circumstances, ODOC/CD will carefully consider correction related extensions provided legitimate reasons can be given for such time extensions. ODOC/CD will make the final determination if an extension is warranted. Corrective action time extensions will NOT be automatic and requests for time extensions will be carefully considered by ODOC/CD. It will be the responsibility of the prospective applicant to make ODOC/CD aware of any issues that may affect the ability to meet the four (4) working day corrective action deadline.
WATER & WASTEWATER CONSTRUCTION

The purpose of this program is to fund projects that are ready to begin construction. Eligible entities that provide documentation of final plans and specifications or a construction permit secured through the ODEQ may apply under this category. This information will be verified with the 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. Absolutely no engineering costs will be allowed or reimbursed using CDBG funds in this category.

CDBG funds may only be utilized for construction, inspection, and administration. The grant maximum for single applicants is $450,000. All projects shall be single purpose, either water or wastewater that will focus on some of the most serious problems in the state. The deadline for application submission is May 1, 2020.

Any funds not applied for in the CDBG Water & Wastewater Construction set-aside will be transferred to another set-aside as determined by ODOC/CD.

For a basic water and wastewater project the maximum amount of CDBG funds that may be used for project administration is 8% of the total CDBG Water/Wastewater Construction funds awarded for the total Construction and Professional / Non-Construction funds.

THRESHOLD REQUIREMENTS FOR WATER & WASTEWATER CONSTRUCTION

1. CDBG Water & Wastewater Construction requests for funds must meet the principle CDBG National Objective of providing a direct benefit (fifty-one percent [51%] or more) to persons of low and moderate-income.

2. Cities, Towns and Counties with previous CDBG funding must have close-out documents submitted by January 31, 2020.

   (a) City/Town and County (Direct Jurisdiction) Applicants: City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

   (b) County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). Limitation: Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Counties may 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.

3. Applicants can apply for up to a $450,000 grant maximum. Applicants may not apply for more than one (1) project activity per application under CDBG Water/Wastewater Construction set-aside.

4. A proper sponsor of CDBG water and wastewater projects is defined as a unit of local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

5. 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.

6. All cost estimates must be derived from professional sources and submitted with the application. CDBG Water or wastewater projects must have a certified cost estimate from a professional engineer licensed to do business in the State of Oklahoma.

7. Grant request cannot exceed $2,000 per beneficiary for all projects, except in the case of new housing development.

8. Applicant must provide a response to all application questions and satisfy all documentation requirements delineated in the CDBG Water and Wastewater Construction Guidelines and application package including but not limited to: Resolution, Income Survey Results, Survey Maps, Certifications, HUD Form 2880 Applicant Recipient Disclosure Update Report, Project Budget, etc.

9. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2019 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

If a city or town receives less than $25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedures, the city or town cannot apply directly to ODOC/CD. 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.

10. Applicants must provide documentation that Final Plans and Specifications have been provided to Oklahoma Department of Environmental Quality (ODEQ) or a Construction Permit has been issued by ODEQ, prior to the Application deadline. If an ODEQ Permit is not required, Applicants must provide documentation from ODEQ stating an ODEQ Permit is Not Required. If applicant has been issued a Construction Permit and that Construction Permit is greater than one year old, a Construction Permit Extension from ODEQ is required and must be Uploaded to OKGrants with the application submittal before the permit will be accepted.
11. Applicants are responsible for accomplishing online application correction/revisions along with any applicable application upload corrections/revisions as directed by ODOC staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates; ODOC can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC. This will result in a FAILED threshold application rating.

12. The Application Guidelines associated with the CDBG W-WW Construction set-aside contains an APPLICATION FORMS CHECKLIST outlining all application related documentation required to be uploaded into the online OKGrants application. It is the Applicant’s responsibility to follow this checklist and seek additional guidance from ODOC staff as required. Applicants will be responsible for following and providing each item listed on the checklist. Failure to provide any of the required application documentation listed on the checklist will result in a FAILED application rating. Additionally, Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the Application Guidelines and online OKGrants Application System including, but not limited to: Resolution, Income Survey Results; Survey Maps; Certifications; HUD Form 2880 Applicant Recipient Disclosure Update Report; Project Budget; etc.

RATING CRITERIA FOR WATER & WASTEWATER CONSTRUCTION

Water and Wastewater applications, which meet threshold criteria, will be ranked for funding utilizing the following criteria:

1. **Project Benefit to Low to Moderate Income Persons (2 - 10 points).**

   Projects awarded under these criteria will be awarded 1-5 points for percentage of LMI, and 1-5 points for total number of LMI.

<table>
<thead>
<tr>
<th>LMI %</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>51 - 60</td>
<td>1</td>
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<tr>
<td>61 - 70</td>
<td>2</td>
</tr>
<tr>
<td>71 - 80</td>
<td>3</td>
</tr>
<tr>
<td>81 - 90</td>
<td>4</td>
</tr>
<tr>
<td>91 - 100</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># LMI Persons</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 250</td>
<td>1</td>
</tr>
<tr>
<td>251 - 500</td>
<td>2</td>
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<tr>
<td>501 - 750</td>
<td>3</td>
</tr>
<tr>
<td>751 - 1,000</td>
<td>4</td>
</tr>
<tr>
<td>Over 1,000</td>
<td>5</td>
</tr>
</tbody>
</table>

2. **Severity of Need Water and Wastewater Projects (0 - 10 points).**

   Projects will be rated on water and wastewater associated 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 that specifically states the cause and extent of the water or wastewater, health, safety, and welfare deficiency. ODOC/CD will only accept “documented hazard” Water and Wastewater related health, safety, and welfare hazard documentation from ODEQ and EPA sources. Claims using
“Legal Enforceable Orders” and “Documented Hazards” will be verified by ODOC/CD through the applicant’s submitted supporting documentation.

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 separate severity of need categories are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Enforceable Orders</td>
<td>10.0</td>
</tr>
<tr>
<td>Documented Hazards</td>
<td>5.0</td>
</tr>
<tr>
<td>No Documentation</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

Projects for Water and 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 +3 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**

4. **Residential Water and Wastewater Rates (0 – 7 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 - Systems Providing Water Service Only

<table>
<thead>
<tr>
<th>Cost Per 5,000 Gallons</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00 or Greater</td>
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</tr>
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<td>$30.00 - $34.99</td>
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<td>5</td>
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<td>$18.00 - $18.99</td>
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<tr>
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Table #2 - Systems Providing Wastewater Service Only

<table>
<thead>
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<th>Cost Per 5,000 Gallons</th>
<th>Points</th>
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<tbody>
<tr>
<td>$28.00 or Greater</td>
<td>7</td>
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<td>$26.00 - $27.99</td>
<td>6</td>
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<td>$16.00 - $17.99</td>
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<tr>
<td>Less than $16.00</td>
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</table>

Table #3 - Systems Providing Water & Wastewater Service

<table>
<thead>
<tr>
<th>Cost Per 5,000 Gallons</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45.00 or Greater</td>
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<tr>
<td>Less than $30.00</td>
<td>0</td>
</tr>
</tbody>
</table>

5. **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:

\[ FP = AR \times (0.1102) \times \frac{c}{12} \]

- \( FP \) = Estimate of amount of rates to be raised to finance project through a loan
- \( AR \) = Amount Requested
- 0.1102 = Annual rate factor for a 25 year loan at 10%
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<thead>
<tr>
<th>Ability to Finance Project Through Loan</th>
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<tbody>
<tr>
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</tr>
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</table>
6. **Grant Request Amount (0 - 3 points)**

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<thead>
<tr>
<th>Grant Request Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$199,999 or Less</td>
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<tr>
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<td>1</td>
</tr>
<tr>
<td>$400,000 to $450,000</td>
<td>0</td>
</tr>
</tbody>
</table>

7. **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. The leverage score will be calculated as follows:*

**Formula:**

\[
\text{Cash Leverage} \times 1 = \text{Cash Leverage} \\
\text{In-Kind Leverage} \times 0.5 = \text{In-Kind Leverage} \\
\text{Total Cash Leverage Allowed for Rating} = \text{Total Cash Leverage Allowed for Rating} \\
\text{Total Cash Leverage} \times 10 = \text{Leverage Points} \\
\text{Grant Request Amount}
\]

**EXAMPLE:**

Grant Amount Requested $100,000

Cash Leverage $50,000 x 1 = $50,000

In-Kind Leverage $25,000 x 0.5 = $12,500

Total Cash Leverage Allowed For Rating $62,500

$62,500

$100,000 x 10 = 6.25 points

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

**Permitting Status**

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODEQ Permit not required</td>
</tr>
<tr>
<td>Final Plans and Specifications submitted to ODEQ for approval</td>
</tr>
<tr>
<td>Permit to Construct Issued by ODEQ</td>
</tr>
</tbody>
</table>

9. **Corrective Action Point Reduction (As Applicable) (Minus 1 point)**
Applications requiring minor corrections will receive a maximum one (1) point scoring reduction. These applications require ODOC/CD to formally initiate the application to a “changes required” status in OKGrants and the applicant is then required to formally “submit” the application once again through the OKGrants system. The point reduction is applicable if the application needs a correction that does NOT immediately warrant a FAILED threshold rating but has an identifiable minor requirement or procedure that was not followed and can be easily corrected. Example: required documentation is submitted unsigned; incorrect budget numbers; incorrect LMI numbers, etc. The corrective action timeframe is four (4) work days. Corrections that remain incomplete will result in a FAILED threshold rating. NOTE: Applicants will NOT be penalized for ODOC/CD requests for clarifying information or documentation required beyond that specified in the CDBG Application Guidelines or CDBG Application Guidelines errors/omissions which result in needed corrections.

Under extenuating circumstances, ODOC/CD will carefully consider correction related extensions provided legitimate reasons can be given for such time extensions. ODOC/CD will make the final determination if an extension is warranted. Corrective action time extensions will NOT be automatic and requests for time extensions will be carefully considered by ODOC/CD. It will be the responsibility of the prospective applicant to make ODOC/CD aware of any issues that may affect the ability to meet the four (4) working day corrective action deadline.
COMMUNITY REVITALIZATION

Under this broad category, an Applicant may submit a project proposal for any eligible activity listed under Section 105(a) of the Federal Housing and Community Development Act of 1974, as amended, other than water or wastewater projects. Such projects could include fire protection, storm water drainage, solid waste, street improvements, community centers, and housing demolition.

Applications received under this set-aside will be scored competitively against one another regardless of project type.

The grant maximum for the CDBG Community Revitalization application is $150,000. The deadline for application submission is March 31, 2020. The maximum amount of CDBG Community Revitalization funds that may be used for project administration is six percent (6%) of the total CDBG Revitalization funds awarded. Applications received after this date will NOT be considered for funding. Additionally, CDBG Community Revitalization projects not meeting all of the threshold requirements will NOT be considered for funding.

Any funds not applied for in the CDBG Community Revitalization set-aside will be transferred to another set-aside as determined by ODOC/CD.

THRESHOLD REQUIREMENTS FOR COMMUNITY REVITALIZATION

1. CDBG Community Revitalization requests for funds must meet the principle CDBG National Objective of providing a direct benefit (fifty-one percent [51%] or more) to persons of low and moderate-income.

2. A proper sponsor for CDBG Community Revitalization projects is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

3. Applicants can apply for up to $150,000 grant maximum. Applicants may not apply for more than one (1) project activity per application under this CDBG Community Revitalization set-aside.

4. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

5. All cost estimates shall be obtained from professional sources, as applicable, and submitted with the application. These estimates must be certified from professional engineers, architects, construction companies, vendors or appropriate personnel with experience to make such estimates.


   (a) City/Town and County (Direct Jurisdiction) Applicants: City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater
Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

(b) County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). Limitation: Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Counties may 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 CANNOT submit a single application containing multiple Units of General Local Governments or jurisdictions such as Rural Fire Districts under a single county sponsored application.

7. The CDBG Community Revitalization grant request cannot exceed $2,000 per beneficiary.

8. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2019 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

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.

9. Applicants must certify that if the proposed project is funded by CDBG Community Revitalization dollars it will be properly insured for the life of the asset (as applicable). Proper insurance for buildings include property and liability insurance coverage. When the project includes vehicles proper insurance will include liability, comprehensive and collision coverage.

10. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC/CD staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates; ODOC/CD can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC/CD. This will result in a FAILED threshold application rating.

11. The Application Guidelines associated with the CDBG Community Revitalization set-aside contains an APPLICATION FORMS CHECKLIST outlining all application related
documentation required to be uploaded into the online OKGrants application. It is the Applicant’s responsibility to follow this checklist and seek additional guidance from ODOC/CD staff as required. Applicants will be responsible for following and providing each item listed on the checklist. Failure to provide any of the required application documentation listed on the checklist will result in a FAILED application rating. Additionally, Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the CDBG Community Revitalization Application Guidelines and online OKGrants Application System including, but not limited to: Resolution, income survey results, resolution requesting assistance, survey maps, certifications, HUD Form 2880 Applicant Recipient Disclosure Update Report, project budget, etc.

12. The application must sufficiently demonstrate an applicant’s need for the requested CDBG activity. For any requested CDBG project, there is an underlying “need” for such a project. It is the responsibility of the applicant to communicate to ODOC/CD why the particular CDBG activity is being requested in the application. Failure to adequately demonstrate a project need will result in a FAILED threshold application rating. The project need is communicated in the “Project Description” section of the “CDBG Application Summary” page of the online OKGrants application. Additional narratives and supporting documentation can be uploaded in the “Uploads” page of the OKGrants application if required.

RATING CRITERIA FOR COMMUNITY REVITALIZATION

Applications which meet threshold requirements will be ranked for funding utilizing the following criterion:

1. Project Benefit to Low to Moderate Income Percentage (2 - 15 points)

<table>
<thead>
<tr>
<th>LMI %</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>51 - 55</td>
<td>1</td>
</tr>
<tr>
<td>56 - 60</td>
<td>2</td>
</tr>
<tr>
<td>61 - 65</td>
<td>3</td>
</tr>
<tr>
<td>66 - 70</td>
<td>4</td>
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<tr>
<td>71 - 75</td>
<td>5</td>
</tr>
<tr>
<td>76 - 80</td>
<td>6</td>
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<td>86 - 90</td>
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<tr>
<td>91 - 95</td>
<td>9</td>
</tr>
<tr>
<td>96 - 100</td>
<td>10</td>
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</table>

<table>
<thead>
<tr>
<th># LMI Persons</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 250</td>
<td>1</td>
</tr>
<tr>
<td>251 - 500</td>
<td>2</td>
</tr>
<tr>
<td>501 - 750</td>
<td>3</td>
</tr>
<tr>
<td>751 - 1,000</td>
<td>4</td>
</tr>
<tr>
<td>Over 1,000</td>
<td>5</td>
</tr>
</tbody>
</table>

2. Grant Request Amount (0 – 10 points)

<table>
<thead>
<tr>
<th>Grant Request Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,999 or Less</td>
<td>10</td>
</tr>
<tr>
<td>$15,000 - $29,999</td>
<td>9</td>
</tr>
<tr>
<td>$30,000 - $44,999</td>
<td>8</td>
</tr>
<tr>
<td>$45,000 - $59,999</td>
<td>7</td>
</tr>
<tr>
<td>$60,000 - $74,999</td>
<td>6</td>
</tr>
</tbody>
</table>
3. Leverage (0 – 15 points)

Projects will be rated on their ability to integrate the use of funds other than CDBG Community Revitalization to carry out the proposed CDBG Community Revitalization project. **Leverage will be valued using full value for cash leverage and half of the in-kind leverage (MAX $50,000 x .5 = $25,000) will be recognized as cash. A maximum of 15 points is available for leverage.**

In an attempt to level the playing field faced by smaller communities, a variable will be applied to the previously used ratio (total leverage to grant request amount ratio); based on the population figures found in the Appendix ‘D’ of this guide. These figures are compiled by the U.S Census Bureau and provided by the U.S. Department of Housing and Urban Development (HUD) and are reported in conjunction with HUD’s LMI qualification related documentation. Moreover, if the applicant is a county submitting on behalf of an unincorporated area, the maximum variable allowed (1.5) will automatically be applied.

**Applicants with a population of 1,500 or less will receive a variable of one and a half (1.5). Those with a population of 1,501 to 3,500 will receive a variable of one and a quarter (1.25). Finally, applicants with a population of 3,501 and greater will receive a variable of one (1).**

The leverage score will be calculated as follows:

**Formula:**

\[
\text{Cash Leverage} \times 1 = \text{Total Cash Leverage Allowed for Rating} \\
\text{In-Kind Leverage} \times 0.5 = \text{Total Leverage Allowed For Rating} \\
\text{Total Leverage} \times 10 = \text{Leverage Points}
\]

**EXAMPLE A:**

Grant Amount Requested  $150,000

Cash Leverage  $50,000 \times 1 = $50,000
In-Kind Leverage  $50,000 \times 0.5 = $25,000
Total Leverage Allowed For Rating  $75,000

\[
\frac{75,000}{150,000} \times 10 = 5 \text{ Points}
\]
Example B: Based on the point award in Example ‘A’ above, the applicant has a population of 2,750 people. $5 \times 1.25 = 6.25$ points awarded.

Example C: Based on the point award in Example ‘A’ above, the applicant has a population of 1,200 people. $5 \times 1.5 = 7.5$ points awarded.

4. Previous Grant (0 - 10 points)

An applicant will be awarded points based on the CALENDAR YEAR & MONTH of closeout of the last (CDBG REAP, CDBG Community Revitalization, CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction) award and the current CDBG Community Revitalization application submission deadline. **Exclusions:** Economic Development Infrastructure Financing (EDIF) and Capital Improvement Planning (CIP). The applicant will receive points based on the following scale:

A. Less than one year after grant closeout – 0 Points
B. Greater than one year less than two years after grant closeout – 1 Point
C. Greater than two years less than three years after grant closeout – 2 Points
D. Greater than three years less than four years after grant closeout – 4 Points
E. Greater than four years less than five years after grant closeout – 6 Points
F. Greater than five years less than six years after grant closeout – 8 Points
G. More than six years after grant closeout – 10 Points

EXAMPLE A: If an applicant successfully closed out a CDBG application in January of 2017. If the applicant applies for a CDBG Community Revitalization application in March of 2020, the applicant would receive four points on a 2020 CDBG Community Revitalization application.

EXAMPLE B: If an applicant successfully closed out a CDBG application in April of 2017. If the applicant applies for a CDBG Community Revitalization application in March of 2020, the applicant would receive two points on a 2020 CDBG Community Revitalization application.

5. Corrective Action Point Reduction (As Applicable) (Minus 1 point)

Applications requiring minor corrections will receive a maximum one (1) point scoring reduction. These applications require ODOC/CD to formally initiate the application to a “changes required” status in OKGrants and the applicant is then required to formally “submit” the application once again through the OKGrants system. The point reduction is applicable if the application needs a correction that does NOT immediately warrant a FAILED threshold rating but has an identifiable minor requirement or procedure that was not followed and can be easily corrected. Example: required documentation is submitted unsigned; incorrect budget numbers; incorrect LMI numbers, etc. The corrective action timeframe is four (4) work days. Corrections that remain incomplete will result in a FAILED threshold rating. NOTE: Applicants will NOT be penalized for ODOC/CD requests for clarifying information or documentation required beyond that specified in the CDBG Application Guidelines or CDBG Application Guidelines errors/omissions which result in needed corrections.

Under extenuating circumstances, ODOC/CD will carefully consider correction related extensions provided legitimate reasons can be given for such time extensions. ODOC/CD will make the final determination if an extension is warranted. Corrective action time extensions will NOT be automatic and request for time extensions will be carefully considered by
ODOC/CD. It will be the responsibility of the prospective applicant to make ODOC/CD aware of any issues that may affect the ability to meet the four (4) working day corrective action deadline.
CDBG/RURAL ECONOMIC ACTION PLAN (REAP)

The total funding amount for the CDBG REAP set-aside is $1,500,000. The allocation formula for each Substate Planning District Area (SSPD) is based on low to moderate-income population. ODOC/CD reserves the right to adjust set-aside and category allocations to ensure maximum utilization of funds. Such adjustments shall be the minimum amount necessary to fund projects efficiently. An applicant may submit a project proposal for any eligible activity listed under Section 105 (a) of the Federal Housing and Community Development Act of 1974, as amended. Any funds not applied for in the Substate Planning District Area will be transferred to another set-aside as determined by ODOC/CD. ODOC/CD allows applicants to compete in the CDBG REAP and any other CDBG program in accordance with each set-aside restrictions.

The maximum amount of funds that may be used for CDBG REAP project administration is six percent (6%) of the total award. The deadline for application submission is February 28, 2020.

The SSPD Allocations are listed below:

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<tbody>
<tr>
<td>1.</td>
<td>ACOG</td>
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<tr>
<td>2.</td>
<td>ASCOG</td>
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<tr>
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<td>KEDDO</td>
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<td>8.</td>
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<tr>
<td>9.</td>
<td>OEDA</td>
</tr>
<tr>
<td>10.</td>
<td>SODA</td>
</tr>
<tr>
<td>11.</td>
<td>SWODA</td>
</tr>
</tbody>
</table>

THRESHOLD CRITERA FOR CDBG REAP

1. Eligible applicants for the CDBG REAP Program are units of general local governments (counties and incorporated towns and cities) that are State appropriated REAP funding eligible as identified by the Sub-state Planning District and in accordance with 62 O.S. § 2001 et al as amended.

2. CDBG REAP funds must be matched dollar for dollar by State appropriated REAP funds. For example, if a project is $80,000 it must be $40,000 CDBG REAP and $40,000 State appropriated REAP funds. Applicants may not apply for more than one (1) project activity per application under this set-aside.

3. CDBG REAP requests for funds must meet the principle CDBG National Objective of providing a direct benefit (fifty-one percent [51%] or more) to persons of low and moderate-income.

(a) City/Town and County (Direct Jurisdiction) Applicants: City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

(b) County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). Limitation: Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Counties may 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 CANNOT submit a single application containing multiple Units of General Local Governments or jurisdictions such as Rural Fire Districts under a single county sponsored application.

5. A proper sponsor for CDBG REAP projects is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

6. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

7. All cost estimates shall be obtained from professional sources, as applicable, and submitted with the application. These estimates must be certified and from professional engineers, architects, construction companies, vendors, or appropriate personnel with experience to make such estimates.

8. The CDBG REAP grant request cannot exceed $2,000 per beneficiary.

9. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2019 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

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.

10. Applicants must certify that if the proposed project is funded by CDBG REAP dollars it will be properly insured for the life of the asset. Proper insurance for buildings include property and
liability insurance coverage. When the project includes vehicles proper insurance will include liability, comprehensive and collision coverage.

11. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC/CD staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required ODOC/CD’s CDBG funding expenditure rates; ODOC/CD can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC/CD. This will result in a FAILED threshold application rating.

12. The Application Guidelines associated with this CDBG REAP set-aside contain an APPLICATION FORMS CHECKLIST outlining all application related documentation required to be uploaded into the online OKGrants application. It is the Applicant’s responsibility to follow this checklist and seek additional guidance from ODOC/CD staff as required. Applicants will be responsible for following and providing each item listed on the checklist. Failure to provide any of the required application documentation listed on the checklist will result in a FAILED application rating. Additionally, Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the CDBG REAP Application Guidelines and online OKGrants Application System including, but not limited to: Resolution, income survey results, resolution requesting assistance, survey maps, certifications, HUD Form 2880 Applicant Recipient Disclosure Update Report, project budget, etc.

13. The application must sufficiently demonstrate an applicant’s need for the requested CDBG activity. For any requested CDBG project, there is an underlying “need” for such a project. It is the responsibility of the applicant to communicate to ODOC/CD why the particular CDBG activity is being requested in the application. Failure to adequately demonstrate a project need will result in a FAILED threshold application rating. The project need is communicated in the “Project Description” section of the “CDBG Application Summary” page of the online OKGrants application. Additional narratives and supporting documentation can be uploaded in the “Uploads” page of the OKGrants application if required.
SMALL CITIES

Communities with a 2010 U.S. Census Bureau population estimate of 15,000 to 50,000 that are currently not HUD designated entitlement communities are eligible to participate in the Small Cities category. Oklahoma’s entitlement cities are Edmond, Enid, Lawton, Midwest City, Moore, 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

Application Submission Requirements

Based on population criteria previously stated, there are currently eighteen (18) units of local governments eligible for the CDBG Small Cities program funding. The eighteen (18) eligible units of local governments will be divided into two groups of nine (9) for purposes of funding. The first group eligible for the 2020 CDBG Small Cities Program funding are the communities that have no open contracts or have the most expended dollars (both CDBG and leverage combined) from all open contracts. The second group of nine (9) for the 2021 CDBG Small Cities Program will be determined based on the same criteria.

The total amount of funding available for the 2020 Small Cities program is $1,370,000. The funds will be allocated evenly between the proposed nine (9) participating communities. The table below shows all eligible (based on population) 2020 Small Cities Unit of Local Governments.

<table>
<thead>
<tr>
<th></th>
<th>Ada</th>
<th>Altus</th>
<th>Ardmore</th>
<th>Bartlesville</th>
<th>Bethany</th>
<th>Chickasha</th>
<th>Claremore</th>
<th>Del City</th>
<th>Duncan</th>
<th>Durant</th>
<th>El Reno</th>
<th>McAlester</th>
<th>Muskogee</th>
<th>Mustang</th>
<th>Ponca City</th>
<th>Stillwater</th>
<th>Tahlequah</th>
<th>Yukon</th>
</tr>
</thead>
</table>
Participation in the 2020 Small Cities Program is determined by submission of a Letter of Intent due by 5:00 p.m. on or before December 13, 2019.

Note: For those communities that choose not to participate in the Small Cities Program, Oklahoma Department of Commerce/Community Development (ODOC/CD) will recalculate and distribute the allocation based on participants only.

Additionally, each eligible CDBG Small Cities unit of local governments has the option to not participate in the 2020 CDBG Small Cities Program and choose to compete in the appropriate CDBG set asides.

THRESHOLD REQUIREMENTS FOR SMALL CITIES

Due to the U.S. Department of Housing and Urban Development (HUD) desire for all states to dramatically increase their expenditure rates, the following new expenditure criteria has been established.

To participate in the Small Cities set-aside, the communities with open Small Cities contracts must comply with First the following Threshold Requirements.

100% of 2017 Small Cities Award expended
50% of 2018 Small Cities Award expended

If the above expenditure requirements have not been met, the community will not be allowed to participate in the FY 2020 Small Cities set-aside. Once the above expenditure criterion has been met, then the community may apply in the Small Cities Set-Aside or choose to compete in the appropriate CDBG set asides.

Second, the following Threshold Requirements must be met:

1. The CDBG Small Cities project must include leverage at 1:1. Proposed leverage must be directly related to the proposed CDBG Small Cities project. For example, local funds being utilized in one section of town would not be considered as leveraging the CDBG Small Cities funds if the CDBG Small Cities funds were being utilized in a different section of town. In-kind is not an eligible source of leverage.

2. As referenced in (24 CFR 570.201-204) and (CPD Notice 13-07), costs incurred as a direct result of implementing and executing eligible CDBG activities are known as “Activity Delivery Costs”. These costs are directly attributable to an eligible CDBG project activity. Project activity delivery costs are not eligible from CDBG Small Cities funds; however, leverage can include reasonable project activity delivery costs.

3. If an eligible community is applying in the CDBG Small Cities set-aside that community cannot apply for any other CDBG set-aside during the FY 2020 program year.

4. The project must achieve a National Objective. CDBG Small Cities applicants must qualify their project activities under the low and moderate income National Objective. This is accomplished by conducting a random sample income survey in the project target area. 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.

5. Each community must have an updated Citizen Participation Plan, and conduct one public hearing before the application is submitted. Acceptable documentation of the public hearing consists of the Affidavit of Publication.

6. Communities participating in the CDBG Small Cities set-aside must have a Letter of Intent submitted to the Oklahoma Department of Commerce/Community Development (ODOC/CD) by 5:00 p.m., December 13, 2019.

7. Specific projects identified in the application must have cost estimates derived from professional sources. Water and wastewater projects must have certified cost estimates from a professional engineer licensed to work in Oklahoma. For other types of projects professional cost estimates may be derived from architects, engineers, vendors, construction companies, or appropriate personnel to make such estimates.

8. Applications must include a Resolution passed by the current governing body requesting the particular assistance.

9. Grant request cannot exceed $2,000 per beneficiary for all projects.

10. Cities must submit a copy of their Audit by the application deadline. All Cities that have a June 30, Fiscal Year End date are required to submit a copy of their FY 2019 Audit. Cities that have a December 31, Fiscal Year End date are required, as a minimum, to submit a copy of their FY 2018 Audit. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

11. The application must sufficiently demonstrate an applicant’s need for the requested CDBG activity. For any requested CDBG project, there is an underlying “need” for such a project. It is the responsibility of the applicant to communicate to ODOC/CD why the particular CDBG activity is being requested in the application. Failure to adequately demonstrate a project need will result in a FAILED application. The project need is communicated in the “Project Description” section of the “CDBG Application Summary” page of the online OKGrants application. Additional narratives and supporting documentation can be uploaded in the “Uploads” page of the OKGrants application if required.
ECONOMIC DEVELOPMENT

The objective of the Economic Development (ED) set-aside is the development of communities and counties by expanding economic opportunities, primarily for low and moderate-income persons. The State’s activities shall achieve the national objective by funding projects that stimulate the creation of jobs primarily for low and moderate-income persons.

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, Moore, 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

Applicants seeking funding under other FY 2020 CDBG set-asides may concurrently apply for funding under the Economic Development set-aside.

Economic Development Infrastructure Financing (EDIF) Program

The EDIF program shall be utilized for public infrastructure and other improvements necessary for a business to create new jobs primarily for low and moderate-income persons in Oklahoma. Public improvements eligible to be financed by this program are publicly owned or public easement improvements that will provide basic infrastructure services to a new or expanding business. Such improvements may include, but are not limited to, water, wastewater, transportation improvements, and rehabilitation and new construction of publicly owned industrial buildings.

The State shall review for funding purposes only, individual economic development projects between an eligible applicant and a specific employment generating business.

In order to provide prospective applicants with clear objectives of the Oklahoma Department of Commerce/Community Development (ODOC/CD) EDIF program the following general guidance is provided.

1. New Jobs for low and moderate income persons are the primary purpose of this program;
2. Funding is for publicly owned infrastructure;
3. The infrastructure improvement activity must be directly related to the industry being assisted and have a clear link to the creation of jobs;
4. Funding is not for the benefit of retail, private prisons, educational institutions or the retention of jobs.
5. ODOC/CD will examine the business(es) involved and its reasonable potential to create the projected jobs;
6. Start-up businesses will not be considered unless the company has cash capitalization of at least 25% of the company’s project costs;
7. EDIF funds may not be used for speculation; a specific business creating new jobs is required;  
8. Reasonable cost of administration up to a maximum of $15,000;  
9. The charge for professional engineering services will be based upon the USDA-Rural Development fee guidelines.  
10. The application packet shall contain all information necessary to apply for funding, and it must be complete to be considered for funding;  
11. A company can be the beneficiary of only one CDBG-EDIF project at a time. All projected jobs must be created and the project must be closed out before a company can benefit from another CDBG-EDIF project.

FINANCING OPTION:

Business Expansions or Targeted Industries

- Targeted towards assisting Oklahoma existing companies' expansion efforts and new companies or industries to the state.

- Targeted industry group (i.e. alternative energy, agribusiness, aerospace, defense or other advanced manufacturing), with the new jobs being Quality Job eligible in terms of health insurance (as long as the company has a plan to meet the National Objective of benefit to low and moderate income persons).

- Maximum grant amount is $1,000,000 based upon jobs and leverage.

PROJECT SELECTION PROCEDURES – EDIF PROJECTS

CDBG-EDIF PROGRAM – THRESHOLD REQUIREMENTS

1. At least 51% of the projected jobs to be created shall be held by, or made available to, persons who qualified as low to moderate-income persons.

2. At least one permanent job shall be created for every $35,000 of CDBG-EDIF funds.

3. All projects shall require one new dollar committed as financial leverage to the project for each CDBG-EDIF dollar requested.

4. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.

5. If the city or town receives less than $25,000 in annual revenues from its normal business 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.

6. 110% of the average county wage for all new jobs. If the project does not meet the 110% ACW, the following three criteria may be considered:  
- Established Company – in business for at least 10 years.
- County unemployment is higher than the state average.
- Wages are no lower than the ACW.

7. The proposed use of the CDBG-EDIF funds is “allowable, reasonable, and appropriate.”

**EVALUATION CRITERION FOR EDIF PROGRAM**

*General:* There are no specific application deadlines. ODOC/CD reserves the right to suspend the taking of applications based upon availability of funding. Projects will be evaluated and a funding decision reached as expeditiously as possible. However, project evaluation will depend on the applicant satisfactorily completing the application and all information requested by ODOC/CD. Applications from one program year will not be kept for Review past three (3) months into another program year. If the application has not been completed three (3) months into the next program year, the application will need to be resubmitted using the current year application guidelines.

Economic development projects may be approved where a community development project is in existence. Funds cannot be used to relocate economic activity from one Oklahoma community to another when CDBG funds are the primary motivation factor. Applicant will be asked to justify request when relocation is an issue. Eligible entities are strongly encouraged to apply only for the minimum financing necessary to make the project a reality. Projects must have other new leverage dollars in place or currently applied for.

Applications meeting the aforementioned requirements shall be evaluated based upon the following criterion. The state will review and underwrite applications to determine if, and to what extent, the criterion is met. Each application will stand on its own, and the strengths or weaknesses of the applicant’s claim will be evaluated. A determination will be made by ODOC/CD as to the likelihood or reasonableness of the claims made by the applicant becoming reality. The criteria are prioritized according to relative importance to the State.

In the event that funding levels reach 75 percent (75%) of all CDBG-EDIF funds awarded, the Evaluation Criteria point system will be utilized to determine the CDBG-EDIF request. All projects (currently under review and any new applications received) at this point which meet Eligibility, Threshold, and Completeness review will be funded based on the highest points achieved on the Evaluation Criteria point system until the CDBG-EDIF funds are exhausted. Once funds are exhausted, all applications not funded will be returned to the applicant.

**EVALUATION CRITERIA FOR CDBG-ED – BUSINESS EXPANSION**

**Business Expansions (60 Points Maximum)**

**Leverage**

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Each whole number increase is worth one point to a maximum of 10 points. Leverage does not include in-kind contributions, and ratios are rounded down.

**New job benefits:**

Does the company provide Quality Job minimum level of health insurance for all full time positions?
Average wages of the new jobs compared to average county wage (ACW):

County name: ______________________
Average County Wage ______________________

Average wages 110% of ACW 0 points
Average wages _________ of ACW 5 points
Average wages _________ of ACW 10 points
Each 5% increase is worth one point to a maximum of 10 points. Percentages are rounded down.

Job threshold:
- Small community population <5,000 people; greater than 5 jobs 5 points
- Community of 5,000 – 10,000 people; greater than 10 jobs 5 points
- Medium community population 10,000 – 40,000 people: greater than 25 jobs 5 points
- Large community >40,000 people: greater than 50 jobs 5 points

Company information:
Is the company a manufacturing company?
Yes 5 points
No 0 points

How long has the company been in existence in Oklahoma?
2 – 0 years 0 points
5 – 3 years 1 points
8 – 6 years 2 points
12 – 9 years 3 points
15 – 13 years 4 points
18 – 16 years 5 points
Greater than 18 years 10 points

Project location:
Is the project located in an enterprise zone?
Yes 5 points
No 0 points

Regional project:
How many units of local government involvement does the project include?
One unit 0 points
Two units 5 points
Three units 10 points

EVALUATION CRITERIA FOR CDBG-ED – TARGETED INDUSTRIES
Targeted Industries (55) Points Maximum

Leverage
1:1 0 points
2:1 1 point
3:1 2 points
Each whole number increase is worth one point to a maximum of 10 points. Leverage does not include in-kind contributions, and ratios are rounded down.

**New job benefits:**
Does the company provide Quality Job minimum level of health insurance for all full time positions?
Yes 5 points
No 0 points

**Average wages of the new jobs compared to average county wage (ACW):**
County name: ________________
Average County Wage ________________
Average wages 110% of ACW 0 points
Average wages ___________ of ACW 5 points
Average wages ___________ of ACW 10 points
Each 5% increase is worth one point to a maximum of 10 points. Percentages are rounded down.

**Job threshold:**
- Small community population <5,000 people; greater than 5 jobs 5 points
- Community of 5,000 – 10,000 people; greater than 10 jobs 5 points
- Medium community population 10,000 – 40,000 people greater than 25 jobs: 5 points
- Large community >40,000 people: greater than 50 jobs 5 points

**Company information:**
Is the company a manufacturing company?
Yes 5 points
No 0 points

Is the company within an industry targeted by ODOC?
Yes 5 points
No 0 points

**Project location:**
Is the project located in an enterprise zone?
Yes 5 points
No 0 points

**Regional project:**
How many units of local government involvement does the project include?
One unit 0 points
Two units 5 points
Three units 10 points
CAPITAL IMPROVEMENT PLANNING (CIP)

Beginning in 1993, the Oklahoma Department of Commerce/Community Development (ODOC/CD) has funded grants to local governments to assist in developing Capital Improvement Plans (CIP).

To guide participating entities through this process, ODOC/CD created GeoCIP®, a standardized method for creating a Geographic Information System (GIS) based, comprehensive mapping and inventory of local government assets. This information is used in annually evaluating asset conditions, identifying infrastructure needs, setting improvement priorities and updating the local government’s capital budget. The process also includes the development of a Total Capital Needs Summary/5-year strategic plan that prioritizes needs and identifies potential funding sources.

The local Substate Planning District/Council of Government (SSPD/COG) will review and recommend CDBG CIP projects in their area. All CIP applications should be coordinated with the local SSPD/COG. The applicant should contact their local COG to verify the application deadline. After each SSPD/COG reviews the potential CDBG CIP projects in their area, they will submit the applications that they recommend to be awarded to ODOC/CD for contract consideration.

The total allocation for the CIP Program will be $440,000. The deadline for application submission is July 8, 2020. The amount of CDBG funds that may be used for a CIP project varies depending on the project. Grant amounts will be based on the criteria set forth in the CDBG application packet. Each SSPD/COG should determine their priority list of projects. Each local government must update compliance with meeting the National Objective of benefiting at least 51% of persons who are low to moderate income.

CDBG CIP SSPD/COG Allocations:

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Any funds not applied for in the CDBG CIP set-aside will be transferred to another set-aside as determined by ODOC/CD.

THRESHOLD REQUIREMENTS FOR CIP
1. COGs will evaluate CDBG CIP needs in their regions and recommend potential projects for eligible applicants to Commerce.

2. Eligible applicants for the CDBG CIP Program are units of general local governments (counties and incorporated towns and cities) that are CDBG eligible as identified by the Sub-state Planning District and in accordance with 62 O.S. § 2001 et al as amended.

3. Eligible applicants are required to work with their local COG to discuss doing a project.

4. 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.

5. Cities, Towns and Counties with previous CDBG funding must have close-out documents submitted by January 31, 2020.

   (a) City/Town and County (Direct Jurisdiction) Applicants: City/Towns and Counties receiving a direct jurisdictional benefit may submit only one (1) grant application per CDBG Program Year selecting from CDBG Water/Wastewater Engineering, CDBG Water/Wastewater Construction, CDBG Community Revitalization, or CDBG Rural Economic Action Plan (REAP). A City/Town and County (Direct Jurisdiction) cannot submit a CDBG application if it currently has an open CDBG grant. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Typical County direct jurisdiction CDBG application projects are roads, bridges, County hospital, etc.

   (b) County Sponsored Applicants: Counties acting in a “sponsorship” capacity may submit a maximum of one sponsored CDBG grant application per CDBG Program Year selecting from Water/Wastewater Engineering, Water/Wastewater Construction, Community Revitalization, or Rural Economic Action Plan (REAP). Limitation: Counties may ONLY have one (1) open sponsored CDBG grant and still make another sponsored CDBG application. Counties cannot exceed a maximum number of two open sponsored CDBG grants open at any given time. Exclusions: Economic Development Infrastructure Financing (EDIF), Capital Improvement Planning (CIP). Counties may 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 CANNOT submit a single application containing multiple Units of General Local Governments or jurisdictions such as Rural Fire Districts under a single county sponsored application.

6. A proper sponsor for CDBG CIP projects is defined as a Unit of Local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.

7. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan.
8. The Project Assessment is a detailed explanation of the scope of the project. It should include all work to be done and the tasks to be accomplished. Details on methodology and workflow used in the field as well as in the office should be provided. It should also include a description of the deliverables that are expected to be submitted at the end of the project.

9. The CDBG CIP grant request cannot exceed $2,000 per beneficiary.

10. Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the Guideline and Application package including, but not limited to: Resolution, income survey results, survey maps, certifications, HUD Form 2880 Applicant Recipient Disclosure Update Report, project budget; etc.

11. TOWNS AND CITIES (COUNTIES ARE EXEMPT) MUST SUBMIT A COPY OF THEIR AUDIT OR THE AGREED UPON PROCEDURES BY THE APPLICATION DEADLINE. ALL TOWNS AND CITIES THAT HAVE A JUNE 30, FISCAL YEAR END DATE ARE REQUIRED TO SUBMIT A COPY OF THEIR FY 2019 AUDIT AND TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. NO APPLICATION WILL BE CONSIDERED FOR REVIEW OR FUNDING THAT DOES NOT MEET THE REQUIREMENTS STATED ABOVE.

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.

12. Applicants are responsible for accomplishing online application corrections/revisions along with any applicable application upload corrections/revisions as directed by ODOC staff within the pre-determined deadline. In fairness to other applicants and in order to maintain HUD required CDBG funding expenditure rates, ODOC can NOT indefinitely hold applications until the respective application corrections/revisions are accomplished. Applications will be considered INCOMPLETE if the prescribed corrections/revisions are not made to the application within the pre-determined deadline established by ODOC. This will result in a FAILED threshold application rating.

13. The Application Guidelines associated with this CDBG CIP Set-Aside contains an APPLICATION FORMS CHECKLIST outlining all application related documentation required to be uploaded into the online OKGrants application. It is the Applicant’s responsibility to follow this checklist and seek additional guidance from ODOC staff as required. Applicants will be responsible for following and providing each item listed on the checklist. **Failure to provide any of the required application documentation listed on the checklist will result in a FAILED application rating.** Additionally, Applicants must provide a response to all application questions and satisfy all documentation requirements delineated in the Application Guidelines and online OKGrants Application System including, but not limited to: Resolution, income survey results, resolution requesting assistance, survey maps, certifications, HUD Form 2880 Applicant Recipient Disclosure Update Report, project budget, etc.
STATE CDBG PROGRAM PRIMARY NATIONAL OBJECTIVE

As addressed earlier, the primary National Objective of the State’s CDBG program is:

“THE DEVELOPMENT OF Viable URBAN COMMUNITIES, BY PROVIDING DECENT HOUSING AND A SUITABLE LIVING ENVIRONMENT, AND EXPANDING ECONOMIC OPPORTUNITIES, PRINCIPALLY FOR PERSONS OF LOW INCOME.”

By regulation, all community activities funded by CDBG must meet one of the broad, federally mandated national objectives. These are:

1. Benefit to low and moderate income persons;
2. Aid in the prevention or elimination of slums or blight; or
3. Community Development needs having a particular urgency, posing a serious and immediate threat to the health or welfare of a community.

It is estimated that, at a minimum, 95% of funds will be utilized on projects that meet the primary national objective of benefit to low and moderate income persons.

The use of the “benefit to low and moderate income persons” CDBG National Objective is considered as a funding PRIORITY under the State’s CDBG Program and is treated as such under the State’s individual CDBG set-asides. All project proposals submitted for funding through the CDBG Program must document the achievement of at least one of the National Objectives delineated under 24 CFR §570.483 (Criteria for National Objectives).

Under CDBG regulations, the State must demonstrate that at least 70% of expenditures benefitting low and moderate-income person. The State has an effective limit of 30% of the grant (adjusted for administration and program income) for slum and blight (and urgent need) activities. Because of this, potential applicants are REQUIRED to contact ODOC/CD before the submission of any CDBG application if intending to use a National Objective OTHER than “Providing benefit to low and moderate income persons”.

NATIONAL OBJECTIVE: ELIMINATION OF SLUM AND BLIGHT

HUD guidance clarifies that states can be more restrictive than the statutory and regulatory national objective requirements, so long as the state requirements do not contradict federal requirements. For example, although three separate national objectives are eligible (Low and Moderate Income, Elimination of Slum and Blight, Urgent Need) under CDBG, a state may choose to fund only low and moderate income (LMI) benefit activities. The State of Oklahoma CDBG program prioritizes funding for CDBG activities qualifying under the low and moderate income national objective. The State’s CDBG program is built on serving the low and moderate income national objective. Given this, the State’s CDBG program funding is formally allocated for such low and moderate income qualifying activities as demonstrated in the annual CDBG Action Plan.

For an activity to be qualified under the national objective of Elimination of Slum and Blight there would have to be sufficient CDBG program re-use funds available and the activity would have to meet the specific guidelines addressed below. In order for consideration under this national objective, the respective Unit of General Local Government (UGLG) must first submit a formal
letter of request to the ODOC Community Development Director thirty (30) days prior to the respective CDBG application deadline.

The focus of activities under this national objective is a change in the physical environment of a deteriorating area. This contrasts with the LMI benefit national objective where the goal is to ensure that funded activities benefit LMI persons.

In developing the criteria for qualifying under this national objective, HUD has taken considerable care to ensure that activities that qualify under the objective are either clearly eliminating objectively determinable signs of slums or blight in a defined slum or blighted area or are strictly limited to eliminating specific instances of blight outside such an area (“spot blight”). Accordingly, the subcategories under this national objective are:

- Addressing slums/blight on an area basis (24 CFR 570.483(c)(1)); and
- Addressing slums/blight on a spot basis (24 CFR 570.483(c)(2)).

**Addressing Slums or Blight on an Area Basis**

To qualify under the national objective of slums/blight on an area basis, an activity must meet all of the following criteria:

1. The area must be officially designated by the grant recipient and must meet a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law. (For these purposes, it is not necessary to formally designate/declare the area to be blighted, but the area must meet the definitions for designation.)

2. The area must exhibit signs of economic disinvestment as indicated by at least one of the following physical signs of blight or decay:

   A. There must be a substantial number of deteriorated or deteriorating buildings throughout the area. As a “safe harbor,” HUD will consider this test to have been met if either:

      1. The proportion of buildings in the area that are in such condition is at least equal to that specified in the applicable State law for this purpose; or
      2. In the case where the applicable State law does not specify the percentage of deteriorated or deteriorating buildings required to qualify the area, then at least one quarter of all the buildings in the area must meet the grant recipient’s definition of:

         a) deteriorated or deteriorating;  
         b) abandoned;  
         c) experiencing chronic high occupancy turnover rates or chronic vacancy rates in commercial or industrial buildings;  
         d) experiencing significant declines in property values or abnormally low property values relative to other areas in the community; or  
         e) known or suspected of environmental contamination

   B. The public improvements throughout the area must be in a general state of deterioration. (For this purpose, it would be insufficient for only one type of public
improvement, such as a sewer system, to be in a state of deterioration; rather, the public improvements taken as a whole must clearly exhibit signs of deterioration."

3. Documentation must be maintained by the grant recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation. The recipient must establish definitions of the conditions (listed above) and maintain records to substantiate how the area met the slums or blighted criteria.

Note: The area must be re-designated every 10 years for continued qualification and documentation must be retained.

4. Activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions that contributed to the deterioration of the area. (Note that this does not limit the activities to those that address the blight or decay itself, but it allows an activity to qualify if it can be shown to address a condition that is deemed to have contributed to the decline of the area.)

Where the assisted activity is rehabilitation of residential structures, two additional criteria must be met:

A. Each such building must be considered substandard under local definition. (States are to ensure that state grant recipients have developed minimum building quality standards for this purpose. Local conditions may be taken into consideration; states are also free to set standards regarding building quality.)

B. All deficiencies making the building substandard must be corrected before less critical work on the building may be undertaken.

Note: These two criteria do not apply to nonresidential rehabilitation (rehabilitation of commercial or industrial buildings). Reference: 24 CFR 570.483(c)(1)

When the assistance is designed to address one or more of the specific conditions that originally qualified the area, typical activities designed to address blight on an area basis include:

- Acquisition and clearance of blighted properties,
- Rehabilitation of substandard housing,
- Infrastructure improvements,
- Renovation and reuse of abandoned, historic buildings,
- Commercial revitalization through facade improvements, and
- Removal of environmental contamination on property to enable it to be redeveloped for a specific use.

5. The records to be maintained must include:

- The boundaries of the area;
- A description of the conditions that qualified the area at the time of its designation in sufficient detail to demonstrate how the area met the criteria for designation.
  - Recipients must define and document their definition of the criteria used to qualify areas.
Grant recipients must adopt local definitions related to deteriorating or deteriorated buildings/improvements, abandonment of properties, chronic high turnover rates, chronic high vacancy rates, significant declines in property values, abnormally low property values, and environmental contamination); and

Designations must be re-determined every 10 years for continued qualification.

- A description of the activity showing how it addressed a condition that led to the decline of the area. Each residential rehabilitation activity must also be supported by documentation that shows:
  - How the building qualifies under the state grant recipient's definition of “sub-standard” and
  - As applicable, information showing that any deficiencies making the building substandard were eliminated prior to less critical work being done.

Addressing Slums or Blight on a Spot Basis

The elimination of specific conditions of blight or deterioration on a spot basis is designed to comply with the statutory objective for CDBG funds to be used for the prevention of blight, on the premise that such action(s) serves to prevent the spread to adjacent properties or areas.

To comply with the national objective of Elimination or Prevention of Slums or Blight on a Spot Basis, i.e., outside a slum or blighted area, an activity must meet the following criteria:

- The activity must be designed to eliminate specific conditions of blight, physical decay or environmental contamination not located in a designated slum or blighted area and
- The activity must be limited to one of the following:
  - Acquisition;
  - Clearance;
  - Remediation of environmentally contaminated properties;
  - Relocation;
  - Historic Preservation; or
  - Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

Where the assisted activity is acquisition or relocation, it must be a precursor to another eligible activity (funded with CDBG or other resources) that directly eliminates the specific conditions of blight or physical decay, or environmental contamination. This requirement is not intended to discourage acquisition and relocation as pre-development activities and does not mandate that a proposed plan be in place before CDBG funds can be spent. For example, a grantee could clean up a contaminated site without acquiring the site; however, if the grantee acquired the site first, the project would be considered to meet the slum/blight national objective criteria only after cleanup occurred. Reference: 24 CFR 570.483(c)(2)

The records maintained must include:

- A description of the specific condition of blight or physical decay treated and,
- A description of the assisted activity showing that it falls under one of the activity types that are eligible to be carried out under this subcategory. Where rehabilitation of a building
is carried out under this category, information showing how the activity eliminates conditions detrimental to public health and safety must be included.

To be considered detrimental to public health and safety, a condition must pose a threat to the public in general. A specific condition of a housing unit may be treated under this subcategory only if it poses a threat to any occupant. Thus, if a housing unit is occupied by a disabled person and a specific condition of the housing unit poses a threat to the health and safety only for the disabled occupant, it would not qualify (i.e., it would have to pose a threat to non-disabled occupants as well).

Public improvements cannot qualify under this standard except for rehabilitation of public buildings (other than buildings for the general conduct of government) and historic preservation of public property that is blighted.

As a general rule, national objective compliance for the acquisition of real property must be based on the use of the property after the acquisition takes place. The initial determination is based on the planned use of the property, but the final determination is to be based on the actual use. However, when property is acquired for the purpose of clearance to remove specific conditions of blight or physical decay, the clearance is considered to be the actual use of the property, but any subsequent use made of the property following clearance must be considered to be a “change of use” under 24 CFR 570.489(j).

**NATIONAL OBJECTIVE: URGENT NEED**

HUD guidance clarifies that states can be more restrictive than the statutory and regulatory national objective requirements, so long as the state requirements do not contradict federal requirements. For example, although three separate national objectives are eligible (Low and Moderate Income, Elimination of Slum and Blight, Urgent Need) under CDBG, a state may choose to fund only low and moderate income (LMI) benefit activities. The State of Oklahoma CDBG program prioritizes funding for CDBG activities qualifying under the low and moderate income national objective. The State’s CDBG program is built on serving the low and moderate income national objective. Given this, the State’s CDBG program funding is formally allocated for such low and moderate income qualifying activities as demonstrated in the annual CDBG Action Plan. For an activity to be qualified under the national objective of Urgent Need there would have to be sufficient CDBG program re-use funds available and the activity would have to meet the specific guidelines addressed below. In order for consideration under this national objective, the respective Unit of General Local Government (UGLG) must first submit a formal letter of request to the ODOC Community Development Director.

To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions which the local government certifies and state determines:

- The specific infrastructure or public facility related activity is located within a Presidential declared disaster boundary.
- Pose a serious and immediate threat to the health or welfare of the community,
- Is of recent origin or recently became urgent. A condition will be considered to be of recent origin if it is developed or became critical within two months (60 days) of the Presidential disaster declaration date.
- A specific infrastructure or public facility related activity that has a past history of similar recurrent issues unrelated to the current disaster would not qualify for Urgent Need. For example, a street that has a history of flooding annually due to a significant rainfall event would not qualify as an Urgent Need.
- The Unit of General Local Government (UGLG) is unable to finance the activity on its own.
- Other sources of funding are not available to carry out the activity, as certified by other state / federal agencies and the grant recipient. This would include Oklahoma Emergency Management and federal sources such as the Federal Emergency Management Agency (FEMA) and Small Business Administration (SBA) as applicable.
- The requested Infrastructure or public facility related activities must be publicly owned.

The records maintained must include:

- A description of the nature and degree of seriousness of the conditions requiring assistance;
- Evidence that the state grant recipient certified that the CDBG activity was designed to address the urgent need;
- Information on the timing of the development of the serious condition; and
- Evidence confirming that other financial resources to alleviate the need were not available as certified by other state / federal agencies and the grant recipient. This would include Oklahoma Emergency Management and federal sources such as the Federal Emergency Management Agency (FEMA) and Small Business Administration (SBA) as applicable.

HUD has said that states are free to establish criteria for what constitutes a “serious and immediate” threat. States are free to establish criteria or documentation requirements regarding the lack of other funding resources and local governments’ inability to finance activities on their own. Activities designated solely to prevent a serious health or welfare threat from developing in the future will not qualify under this criterion. Despite the flexibility available to states in establishing criteria related to qualifying activities under the urgent need national objective, local communities should be made aware that this is a difficult standard to meet. Generally, activities that may not have met the standard for another national objective are unlikely to qualify under Urgent Need. Planning only grants are not allowed under Urgent Needs.

**SPECIAL FUNDING AND ALLOCATION CONSIDERATIONS**

**New Funding Allocations from HUD**

If any additional CDBG funds are allocated to the State, in addition to the regular CDBG allocation, by the U.S. Department of Housing and Urban Development, the funding will be allocated per the respective Federal Register Notice or regulatory guidance written expressly for the funding, after allowable State administration and technical assistance have been subtracted.

**Program Income Statement**

*Economic Development:* All uses of program income must be for CDBG eligible activities, must comply with applicable State and Federal rules and regulations, and must be reported to the Oklahoma Department of Commerce. Local recipients are generally required to spend program income prior to requesting additional grant funds. Program income from FY’87-08 Economic Development projects deposited in the State's revolving fund will be utilized for CDBG EDIF eligible activities.
Community Development: All program income will revert to the State. These funds will be utilized following the guidelines established in the re-use plan.

Re-use Statement
The definition of re-use is the funds available from cancellation of projects; from projects completed under budget; from funds designated but not expended; the Community Development loan repayment program income or from funds allocated by this Plan in a set-aside but not utilized. As the State cannot predict in advance the source, amount, or timing of available re-use funds, the State reserves the right to determine, based upon need, timing and amount of funds available for re-use, the most appropriate utilization of these funds. This includes but is not limited to other set-asides. All re-use funds must be used for CDBG eligible activities and must comply with applicable State and Federal rules and regulations.

The Oklahoma Department of Commerce reserves the right to adjust set-aside and category allocations to ensure maximum utilization of funds. Such adjustments shall be the minimum amount necessary to fund projects efficiently and best facilitate the State’s CDBG Program obligation and expenditure requirements established by HUD.

Based upon the above re-use statement, any funds utilized for any of the set-asides will be utilized in conformance with the guidelines established in this CDBG Action Plan for the individual set-aside.

GENERAL DEFINITIONS

Blighted Area
An area in which there are properties, buildings or improvements, whether occupied or vacant, whether residential or nonresidential, which by reason of dilapidation, deterioration, age, or obsolescence; inadequate provision for ventilation, light, air, sanitation or open spaces; population overcrowding, inadequate parcel size; arrested economic development; improper street layout; faulty lot layout in relation to size adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements; diversity of ownership, tax or special assessment delinquency; any one or combination of such conditions which substantially impair or arrest the sound growth of municipalities or constitutes an economic or social liability which endangers life or property, or is conducive to ill health, transmission of disease, mortality, juvenile delinquency or crime, and by reason thereof is detrimental to public health, safety, morals, or welfare.

Benefit to Low and Moderate Income persons
To meet the National Objective of benefit to low and moderate income groups, an activity must at a minimum benefit households whose income is 80% of the median income for that county or Metropolitan Statistical Area (MSA) where the project is located as established by HUD. An activity undertaken in an area where 51% of the residents are low and moderate income does not necessarily benefit such persons. Each proposed activity must be analyzed on its own merits. Benefit is determined by the nature of the proposed activity and how it serves the residents of the target area.

Financial Leverage/Project Definition/EDIF
One (1) new dollar from other sources must be committed as financial leverage for every CDBG-EDIF dollar requested. Financial, leverage is defined as new money recently contributed to the project for the express purpose of implementing the proposed project.
Financial leverage must be committed and in place with supporting documentation at the time of application submittal.

The source of new money may be cash or other valuable consideration, e.g., land, bank loans, proceeds from the sale of stocks or bonds or loans from other public agencies.

Private and public investments that do not qualify as financial leverage are existing net worth, existing debt, future operating expenses, and inventory. Additionally, In-Kind leverage is ineligible.

**Proper Sponsors**
A proper sponsor under the Community Development set-aside is defined as the unit of government with direct jurisdiction over the majority (60%) of the proposed project's beneficiaries. In the event that no unit of local government has sixty percent (60%) of the proposed beneficiaries, then the unit of local government with the majority of the proposed beneficiaries must sponsor the application.

**Program Income**
Gross income earned by a grantee from grant supported activities includes, but is not limited to, sale of real or personal property, service fees, sale of commodities, usage or rental fees, royalties, and loan and interest repayments on economic development projects.

**CDBG Project Definition**
Under the State's CDBG program, a project is defined as ONE eligible or sponsored unit of local government (UGLG) applying for ONE CDBG activity in which there is a benefit to only ONE geographically TARGETED AREA or an entire COMMUNITY-WIDE AREA. These areas allow for a CDBG activity in which only ONE LMI survey (as applicable) is required. Per CDBG application thresholds, the following CDBG applications; CDBG REAP, CDBG Community Revitalization, CDBG W/W Engineering, and CDBG W/W Construction only allow for ONE activity/project to be submitted per application. If the project doesn't meet the above definition it will be disqualified resulting in a FAILED application rating.

**Leverage**
Leverage may consist of the following: Cash from other Federal/State grants and loans, local funds, and capital improvement funds earmarked (as a release of funds requirement) in municipal and/or county budget. Fair market value is given to land, building, or materials portion of infrastructure improvements. In-kind contributions are eligible for the leverage requirement if properly valued and documented.

The value of in-kind contributions must be reasonable and verifiable. Additionally, the claiming of leverage must be fair and consistent among all communities who are competing for CDBG project funds. The Department reserves the right to require additional documentation of the extent and value of in-kind contributions and to reject the proposed valuation of the contributions if found to be unreasonable or lack appropriate documentation. In-kind includes value of force account labor, voluntary labor (at $10.00 per hour) and services and supplies provided by another entity. Guidelines for documentation are included in the application manual.

Proposed leverage must be directly related to the proposed CDBG project proposal. Penalties may be accessed for in-kind leverage not materializing.

**Target Area**
That portion of a town, city or county within which the governing body of such town, city, or county determines that by reason of special need or special condition the area is designated for specific analysis and project development.

GENERAL APPLICATION PROCEDURES

All applications for assistance must be submitted using the appropriate online application forms through the State's online application system formally known as OKGrants. Applications must include a resolution passed by the current governing body requesting that particular assistance and must comply with all required certifications. As a part of ODOC/CD's administrative responsibility, the Department guarantees that all applicants under the CDBG program will be protected against any form of unlawful discrimination.

The Oklahoma Department of Commerce will review only one application per entity per set-aside. The restriction of submitting only one application does not apply to economic development or CIP projects. No facsimile or paper applications will be accepted in any set-aside. All specific application procedures are included in the set-aside descriptions in this plan.

Disallowance of Supplemental Funding:

Once a unit of local government is awarded CDBG funds for a specific project/activity, that unit of local government will not be allowed to apply for additional/supplemental CDBG funds for that specific project/activity.

Audit Requirement:

All audits of prior awards from ODOC/CD must be in accordance with ODOC/CD Audit Policies and Procedures Manual. An audit is required if $25,000 or more was received from ODOC/CD. The audit should be completed and the report submitted no later than twelve (12) months after the end of the contractor's fiscal year.

If the audit has not been submitted or the audit is not closed prior to the release of funds, the contract may be unable to draw funds unless a good cause is shown and approved by ODOC/CD.

The General Rules of Practice and Procedure established by ODOC/CD include a formal appeals process pursuant to the Oklahoma Administrative Procedures Act (OAPA). In addition, ODOC/CD has promulgated CDBG Rules in accordance with OAPA.

All individuals who wish to administer a Community Development Block Grant (CDBG) project for a fee, regardless of the source of the fee, except for full-time employees of local units of government, will have to be certified by the Oklahoma Department of Commerce/Community Development. This requirement went into effect at the beginning of the 1998 CDBG Fiscal Year on April 1, 1998.

SAM.Gov Debarred / Exclusion Check Requirement:

The System for Award Management (SAM) is an official website of the U.S. government. You must have an active registration in SAM to do business with the Federal Government. There is no cost to use SAM. The General Services Administration (GSA) is required by the Federal Acquisition Regulation (FAR) to compile and maintain a list of parties debarred, suspended, or disqualified by federal agencies in SAM.gov. Units of General Local Government (UGLG's), contractors as well as recipients of federal financial assistance must be registered at SAM.gov.
Active registration in SAM is required to apply for an award and for HUD to make a payment. ODOC is required by HUD to check UGLG grantees’ debarment/exclusion status in the federal SAM database and place a record on file. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Per the SAM User Guide, the No Active Exclusions field on the SAM Entity summary indicates whether the entity has a current debarment. SAM.gov will check the exclusions list for the DUNS number of your entity and indicate whether any exclusion records exist. If an active exclusion record exists for your entity, this question will default to “Yes,” meaning that the contractor is debarred. No Record Found means that the entity is not registered or has let its registration lapse. The entity should ensure that the email address is current in SAM.gov so that when automated reminders are sent to renew registration each year that this reminder does not go into spam due to an obsolete email address.

**PERFORMANCE MEASUREMENT SYSTEM**

The proposed Outcome Performance Measurement System was published in the Federal Register on June 10, 2005 (70 FR 34044). The final outcome performance measurement system includes objectives, outcome measures, and indicators that describe outputs. For a full discussion of the objectives, outcomes and indicators see Oklahoma’s Consolidated Plan. The objectives are Creating Suitable Living Environments, Providing Decent Affordable Housing, and Creating Economic Opportunities. The Outcome categories are Accessibility/Availability, Affordability, and Sustainability. There is a standardized list of output indicators that Oklahoma will report on as appropriate for our chosen objectives and outcomes.

The State of Oklahoma’s estimated performance measures can be found in the State’s Consolidated Plan. These performance measures are listed in tables that provide performance measurement data which span the five-year lifecycle of the State’s Consolidated Plan. These measures are categorized as Public Facility and Improvements (which includes CDBG Water and Wastewater, CDBG Community Revitalization, CDBG Small Cities, and CDBG/REAP), CDBG Economic Development and Planning set-asides. Within each of these categories “common indicators”, new specific HUD designated indicators and ODOC internal indicators are set forth.

**RISK ASSESSMENT**

ODOC/CD performs monitoring of the CDBG projects. Not every project will be monitored on site. Desk monitoring may be utilized for projects that are low risk or when the Grantee has an exemplary management history.

ODOC/CD has developed a monitoring strategy that targets a sampling of projects or activities. This sampling is based on risk factors associated with various types of projects and/or Grant Recipients. While every project receives some level of monitoring, priority for in-depth evaluation and review is given to projects that are:

1. Multi-jurisdictional, i.e., involving more than one unit of local government;
2. Involve some level of risk, as evidenced by:

   a. Lack of recent history in administering a CDBG project;

   b. Evidence of numerous accounting or financial tracking errors on current or previous projects;

   c. A record of serious findings or sanctions in previous monitoring session;

   d. High turnover of administrative staff;

   e. Delays in submitting required reports;

   f. Prior violations;

   g. Failure to attend and participate in implementation workshops;

   h. Excessive tardiness in responding to prior monitoring findings.

3. By definition, economic development projects are considered high risk.

In addition, CDBG subrecipients must meet certain threshold requirements listed in the CDBG application guidance for each CDBG set-aside. These threshold requirements assist ODOC/CD to assess risk and to award funds to those potential subrecipients with the best administrative and financial capacity to manage grants.
Appendix B

Section Contents…

- ESG Action Plan
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Proposed Timetable
The Oklahoma Department of Commerce will make available to Units of General Local Government and Non-Profit organizations all Emergency Solutions Grant Program funds within 60 days of the date the State receives its grant award notice from the U.S. Department of Housing and Urban Development (HUD).

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Thursday, April 2\textsuperscript{nd}, 2020</td>
<td>Mandatory Application Workshop</td>
</tr>
<tr>
<td>APRIL 6, 2020</td>
<td>COC Documentation of any changes that have been made regarding additional requirements to the grant amounts, additional requirements, etc.</td>
</tr>
<tr>
<td>April 6 – May 29, 2020</td>
<td>Applications entered into OK Grants</td>
</tr>
<tr>
<td>APRIL 30, 2020</td>
<td>CoC Lead Agency Submits copy of PIT Count Data HDX Report to ODOC</td>
</tr>
<tr>
<td>MAY 28, 2020</td>
<td>CoC Lead Agency Submits Reviewer Volunteers</td>
</tr>
<tr>
<td>5:00 pm May 29, 2020</td>
<td>Application must be submitted into OK Grants</td>
</tr>
<tr>
<td>Thursday, June 4, 2020</td>
<td>Application Reviewer Training Webinar</td>
</tr>
<tr>
<td>June – July, 2020</td>
<td>Continua score, rank and recommend</td>
</tr>
<tr>
<td>JULY 31, 2020</td>
<td>CoC Lead Agency Submits updated CoC Governance Charter and Policies</td>
</tr>
<tr>
<td>August – September, 2020</td>
<td>ODOC verifies eligibility of potential subrecipients</td>
</tr>
<tr>
<td>Second Week of September, 2020</td>
<td>Approximate Date for Award Notification</td>
</tr>
<tr>
<td>SEPTEMBER 30, 2020</td>
<td>CoC Lead Agency Submits copy of most current EXIBIT ONE (1) showing name of Lead Agency or member agency who submitted application</td>
</tr>
<tr>
<td>October 1, 2020</td>
<td>ESG 2020 Contract Start Date</td>
</tr>
<tr>
<td>September 30, 2021</td>
<td>ESG 2020 contract end date. All funds must be expended by this date.</td>
</tr>
<tr>
<td>November 30, 2021</td>
<td>ESG 2020 Closeout Documentation and Annual Report Due to ODOC.</td>
</tr>
</tbody>
</table>

FY 2020 Emergency Solutions Grant
Request for Application

Background
The original Homeless Assistance Grants were originally established by the Homeless Housing Act of 1986, in response to the growing issue of homelessness among men, women, and children in the United States. In 1987, the Emergency Shelter Grant Program was incorporated into subtitle B of title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). In May 2009 the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed establishing the newly reauthorized and updated Emergency Solutions Grant Program. This program is still the first step in a continuum of homeless assistance operated by HUD. Since its inception and incorporation into the McKinney-Vento Act, the ESG Program has helped States and localities provide facilities and services to meet the needs of homeless people.

Purpose
Strategies outlined by the Governor’s Interagency Council on Homelessness’ (GICH) updated five-year Plan supported by the Oklahoma Department of Commerce/ Community Development (ODOC/CD) continue to advance and energize the state’s efforts to identify and combat the issues that result in homelessness. To that end ODOC/CD continues to lead the efforts for the preparation of the Consolidated Plan, devoted to the organization of federal resources to identify, strategize and implement effective ways to relieve the burden of low-income and in many cases homeless individuals and families. The Emergency Solutions Grant (ESG) Program is a component of the state’s efforts to alleviate
homelessness in Oklahoma. When used in conjunction with other local resources, the ESG program provides the foundation for homeless people moving toward and maintaining independence.

**Eligible Applicants**
Shelter operators interested in making application, must meet one of three options:

1. Private Nonprofits who have a yearly independent audit and have received ESG funds in previous years may directly apply for an ESG grant without sponsorship.

2. Shelters may seek sponsorship from either a unit of general local government, Community Action Agency (CAA) operating in that jurisdiction, or a private nonprofit that has previous experience with following federal regulations and being an umbrella organization. For example, a local United Way or the Nonprofit arm of a Housing Authority.
   - a. Emergency Shelters that are owned and/or operated by a unit of general local government or a CAA must submit their request for funding through their owner.

3. Private Nonprofits seeking ESG funding for the first time must have a Sponsor. After the first funded program year, the private nonprofit has received an audit with no major findings and a monitoring report with no major findings, the private nonprofit can request permission from ODOC to apply for ESG funding independently with no sponsor.

**Sponsorship Responsibilities**
The Sponsor (unit of local government or local Community Action Agency) will be the signatory on the contract and the direct recipient of the ESG funds. In turn, there will be a process in which the Sponsor receives documentation, such as invoices, to reimburse the non-profit for the services provided as approved in the written application.

The Sponsor is responsible for the oversight of the financial reporting, Proof of Match and Federal Requirements of the sponsored non-profit.

A unit of general local government or CAA may retain prevention or administrative funds to carry out certain activities. Not all funds used by the unit of general local government or CAA for prevention or administrative activities must be used by the shelter.

A Sponsor/Shelter Agreement must be signed and submitted to ODOC before funds can be released.

ODOC/CD funds only those ESG applicants located in and serving non-formula areas. Potential applicants with a shelter located in the jurisdictions of the City of Tulsa or the City of Oklahoma City must apply through their prospective entitlement communities.

**Local Government Project Approval**
Distribution of funding to CAA/Nonprofit is permitted only when the unit of general local government, in which the assisted project is to be located, certifies that it approves the proposed project. This certification must be submitted to ODOC with the application. If the CAA/Nonprofit intends to provide homeless assistance in multiple jurisdictions, a certification of approval must be submitted by each of the units of general local government in which the project(s) are to be located.

**General Program Requirement Overview**

1. These competitive program funds are to be used to provide services to clients who meet the HUD definition of homelessness, including the new expansion of the definitions at risk of homelessness and other federal regulation definitions of homelessness.

2. Grant recipients must be an active participant in their local Continuum of Care.

3. Grant recipients must use their local Continuum of Care HMIS database. The only exception is for Domestic Violence Shelters who must have a comparable client-tracking database approved by ODOC. A comparable database must include the capacity to create reports that can be uploaded into the SAGE Reporting System.
4. Grant recipients must participate in the Continuum of Care Point in Time Count Survey.
5. Grant recipients must provide 100% match of grant funds to be used for services under the ESG program.
6. Grant recipients must be signed up for the federal System for Award Management (SAM) system. The website is www.sam.gov.

Threshold Requirements for the Emergency Solutions Grant:
All Emergency Solutions Applicants must meet the listed threshold criteria. ODOC reserves the right to disqualify any applicant who does not meet one or more of the threshold criteria.
- Applicant/ Shelter must have an emergency shelter component or partnership to provide emergency shelter services.
- Access to the Shelter or access to beds must be available 24 hours/7 days/365 days a year.
- Applicant/ Shelter must provide documentation of active involvement in Continuum of Care planning and coordination of service efforts.
- Applicant/ Shelter must provide documentation that the applicant is a participating member of the Continuum of Care’s Coordinated Intake/Assessment.
- Applicant/ Shelter must provide required data/reporting through their Continuum of Care HMIS or comparable (DV organizations only) database.
- All outstanding monitoring findings and audit or unresolved financial/program issues from previously awarded grants must be resolved.
- All required certifications must be received and signed by the appropriate signatory.
- One hundred percent (100%) of contract funds including match must be expended before newly awarded funds can be used.
- Must have a complete set of written policies and procedures in which to manage the Emergency Solutions Grant Program.
- Must have Termination of Participation and Grievance Procedures.
- Must have a process for participation of Homeless Persons in Policy-Making and Operations.
- Must have a Confidentiality Policy.
- Must have a current Audit submitted before funds can be requested from grant.
- Must follow all General Record Keeping Requirements, both for financial and client files.
- Must meet all spending timeline requirements. Fifty percent (50%) of awarded funds must be spent by the first six (6) months of the contract; seventy-five percent (75%) must be spent within nine (9) months of the contract and one-hundred percent (100%) must be spent by the end of the contract period.
- Must be activated in the System for Award Management (SAM). Applicant must be clear of any findings and show as eligible for federal contracts and assistance awards.

Selection for Award
After Reviewers from each Continuum of Care individually score each proposal, the combined scores are averaged. The averaged score reflects the Reviewer’s determination of the merit and feasibility of the project. Funds may be awarded, in whole or in part, based on the application’s relative score and funding availability determined by the guidelines set by each Continuum of Care Governing Board and policies. ODOC reserves the right to refuse funding to applications for, but not limited to:
- That receive less than 50% of the total points available for the application
- That requested ineligible expenses in their budget not found by the reviewers.

Continuum of Care
The Continuum of Care model is based on the understanding that homelessness is not caused by simply a lack of shelter, but involves a variety of underlying needs. ODOC partners with the Continuum of Care for the purpose of alleviating homelessness is through this community-based process that provides a
comprehensive response to the diverse needs of homeless persons. Sponsor / Shelter must obtain verification from their Continuum of Care that they are involved in the CoC organization and service delivery process as well as participate in the HMIS data collecting, Point-In-Time Count Survey and Coordinated Intake. The fundamental components of a Continuum of Care system are:

- Outreach and assessment to identify a homeless person’s needs.
- Immediate (emergency) shelter as a safe, decent alternative to the streets.
- Transitional housing with appropriate supportive services to help people reach independent living.
- Permanent housing or permanent supportive housing for the disabled homeless.

**Continuum of Care Criteria**
Each of the seven (7) State Program eligible Continuum of Care organizations will be allocated a portion of the State program funds. In order for a Continuum of Care to be allocated funds, the Continuum must comply with the HUD Continuum rule definitions, regulations and timeline pertaining to Continuum structure and planning process.

An eligible Continuum of Care must manage the three primary responsibilities under the CoC Program regulations.

**Operate the CoC:**
- Establish a Board to act on behalf of the Continuum of Care
- Conduct semi-annual meetings of the full membership
- Issue a public invitation for new members, at least annually
- Adopt and follow a written process to select a board
- Appoint additional committees, subcommittees, or work groups
- Develop and follow a governance charter detailing the responsibilities of all parties
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor the performance of recipients and subrecipients, evaluate outcomes, and take action against poor performers
- Evaluate and report to HUD and ODOC outcomes of ESG and CoC projects as instructed.
- Establish and operate a centralized or coordinated assessment system
- Establish and follow written standards for providing CoC assistance

**Designate and Operate a Homeless Management Information System:**
- Designate a single HMIS
- Select an eligible applicant to manage the CoC’s HMIS
- Monitor recipient and subrecipient participation in the HMIS
- Review and approve privacy, security, and data quality plans

**Coordinate CoC Planning:**
- Coordinate the implementation of a housing and service system within its geographic area
- Conduct a Point-in-Time count of homeless persons, at least biennially
- Conduct an annual gaps analysis
- Provide information required to complete the Consolidated Plan(s)
- Consult with ESG recipients regarding the allocation of ESG funds and the evaluation of the performance of ESG recipients and subrecipients

**Distribution/Redistribution of non-awarded funds:**
CoC allocated funding will be redistributed to remaining Continuum of Care entities when:
- The CoC does not comply with the responsibilities listed above
- A CoC is not considered an eligible Continuum of Care.
• Funds are not allocated due to there being no eligible CoC in a region.
• Dollars are returned due to lack of eligible applicants in a CoC region.

These funds will be re-distributed to other eligible Continuum of Care organizations through procedure set by ODOC/CD. Any funds not awarded through a first round allocation will be redistributed evenly to the remaining CoC’s to award to their eligible applicants until all funds have been awarded.

ODOC reserves the right to recapture any administrative funds not budgeted by the awarded subrecipients equal to the maximum spending requirement allowed by HUD regulations.

Continuum of Care Authority Responsibilities relating to the ESG Program:
• The CoC Governing Board must establish policies/procedures to decide the dollar amount of grants awarded in their CoC region. The overall total amounts awarded must meet at minimum the 60(Shelter)/40(Housing)% spending regulations of the ESG Program.
• The CoC Governing Board must establish policies/procedures to add restrictions/requirements to the scoring process for awarding ESG funds. Any restrictions/requirements added to the scoring process must be in line with making improvements to better adhere to the CoC’s Action Plan and/or Performance Measures.
• The CoC Governing Board must establish an Appeal Process for a case in which an Emergency Solutions Grant Program applicant has its application rejected. The Process must include the following:
  o Number of days in which the applicant has to appeal in writing;
  o How the Board shall meet to hear the appeal;
  o After local appeal procedures are exhausted; the applicant may appeal the CoC’s decision to ODOC.
• The CoC Governing Board must establish policies/procedures regarding how to redistribute funds that are returned to the CoC if funds are made available after initial awards are granted.
• The CoC Governing Board creates policies/procedures regarding how funds will be awarded/distributed throughout each Continua service area to best answer the Federal/State’s overall “No Wrong Door” goals.
• The CoC Governing Board must schedule one Public Meeting between the months of June and September of each year. The meeting agenda must include time on the agenda to discuss any proposed changes to the Emergency Solutions Grant Program for the next funding year. The following process must be followed to allow public posting of the annual meeting:
  o A meeting notice must be posted in the local paper and Collaborative Applicant’s (CoC Lead Agency) Website.
  o The meeting agenda must be posted at all CoC’s members’ offices and shelters, the site of the location and at the CoC’s Lead Contact’s Offices a minimum of 48-hours before the meeting.

Continuum of Care Eligibility Documentation:
Deadlines for the following documents can be found on the Timetable (Page 2):
1. Each CoC Lead Agency must submit the following to ODOC/CD:
   a. Names of members who will be scoring the applications
   b. If applicable, agreement with another lead CoC agency to score each other’s CoC applications
   c. The following data to show proof of Lead CoC Eligibility:
      i. Copy of most updated CoC Governance Charter
      ii. Copy of most current Point-in-Time Survey data showing who submitted the response into the HDX (Only if this has not already been submitted).
iii. Copy of most current Continuum of Care Grant application (Exhibit 1) showing the name of the lead agency or member agency who submitted the application (Only if this has not already been submitted)

iv. Documentation of any changes that have been made regarding the grant amounts awarded and proof that membership was made aware and agreed to approved changes:
   1. Copy of Agenda and Minutes of meeting where changes were discussed and/or approved.
   2. Copy of policies/procedures created as a result of above discussion and approval.

**FY 2020 Program Design**
The 2020 ESG Program is designed to address the following priority areas:

- Identification/prioritization of community needs and assessments.
- Clients’ successful movement towards self-sufficiency.
- Development of Continuum of Care Participation.
- Performance Measure Results and Reporting.

Emergency Solutions subrecipients are required to choose and track all State Performance measures that best match their own organizational performance measures and local Continuum Action Plan. Domestic Violence Shelters must collect the same measures in their own comparable database. The Statewide Performance Measures tracked for the purpose of this program are:

1. Track the Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within six (6) to twelve (12) months
   Explanation: This measure begins with clients who exited a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS system for up to two years after their initial exit.

2. Track total number of Homeless Persons served.
   Explanation: A) Counts of clients using PIT count data. This data should be manually entered from the appropriate point-in-time count data previously submitted. Due to ever-changing data, it is often difficult or impossible to run the same query months later and return the same results. Thus, this metric is not intended to be programmed into the HMIS as part of the System Performance Measures Report. B) Counts of clients using HMIS data. Using HMIS data, determine the unduplicated counts of active clients for each of the project types throughout the reporting period.

   Explanation: This measure is collected by six (6) tables in HMIS. The project types reported are divided by type of income and universe of clients differ.

4. Track number of Persons who become homeless for the first time.
   Explanation: This measure tracks clients entering in Emergency Shelter, Safe Haven and Transitional housing.

5. Track Homeless Prevention and Housing Placement of Persons Defined by Category 3 of HUD’s Homeless Definitions.
   Explanation: All numbers tracked are limited to all persons in projects serving Category 3 homeless.

6. Track successful placement from Street Outreach and Successful Placement in or Retention of Permanent Housing.
Explanation: This measure tracks A) leavers who exited during the report date range and how many of those exited to an acceptable destination; B) tracks leavers who exited emergency shelter, supportive housing, transitional housing and permanent housing-rapid rehousing.

**Definitions related to the Performance Measures:**

**Individuals** – Persons not accompanied by children or adult partner. Individuals can also mean the number of family members in a household.

**Households** – A single individual or group of persons who either currently live together in one dwelling unit or would live together in one dwelling unit were they able to maintain suitable housing accommodations.

**Homeless Assistance Services** – Any agency service providing assistance with ESG funds.

**“Increase or Maintain”** – As relates to income, where assistance from the agency allows the client to keep their job during their housing crisis or assistance from the agency helps the client to receive a job or receive income benefits from mainstream services and/or local services.

**Maintain** – As it relates to Prevention, services provided that allows the client households to stay in their housing for at least 90 days if such follow up is possible.

**Housing Services** – As it relates to Rapid Re-Housing, services provided through Rapid ReHousing services that assist households who are literally homeless.

**Unaccompanied Youth** – Youth - for the purposes of this program -under the age of 25 years of age that qualify under the category for unaccompanied youth defined as homeless under other federal statutes. Youth who are in the official custody of the State, as a ward of the State, do not qualify for Emergency Solutions Grant assistance.

**Funds distributed to Rural Continuum of Care.**

The State recognizes that use of the established Continuum of Care structure is the best method for determining appropriate entities for the distribution of the New ESG funds. Starting with a base of $140,000, the formula described below will be used to distribute the remainder of the funds; each eligible Continuum will be provided a target allocation of funds for distribution within its service area. Tulsa CoC will receive a base allocation of $60,000 to be awarded to service providers outside of the City of Tulsa entitlement area. Based on the 2020 HUD allocation of $1,665,623 (minus the ODOC admin of $62,460.00) the 2020 Continuum of Care allocations will be as follows:

<table>
<thead>
<tr>
<th>CoC</th>
<th>Allocation with Base of $140,000</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Tulsa with Base of $60,000</td>
</tr>
<tr>
<td>CLEVELAND</td>
<td>$168,935.00</td>
</tr>
<tr>
<td>North Central</td>
<td>$215,388.00</td>
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<tr>
<td>Northeast</td>
<td>$254,788.00</td>
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<tr>
<td>Northwest</td>
<td>$247,558.00</td>
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<tr>
<td>Southeast</td>
<td>$364,962.00</td>
</tr>
<tr>
<td>Southwest</td>
<td>$269,064.00</td>
</tr>
<tr>
<td>Tulsa (minus City of Tulsa)</td>
<td>$ 82,468.00</td>
</tr>
</tbody>
</table>

The formula used for ESG project funding:

- a. 10% - 2014 Estimated Total Population
- b. 30% - Weighted Median Income Measure
- c. 30% - September 2015 Quintile Tiering Based on Unemployment Rate
- d. 30% - 2010 - 2014 Housing units experience severe overcrowding (1.5 occupants per room)
According to the set Timetable (page 2), Each Continuum will collect, score and rank submitted applications according to the ODOC provided rating system and return the scores and ranking to ODOC. The recommendations for funding will be assessed for compliance with all ESG and CoC threshold criteria. Applications meeting the threshold criteria will be verified and awards determined.

ODOC will follow a State version of the Continuum of Care grant process. Lead agencies must submit certain basic demographic and capacity data for their Continuum of Care service area.

Documentation will be required to show proof of capacity and prior success in managing of programs that match the eligible activities of ESG.

After ODOC has received the recommendations from each Continuum of Care, ODOC will enter into contractual agreements directly with the approved subrecipient to carry out the financial and programmatic requirements according to law. The contracts will outline the funding source, funding year, amount of funding, terms and conditions.

Each CoC has the authority and responsibility to create their own policies and procedures pertaining to funding amounts and division of funding eligible activities.

Eligible Program Participants
In order to receive financial assistance or services funded by ESG, individuals and families—whether homeless or housed—must at least meet the following minimum criteria:

1) The household must be at or below 30 percent of Area Median Income (AMI). Income limits are available on HUD’s web site.
   a. When the household is literally homeless, the below 30% AMI Income limit cannot be used to determine approval for assistance. At the time the household is re-assessed or reevaluated for continued or extended assistance is when the household cannot make above 30 percent Area Median Income (AMI).
2) The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:
   a. no appropriate subsequent housing options have been identified; AND
   b. the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

Eligible Program Activities
While flexible in terms of the wide range of servings available to homeless sub-populations and preventing persons from becoming homeless, the ESG Program legislation and implementing regulations do limit the types of activities and amounts of funds that can be spent on different activities. Details regarding eligible activities are listed below. Unlike the previous program guidelines, if the activity/service is not listed, then that activity/service cannot be funded through this program.

1.0 Street Outreach Component.
1.1 Eligible costs. Subject to the expenditure limits in 576.100 (b), ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this grant, the term “unsheltered homeless people” means individuals and families who qualify as homeless under the “homeless” definition § 576.2 (also found on page 41 in the Definitions). The eligible costs and requirements for essential services consist of:
1.2 Engagement. The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

1.3 Case management. The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

1.4 Emergency health services. 
(A) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living.
(B) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.
(C) Eligible treatment consists of assessing a program participant’s health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

1.5 Emergency mental health services. 
(A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living.
(B) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.
(C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.
(D) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

1.6 Transportation. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:
(A) The cost of a program participant’s travel on public transportation;
(B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
(C) The cost of purchasing or leasing a vehicle for the subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and
(D) The travel costs of subrecipient staff to accompany or assist program participants to use public transportation.
1.7 Services for special populations. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible activities under this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

1.8 Maintenance of effort - If the subrecipient is a unit of general purpose local government, its ESG funds cannot be used to replace funds the local government provided for street outreach and emergency shelter services during the immediately preceding 12-month period, unless HUD determines that the unit of general purpose local government is in a severe financial deficit.

1.9 Minimum period of use. The subrecipient must provide services to homeless individuals and families for at least the period during which ESG funds are provided.

2.0 Emergency Shelter Component.

2.1 General. Subject to the expenditure limit in § 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

(A) Essential services. ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:

(B) Case management. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:

1. Using the centralized or coordinated assessment system as required under § 576.400 (d);
2. Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility;
3. Counseling;
4. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
5. Monitoring and evaluating program participant progress;
6. Providing information and referrals to other providers;
7. Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
8. Developing an individualized housing and service plan, including planning a path to permanent housing stability.

(C) Child care. The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

(D) Education services. When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.

(E) Employment assistance and job training. The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program
participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.

(F) Outpatient health services. Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant’s health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

(G) Legal services.
(1) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant’s ability to obtain and retain housing.
(2) Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.
(3) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.
(4) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
(5) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient’s employees’ salaries and other costs necessary to perform the services.
(6) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.

(H) Life skills training. The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.

(I) Mental health services.
(1) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions.
(2) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community.
(3) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
(4) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

(J) Substance abuse treatment services.
(1) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals.
(2) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community.
(3) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

(K) Transportation. Eligible costs consist of the transportation costs of a program participant’s travel to and from medical care, employment, childcare, or other eligible essential services facilities. These costs include the following:
(1) The cost of a program participant’s travel on public transportation;
(2) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
(3) The cost of purchasing or leasing a vehicle for the subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and (D) The travel costs of subrecipient staff to accompany or assist program participants to use public transportation.

(L) Services for special populations. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of this section. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

(M) Renovation. Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

(P) Shelter operations. Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

(Q) Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Eligible costs are the costs of providing URA assistance under § 576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered “program participants” for the purposes of this part, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part.

(R) Prohibition against involuntary family separation. The age, of a child under age 18 must not be used as a basis for denying any family’s admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.

(S) Minimum period of use.
(1) Renovated buildings. Each building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. The “value of the building” is the reasonable monetary value assigned to the building, such as the value assigned by an independent real estate appraiser. The minimum use period must begin on the date the building is first occupied by a homeless individual or family after the completed renovation. A minimum period of use of 10 years, required for major rehabilitation and conversion, must be enforced by a recorded deed or use restriction.

   (i) Major rehabilitation. If the rehabilitation cost of an emergency shelter exceeds 75 percent of the value of the building before rehabilitation, the minimum period of use is 10 years.

   (ii) Conversion. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the minimum period of use is 10 years.

   (iii) Renovation other than major rehabilitation or conversion. In all other cases where ESG funds are used for renovation, the minimum period of use is 3 years.

(2) Essential services and shelter operations. Where the subrecipient uses ESG funds solely for essential services or shelter operations, the subrecipient must provide services or shelter to homeless individuals and families at least for the period during which the ESG funds are provided. The subrecipient does not need to limit these services or shelter to a particular site or structure, so long as the site or structure serves the same type of persons originally served with the assistance (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or serves homeless persons in the same area where the subrecipient originally provided the services or shelter.

2.2 Long-term Emergency Shelter

   The Transitional Housing that was Grandfathered in as of 2010 is no longer an eligible activity for the ESG Program. Applicants are welcome to propose projects for long-term Emergency Shelter. This type of shelter would be for clients whose needs to become stable enough for permanent housing will take longer than the regular shelter stay period. Details for approval of an extended length of stay in a shelter environment will have to be provided in the Project Narrative questions portion of the application.

2.3 Maintenance of effort. The maintenance of effort requirements under § 576.101(c), which apply to the use of ESG funds for essential services related to street outreach, also apply for the use of such funds for essential services related to emergency shelter.

3.0 Homelessness Prevention.

   ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in § 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short-term and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under § 576.400.

4.0 Rapid re-housing assistance component.
ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in § 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short- and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under §576.400.

5.0 Housing relocation and stabilization services.

5.1 Financial assistance costs. Subject to the general conditions under § 576.103 and § 576.104, ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

(A) Rental application fees. ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.

(B) Security deposits. ESG funds may pay for a security deposit that is equal to no more than 2 months’ rent.

(C) Last month’s rent. If necessary to obtain housing for a program participant, the last month’s rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month’s rent. This assistance must not exceed one month’s rent and must be included in calculating the program participant’s total rental assistance, which cannot exceed 24 months during any 3-year period.

(D) Utility deposits. ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

(E) Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

(F) Moving costs. ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

5.2 Services costs. Subject to the general restrictions under § 576.103 and § 576.104, ESG funds may be used to pay the costs of providing the following services:

(A) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

(i) Assessment of housing barriers, needs, and preferences;

(ii) Development of an action plan for locating housing;

(iii) Housing search;

(iv) Outreach to and negotiation with owners;

(v) Assistance with submitting rental applications and understanding leases;

(vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;

(vii) Assistance with obtaining utilities and making moving arrangements; and

(viii) Tenant counseling.

(B) Housing stability case management. ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in...
overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

(i) Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;

(ii) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;

(iii) Counseling;

(iv) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;

(v) Monitoring and evaluating program participant progress;

(vi) Providing information and referrals to other providers;

(vii) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and

(viii) Conducting re-evaluations required under § 576.401(b).

(C) Mediation. ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(D) Legal services. ESG funds may pay for legal services, as set forth in § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

(E) Credit repair. ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

5.3 **Maximum amounts and periods of assistance.** The recipient may set a maximum dollar amount that a program participant may receive for each type of financial assistance under section 5.1 of this section. The recipient may also set a maximum period for which a program participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any program participant may receive the services under Section 5.2 of this section must not exceed 24 months during any 3-year period. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

5.4 **Use with other subsidies.** Financial assistance under Section 5.1 of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period covered by the URA payments.

5.5 **Short-term and medium-term rental assistance.**

(A) **General provisions.** Subject to the general conditions under § 576.103 and § 576.104, the subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

(1) Short-term rental assistance is assistance for up to 3 months of rent.
(2) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.

(3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

(4) Rental assistance may be tenant-based as set forth in Section B4 (below) of this section.

(5) Discretion to set caps and conditions. Subject to the requirements of this section, the recipient may set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, or a maximum number of times that a program participant may receive rental assistance. The recipient may also require program participants to share in the costs of rent.

(6) Use with other subsidies. Except for a one-time payment of rental arrears on the tenant’s portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.

(7) Rent restrictions. (1) Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD’s standard of rent reasonableness, as established under 24 CFR 982.507.

(B) For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

(1) Rental assistance agreement. The subrecipient may make rental assistance payments only to an owner with whom the subrecipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the subrecipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

(2) Late payments. The subrecipient must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant’s lease. The subrecipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

(3) Lease. Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant for a duration of no less than 30 days.

(4) Tenant-based rental assistance.

(i) A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.

(ii) The recipient may require that all program participants live within a particular area for the period in which the rental assistance is provided.

(iii) The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:

(a) The program participant moves out of the housing unit for which the program participant has a lease;

(b) The lease terminates and is not renewed; or

(c) The program participant becomes ineligible to receive ESG rental assistance.

(C) Changes in household composition. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.
6.0 Data Collection (HMIS) component.

6.1 Eligible costs.

(A) The subrecipient may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:
   (i) Purchasing or leasing computer hardware;
   (ii) Purchasing software or software licenses;
   (iii) Purchasing or leasing equipment, including telephones, fax machines, and furniture;
   (iv) Obtaining technical support;
   (v) Leasing office space;
   (vi) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
   (vii) Paying salaries for operating HMIS, including:
         (a) Completing data entry;
         (b) Monitoring and reviewing data quality;
         (c) Completing data analysis;
         (d) Reporting to the HMIS Lead;
         (e) Training staff on using the HMIS or comparable database; and
         (f) Implementing and complying with HMIS requirements;

(B) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;

(C) Paying staff travel costs to conduct intake; and

(D) Paying participation fees charged by the HMIS Lead, if the subrecipient is not the HMIS Lead.

The HMIS Lead is the entity designated by the Continuum of Care to operate the area’s HMIS.

6.2 If the recipient is the HMIS lead agency, as designated by the Continuum of Care in the most recent fiscal year Continuum of Care Homeless Assistance Grants Competition, it may also use ESG funds to pay the costs of:

(A) Hosting and maintaining HMIS software or data;

(B) Backing up, recovering, or repairing HMIS software or data;

(C) Upgrading, customizing, and enhancing the HMIS;

(D) Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems;

(E) Administering the system;

(F) Reporting to providers, the Continuum of Care, and HUD; and

(G) Conducting training on using the system or a comparable database, including traveling to the training.

6.3 If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

(A) General restrictions. Activities funded under this section must comply with HUD’s standards on participation, data collection, and reporting under a local HMIS.

7.0 Administrative Activities.

7.1 Eligible costs. The subrecipient may use up to 3.75 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under § 576.101 through § 576.107, because those costs are eligible as part of those activities. Eligible administrative costs include:

(A) General management, oversight and coordination. Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:
         (i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may
either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

(a) Preparing program budgets and schedules, and amendments to those budgets and schedules;
(b) Developing systems for assuring compliance with program requirements;
(c) Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities;
(d) Monitoring program activities for progress and compliance with program requirements;
(e) Preparing reports and other documents directly related to the program for submission to HUD;
(f) Coordinating the resolution of audit and monitoring findings;
(g) Evaluating program results against stated objectives; and

(B) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and

(C) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(D) Training on ESG requirements. Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings.

(E) Consolidated plan. Costs of preparing and amending the ESG and homelessness related sections of the consolidated plan in accordance with ESG requirements and 24 CFR part 91.

Policy and Procedures Standards

The changes made to the homelessness assistance programs from the implementation of the HEARTH Act has given all entities involved a chance to review past policies and practices. Homeless Service Providers should take time to reflect on what changes need to be made to help those most in need in their service areas.

Each ESG subrecipient must establish written standards for providing ESG assistance. Returning applicants must submit documentation that the Program’s Written Policies and Procedures have been reviewed by the Staff and Board at least once a year. Documentation must include a Board Agenda showing the Policies/Procedures as an Agenda item as well as the minutes produced from the meeting showing the discussion and approval of the Policies/Procedures from the Board. New subrecipients must have an established set of Policies and Procedures within ninety (90) days of receiving their ESG Award letter. The new subrecipient must submit a copy of the written Policies/Procedures, Board Agenda showing the Policies/Procedures as an Agenda item as well as the minutes produced from the meeting showing the discussion and approval of the Policies/Procedures from the Board.

The following standards must be applied consistently within the subrecipient’s program:

**Evaluation of individuals and families eligible for assistance under ESG**

Policies and procedures must include:

- Process by which the subrecipient must conduct an initial evaluation to determine the eligibility of each individual or family’s eligibility for assistance.
- Process by which the subrecipient conducts assessment in accordance with the CoC’s centralized or coordinated assessment requirements.
- Process by which the subrecipient requires the program participant to meet with a case manager (not less than once per month to assist in ensuring long-term housing stability);
- Process by which the subrecipient develops a plan to assist the program participant to retain permanent housing after assistance ends; taking into account all relevant considerations such as
current or expected income and expenses; other public or private assistance available to the program participant and relative affordability of the available housing in the area.

- Process by which the subrecipient re-evaluates the program participant’s eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for those receiving homeless prevention assistance and not less than once a year for those receiving rapid re-housing assistance
- Process by which program participant notifies subrecipient of changes to the program participant’s income or other circumstances that affect the need for assistance and how such changes will be re-evaluated.

**Coordination of services among Emergency Shelter Providers**

Policies and procedures must include:

- Where applicable, coordination of ESG-funded services with other services in the local or regional service area of the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for the area. These programs include:
  - Shelter Plus Care Program
  - Supportive Housing Program
  - Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals
  - HUD-Veterans Affairs Supportive Housing
  - Education for Homeless Children and Youth Grants for State and Local Activities
  - Grants for the Benefit of Homeless Individuals
  - Healthcare for the Homeless
  - Programs for Runaway and Homeless Youth
  - Projects for Assistance in Transition from Homelessness
  - Services in Supportive Housing Grants
  - Emergency Food and Shelter Program
  - Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program
  - Homeless Veterans Reintegration Program
  - Domiciliary Care for Homeless Veterans Program
  - VA Homeless Providers Grant and Per Diem Program
  - Health Care for Homeless Veterans Program
  - Homeless Veterans Dental Program
  - Supportive Services for Veteran Families Program
  - Veteran Justice Outreach Initiative

**Coordination with Mainstream resources**

Policies and procedures must include:

- Organizations and/or shelters receiving ESG funds must coordinate and integrate wherever possible ESG-funded activities with mainstream housing, health, social services, employment, education and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.
- Such mainstream programs include; but are not limited to:
  - Public housing programs assisted under section 9 of the US Housing Act of 1937
  - Housing programs receiving tenant-based or project-based assistance under section 8 of the US Housing Act of 1937
  - Department of Developmental Disability Services
  - Supportive Housing for Persons with Disabilities
  - Home Investment Partnerships Program
  - Temporary Assistance for Needy Families (TANF)
Determination and Prioritization of which eligible families and individuals receive homelessness prevention and which ones will receive rapid re-housing services
The State requires that subrecipients create and implement written standards regarding how an individual or family is chosen to receive either homelessness prevention or rapid re-housing services. The written standards must be applied consistently within the subrecipient’s program.

Determination of the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance
The State requires that subrecipients create and implement written standards regarding what participants have to pay, if anything, over time. The written standards must be applied consistently within the subrecipient’s program.

Determination of how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time
The State requires that subrecipients create and implement written standards regarding adjusted amount of participant assistance, if any, over time. The written standards must be applied consistently within the subrecipient’s program.

Determination of the type, amount and duration of housing stabilization and/or relocation services to provide a program participant
Policies and procedures must include:

- limits; if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive
- maximum amount of assistance
- maximum number of months the program participant receives assistance
- the maximum number of times the program participants may receive assistance.

Determine the procedures an Applicant Appeals Process
Policies and Procedures must include:

- Process by which equal access to services and resources available under programs funded by ODOC the following steps need to be included in an Applicant Appeals Process:
  1. The notice of right to appeal shall appear on all application forms used to determine applicant eligibility for any services or resources provided with funds received from ODOC.
  2. The Contractor shall initiate the appeals procedure, upon request by an applicant, within ten (10) days of the request.
  3. The applicant appeals procedure shall guarantee that each person seeking services shall
     i. Have the right to file formal application for services or resources upon request;
ii. Be afforded an opportunity to have private and confidential interviews pertaining to the case;

iii. Not be denied assistance on the basis of race, color, gender, creed, religion, age, familial status, political preference or disability;

iv. Receive timely approval or disapproval of the application; and

v. Receive written notification of appeal and appeal procedures, including notices that:
   a. All aggrieved parties shall be afforded a reasonable opportunity for a fair hearing;
   b. The applicant or the representative of the applicant shall have access to records relevant to the appeal process; and
   c. The applicant shall have the right to a timely determination and prompt notice of hearing decisions.

4. After all local appeal procedures have been exhausted; an applicant may appeal the Contractor's decision to ODOC. In such cases, the Contractor and appellant shall provide ODOC with all relevant documentation.

Termination of Assistance
Policies and procedures must include:
- Process by which the subrecipient may terminate assistance when a program participant violates program requirements must include:
  o Written notice to the program participant containing a clear statement of the reasons for termination;
  o A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person or other than the person (or a subordinate of that person) who made or approved the termination decision; and
  o Prompt written notice of the final decision to the program participant.

Homeless Participation Requirement
The organization or shelter receiving ESG funds must provide for the participation of not less than one homeless individual or formerly homeless individual on the Board of Directors or other equivalent policy-making entity of the subrecipient; to the extent that the entity considers and makes policies and decisions regarding any facilities, services or other assistance that receive funding under ESG

If the subrecipient is unable to meet the above requirement; it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services or other assistance that receive funding under Emergency Solutions Grant. The plan must be included with the application upon submission.

Habitability Standards
The following are a number of basic standards to ensure that shelter and housing facilities, including qualifying rental assistance residences, funded through the ESG program are safe, sanitary, and adequately maintained.

Habitability Standards for Shelter Component and Housing programs
Organizations providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Following are the habitability standards that grantees must follow:

(a) State and local requirements. Each grant recipient under this Notice must ensure that shelter facilities or housing occupied by a family or individual receiving ESG assistance is in compliance with all applicable state and local housing codes, licensing requirements, and any other requirements in the
jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing or services.

(b) **Habitability standards.** Housing occupied by a family or individual receiving ESG rental assistance must meet the following minimum requirements:

1. **Structure and materials.** The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.

2. **Access.** The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.

3. **Space and security.** Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

4. **Interior air quality.** Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.

5. **Water supply.** The water supply must be free from contamination.

6. **Sanitary facilities.** Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.

7. **Thermal environment.** The housing must have adequate heating and/or cooling facilities in proper operating condition.

8. **Illumination and electricity.** The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.

9. **Food preparation and refuse disposal.** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.

10. **Sanitary condition.** The housing and any equipment must be maintained in sanitary condition.

11. **Fire safety.**

   (i) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

   (ii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.
Release of Funds
Applicants awarded funds must submit and receive authority to use grants funds prior to expending grant funds. Funds will not be released until all required documentation has been received. Funds expended prior to the authority to use grant funds will not be reimbursed.

Budget
Each recipient must complete a project budget and budget narrative form. Project budget should list the amount of ESG funds to be expended in each separate category and the project narrative should provide a description detailing the anticipated expenditures by category.

Matching Funds
The FY 2020 ESG Program requires a dollar-for-dollar local match. All eligible match funds, in-kind to cash, included in the application must be available for spending during the grant’s contract period. The dates available for each match resource must be entered on the Match Certification form in OK Grants. Each Applicant is required to complete certification documenting the sources and amounts submitted for match available in the contract period. The amount of match must be tracked and reconciled by month and reflected on the monthly expenditure report submitted to ODOC on the 20th of each month. It is the award recipient’s responsibility to ensure that cash match must be spent on ESG eligible activities only. Match funds and expenditures must also be included in the annual audit.

The following are examples of what can be used as match:
- Cash (can only be spent on ESG eligible activities)
- The value or fair rental value of any building used for program purposes (in-kind)
- Donated material (in-kind)
- The value of an owned or donated building (match may be used only one time)
- Salary paid to staff to carry out the program of the recipient (Source of funding for staff salaries must be listed on Matcher Certification form and tracked monthly.
- Volunteer time (@ $5/hour)

Record Keeping
Through the CoC Statewide meetings, a taskforce will be established to review documents used for Record Keeping requirements. This taskforce will review documents currently used by current subrecipients and establish either a standardized checklist of required documents and/or a set of documents that each subrecipient must use in their intake/assessment and record keeping process to prove Status of Homelessness. Results from the Task Force will be distributed to the CoC Lead Agencies for the purpose of discussing and approving items in regular membership meetings.

Reporting
Emergency Solutions Grant recipients will use HMIS through the applicable Continuum of Care to collect data and report on outputs and outcomes as required by HUD. The required data elements to be collected are included in the FY 2020 HMIS Data Standards September 2019: https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf

According to HUD’s final ruling over data collection from Domestic Violence Shelters, the revised “VAWA Protections” include that Domestic Violence Shelters are exempt from having to use any shared database such as the HMIS software to collect client information and services provided. However, data collection relating to non-confidential demographics and services provided is required to be reported by the DV shelter. A comparable database can be used to collect such data. The comparable database must meet all HMIS data standards and reporting requirements.

Sage Reporting
SAGE is the online portal for the submission of aggregate, de-identified data from HMIS or comparable databases via a Comma Separated Value (CSV) import. As of October 1, 2017, The Office of Housing and Urban Development (HUD) now requires all ESG subrecipients to upload their CAPER report from HMIS into this database. SAGE replaces the former eCart database system. All Applicants who receive ESG funds will be required to upload Performance Report data to the SAGE System. Domestic Violence Shelters are not exempt from providing required aggregate data to upload into SAGE. The comparable system that the Domestic Violence Shelters use must be able to create a CSV file needed to upload to the SAGE system to meet requirements. If a Domestic Violence Shelter’s comparable database cannot provide required demographic data and cannot provide required reports in the required format (CSV file for SAGE) the Domestic Violence Shelter may be disqualified to be awarded Emergency Solution Grant funds.

Reports due to ODOC using data from approved data collection methods are as follows:

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Reporting Period</th>
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</thead>
<tbody>
<tr>
<td>Monthly Progress - Due the 20th of each following month.</td>
<td>For example, the January monthly report would be due no later than February 20th.</td>
</tr>
<tr>
<td>Semi-Annual Progress Reports – Report providing unduplicated numbers due 25 days after each semi-annual period; October – March, April → September</td>
<td>Period ending March 30th – Due April 25th Period ending September 30th – Due October 25th</td>
</tr>
<tr>
<td>Annual Performance Report – Due 60 days after the end of the contract year for each fiscal year in which ESG funds are expended.</td>
<td>Due November 30th</td>
</tr>
<tr>
<td>SAGE Upload – Must be uploaded 45 days before CAPER is due to HUD</td>
<td>Due May 15th</td>
</tr>
</tbody>
</table>

Payments
ODOC shall disburse funds to the Applicants awarded funds upon receipt and approval by ODOC of the Request for Release of Funds. Once the “Authorization to Spend funds” form has been received by the new subrecipient, a reimbursement payment process will be implemented.

Deadline for Using Grant Amounts
The grant period for the ESG project is 12 months effective October 1, 2020 to September 30, 2021. From the date the contract is signed with the Oklahoma Department of Commerce. Extensions to the program (grant) periods are made at the discretion of the State and will only be approved in extreme circumstances.

In addition, timelines within the twelve month contract period have been established to ensure one-hundred percent (100%) of program funds are spent within the program period. Grant funds must be spent within the following timelines: Fifty percent (50%) of awarded funds must be spent by the first six (6) months of the contract; seventy-five percent (75%) must be spent within nine (9) months of the contract and one-hundred percent (100%) must be spent by the end of the contract period.

Obligated
ODOC will send a letter to each rural continuum once agreement has been received by HUD notifying each Lead agency the total dollar amount the CoC will be allowed to award in their service area. Each CoC Governance Board has a certain time period in which they review the submitted applications. Once reviewed and final decisions made, each CoC will submit a letter to ODOC with their recommendations
for funding to eligible applicants. Funds cannot be expended until ODOC/CD receives an Environmental Review (if applicable), Sponsor Shelter Agreement or summary (if applicable) and a Request for Release of Funds. Upon receipt of these documents, ODOC will return to the Applicant a signed Authority to Use Grant Funds.

**Certifications**

Federal requirements will be assured by certifications in the grant application. Federal requirement certifications that must be submitted by applicants are as follows:

**Local Government Certification** – This form is signed by the local unit of government Chief Elected Official when the unit of government agrees to be the Sponsor for a nonprofit organization. The local unit of government agrees to follow federal regulations as it relates to building standards, assistance to the homeless along with other Department of Housing and Urban Development (HUD) laws and regulations.

**Private Non-Profit Certification** – This form is signed by the Executive Director of the Community Action Agency when said agency agrees to be the Sponsor for a nonprofit organization or the independent nonprofit itself. The signing entity agrees to follow federal regulations.

**Certification of Local Government Approval for Nonprofit Organizations** – This form is signed by the Chief Elected Official of the city/town in which the Homeless Assistance program activities are being provided. The local government approves of the services being provided in their city/town.

**Applicant Assurances** – This is signed by the Applicant. The Applicant agrees that Homeless individuals will receive an appropriate level of service and will be given opportunities to participate in policy making decisions regarding shelter and services provided.

**Program Certifications** – This is signed by the Applicant. The Applicant agrees to comply with having policies relating to the State’s Consolidated Plan, Confidentiality, Discharge Planning, Affirmatively Further Fair Housing and HMIS.

**Certification of Consistency with Consolidated Plan HUD 2991** – This form is signed by the Certifying Official at ODOC. The Certifying Jurisdiction agrees that the Applicant’s program is consistent with the jurisdiction’s Consolidated Plan.

**J. Drug-Free Workplace Requirements** - The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD’s implementing regulations as applied to ESG.

**Lead-Based Paint Requirements** - The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through ESG.

**Anti-Lobbying Certification** – This is signed by the Applicant. The Applicant agrees that no Federally appropriated funds will be used for lobbying activities.

**Request for Release of Funds and Certification** – This is signed by the Applicant. The Applicant submits all forms necessary for Environmental Review compliance or states exemption status for Environmental Review process.

**Applicant/Recipient Disclosure/Update Report** – This form is signed by the Applicant. The applicant must disclose if they are receiving, or expect to receive, assistance from other HUD Programs that are subject to the disclosure requirements of Subpart C of 24 CFR Part 12.

**Continuum of Care Lead Agency Participation letter** – This is provided by the Continuum of Care Lead Agency. The letter must include that the shelter is a member of the Continuum of Care, the level of participation in the HMIS or comparable data collection database, level of participation during the Annual Point-in-Time Survey Count and any Continuum of Care committees or related participation.

**Audit Requirement**

All audits of prior awards from ODOC/CD must be in accordance with ODOC/CD Audit Policies and Procedures Manual. An audit is required if $25,000 or more was received from ODOC/CD. The audit should be completed and the report submitted no later than six (6) months after the end of the contractor's fiscal year.
If the audit has not been submitted or the audit is not closed prior to the release of funds, then contractor may be unable to draw funds unless a good cause is shown and approved by ODOC/CD.

Match is a contractual requirement on ESG and must be reported in the audit for both revenue and expenditures. Here are two examples:

1. Note with an asterisk or a number/letter on the financials for both revenues and expenditures. At the bottom of that audit page the explanation would include that this amount includes the match of $____ as required for contract number____.

2. Add a Note to the financial statements that states the match of $_____ as required in the contract for contract number ______ was met.

Confidentiality

All ESG recipients must develop and implement procedures to ensure:

(1) The confidentiality of records pertaining to any individual provided with assistance; and

(2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Performance

ODOC reserves the right to recapture Emergency Solution Grant funds under the following circumstances:

- Failure to obligate and spend within the time periods as specified:
  - Fifty percent (50%) of awarded funds must be spent by the first six (6) months of the contract; seventy-five percent (75%) must be spent within nine (9) months of the contract.

- Failure, without approved modification, to implement the project as set forth in the approved ESG grant application.

- Failure to meet the specified performance measures.

- Failure to meet threshold responsibilities during the contract period.

Application Procedures, Submission and Selection Requirements

Continuum of Care Scoring Process:

1. After applications are submitted into OK Grants, volunteers whose names have been submitted from each CoC will receive training to become a Reviewer through a Webinar. Reviewers will be trained how to use the ESG Scoring tool and shown how to enter scores into OK Grants. CoC Reviewers will then be given a login to OK Grants and additional instructions to score their assigned applications online. The Scoring criteria will not be released to the CoC leads until after the application deadline.

2. There will be three (3) reviewers assigned to every eligible application. The two (2) highest scores will be averaged for the CoC Governing Board to use to make final funding recommendations.

3. Reviewers will be given a deadline to score applications.

4. Once the applications have been scored, the CoC Lead agency will submit a letter to ODOC listing the applicants that are being recommended for funds and the dollar amount being awarded equaling the dollar amount allocated to the CoC.

5. ODOC will then conduct a Pre-Award Risk Assessment. The results of this survey will determine if an applicant is a Low, Medium or High Risk and will help determine any additional special conditions that will be added to the Applicant’s contract. First time applicants that are awarded funds will be automatically scored as a “High Risk” and will have special conditions added to their contract, including additional Technical Assistance, monitoring and submitted source documentation with every expense report.
6. ODOC will send award letters to subrecipients with final instructions regarding how contracts are initiated in OK Grants.

**Submission Requirements**
In the occurrence of a Sponsor applying on behalf of more than one shelter, separate applications must be submitted for each shelter.

**Application Workshop**
A mandatory application workshop has been scheduled for April 2\textsuperscript{nd}, 2020. Attendance will be mandatory for all organizations planning on applying for the 2020 Program year. After the Application is made available in OK Grants, only questions of a clarifying nature will be answered after the workshop has been held. ODOC will not answer any questions regarding the Emergency Solutions program or provide technical assistance during the application process.

**Verification and On-site Visits**
The Oklahoma Department of Commerce/Community Development reserves the right to verify information and documentation received as part of the ESG application. An on-site visit may be scheduled by ODOC to conduct an observation of the facility where the proposed ESG project will be carried out. On site observations of shelter facilities will receive no more than 24 hour notice via telephone. A representative from both the shelter and the sponsor must be available during the visit.

**Program Application Guidelines and Submission Requirements**
All grant applications must be submitted electronically through the ODOC OKGrants Grant Management System. Here is the link to the grant site and registration instructions:

[https://grants.ok.gov/](https://grants.ok.gov/)

In the instance of a unit of general local government or CAA applying on behalf of more than one shelter, separate applications must be submitted for each shelter. Applicants may present multiple funding requests in a single application. When this occurs, answer the application questions associated with the highest level Tier for which funding is requested and list all Tiers the applicant is applying for under the appropriate application questions. **Only one application per shelter will be accepted.**
FY 2020 Emergency Solutions Grant Checklist (Form Online in OK Grants)

To be considered for ESG funds, an application must contain the items detailed below:

**OK Grant Forms**
- Application Summary (Form 424)
- All required responses Section I through Section V
- Budget Detail
- Budget Summary (Save Only)
- Budget Narrative
- Match / Additional Funds Certification Form (Match availability must be dated for contract period Oct 1st – Sept 30th)
- Audit

**Application Forms; Signatures required Upload to Uploads Page**
- Program Certifications and Assurances, which includes:
  - Section I. Applicant Assurances
  - Section II. Program Certifications (formerly ODOC 6)
  - Section III. Drug-Free Workplace (formerly ODOC 7)
  - Section IV. Anti-Lobbying Certification (formerly ODOC 8)
- Applicant/Recipient Disclosure/Update Report
- Certification of Consistency with Consolidated Plan HUD 2991
- Environmental Review Record for Exemptions/Release of Funds
- Required forms for Units of General Local Government
  - Local Government Certification
  - Or-
- Required forms for Community Action Agency (CAA) or Independent Nonprofit
  - Private Non-Profit Certification
  - Certification of Local Government Approval for Nonprofit Organizations

**Required forms**
- System for Award Management (SAM.gov) PDF Search Verification of Non-DeBarred Status
- Continuum of Care Agreement for HMIS Data Entry
- Continuum of Care Lead Agency Participation letter
- Documentation showing proof of Annual Board Review of ESG Written Policies and Procedures
- HMIS or Comparable Database Data Quality Report for the last 12 months

- In the case of a Community Action Agency, a signed letter must be submitted by the Unit of Local Government assuring that they will perform the environmental review.
Projects will be evaluated by a point system scoring each category of the narrative and taking into consideration the overall quality of the application and information collected during on-site reviews. In the Narrative Exhibit Section (In OK Grants), please provide as much thorough information as possible.

Section I – V Questions

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<tr>
<th>Section I Community Needs(15 Pts)</th>
<th>Question</th>
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<tbody>
<tr>
<td>Description</td>
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</table>
| The shelter has a targeted and clearly demonstrated need. The shelter’s services will make a significant impact on the community in alleviating homelessness. The applicant is knowledgeable of the level of need in the community and provides local data to document who is being served and a potential for those who may need to be served in the community. The Applicant’s response to I-2 must clearly describe how their staff/volunteers participated in the annual Point-in-time (PIT) Count. The results from the PIT must also be included | I-1) Describe the need for homeless assistance services in your area  
   ○ Include where “proof of need” data was collected.  
I-2) Describe Applicants participation in Annual Point-in-time Count. Explain the numbers collected by the applicant and how the applicant uses the PIT results to change program priorities or services. |

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<tr>
<th>Section II Proposed Use of Funds(50 pts)</th>
<th>Question</th>
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<td>Description</td>
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| Applicant describes a well-defined independent program. Proposed program relates to the identified needs of the target clients. The needs identified in II-1 relate to proposed programs. A description of how the grant will be used corresponds with the budget/budget narrative | II-1.) What sub-population(s) does the shelter serve (check all that apply)  
   ___ Children and Youth  
   ___ Chronic Substance Abusers  
   ___ Co-Occurring Disorder (see definition)  
   ___ Expectant Mothers  
   ___ Persons with HIV/Aids  
   ___ Mentally Ill  
   ___ Veterans  
   ___ Victims of Domestic Violence  
   ___ Other (specify) |
| It is a program requirement that the shelter/organization providing services be accessible to clients 24/7/365. Applicant must explain how the shelter component is available 24/7/365. Response must include how the requirement is maintained, staffed or process, etc. | II-2) Explain how the shelter remains accessible/open to meet the 24/7/365 requirement |
| Length of stay is established by shelter’s policies. Federal program maximum is up to 24 months continuous assistance and a lifetime maximum of 36 months. | II-3) What is the maximum length of stay? |
| Fee for services is established by shelter’s policies. | II-4) Does your shelter charge a fee for services? If yes, provide explanation. |
Each applicant must provide one of two options:

1) In communities where no appropriate emergency shelter is available, written agreements or a voucher system may be implemented to pay for hotel or motel costs for the family or individual, or a written agreement with a partnering organization that does have a shelter facility within reasonable distance of the applicant; or

2) Applicant has an Emergency Shelter facility designed to provide temporary housing for individuals and/or families lacking a fixed, regular, and adequate nighttime residence. Local policy shall determine length of stay in the shelter.

Essential services to persons in emergency shelters and operating emergency shelters. Staff costs related to carrying out emergency shelter activities are also eligible.

Applicant describes a well-defined, independent program from their Shelter services. A Street Outreach program cannot be one where the potential client is coming to any of the Shelter’s facilities (example’ Soup kitchen or Day Center).

Services are provided to eligible participants on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach activities are also eligible.

Thorough description of how Rapid Rehousing funds can be accessed and how client’s program eligibility is determined as well as indication of what documentation is collected/verified. Applicant may have included a plan relating to short-term and medium term assistance.

Depending on the needs of the community and the funding needs of the applicant, the applicant is not required to provide all of the listed activities. The applicant does not need to provide all activities listed to receive full points.

Proposed case management services are well described and easily relate to the needs of the clients described in I-1 and target populations under II-1.

All key positions are described in relation to program implementation and operation.

II-5) Describe the organization’s Emergency Shelter Component?

II-6) Describe the organization’s Street Outreach Services.

II-7) Describe how clients access requested Rapid Rehousing; including what documentation is collected/verified regarding the client’s program eligibility and how housing is selected.

II-8) Describe what level of case management clients receive at the Shelter.
- Identify the person(s) responsible for carrying out case management activities.
- Include the qualifications of the case managers identified in the response.
- Also include what kind of training is provided to
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<tr>
<th>Description</th>
<th>Questions</th>
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<tr>
<td>The Applicant must include qualifications required of case managers along with what type of training is provided or made available to case management staff.</td>
<td>II-9) Describe how clients access prevention funds; including documentation collected. Provide justification as to why prevention funds are needed in proposed service area. Include housing statistics, available affordable housing data, etc.</td>
</tr>
<tr>
<td>Applicant describes the steps taken to provide prevention and keep a client in their housing. Looking for data used to justify using prevention in service area. Answer must include some data relating to housing statistics, condition of local housing; affordability of available housing, barriers caused by landlords to rent, etc.</td>
<td>II-10) Describe the training ESG staff receives to improve quality of service for the program participants approved for shelter/housing assistance. Whom in the organization/shelter has received the following training: SOAR, ADA compliance training, Housing first, trauma informed care, evidenced-based case management practices, etc.</td>
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**Section III Performance Measures (30 Pts)**

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<tr>
<th>Description</th>
<th>Questions</th>
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<tr>
<td>Performance measures of the program are clearly identified and applicant has described a clear plan for achieving those goals. Goals are quantitative, realistic and appear well thought out in relation to the services identified in the application narrative. It is acceptable that the applicant has local performance measures or goals that are different from the State performance measures. In this case, the applicant must explain how accomplishing their local goals or performance measures will overall help achieve the State Performance measures. For III-2; the applicant is not required to set an estimate for services they do not provide. For example, if an applicant does not provide prevention services, then they do not have to estimate how many clients for which they are going to provide prevention services. Examples of items that could be mentioned for questions III-1 &amp; III-3. * Description of process used to determine program accomplishments and client progress/accomplishment is well defined. * The percentage of clients exiting to the next step in the Continuum is being measured and the process for how this is determined is well described and understandable. *The performance measures as they are listed on the HMIS APR report. III-3: Applicant must include Data Quality Report. Scores/percentages less than 95% should not be given full available points.</td>
<td>III-1) List local Program Performance Measures and Outcomes. How will achieving the local performance measures help achieve the State Performance Measures? III-2) List the number of clients estimated to be served under each State performance measure tracked for the proposed services. Estimates should be included for each of the listed (page 8) performance measures for which the applicant provides assistance: 2) Total number of persons served _____ 3) Total who maintain or increased Income _____ 4) Total number homeless for 1st time _____ 5) Total assisted number that qualified for assistance under other federal definition _____ 6) Track number placed/maintained permanent housing _____ III-3) How will the data be collected? Include HMIS or comparable database Data Quality Report for the last 12 months.</td>
</tr>
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### Section IV Community and Local Government Commitment (5 Pts)

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<tr>
<th>Description</th>
<th>Questions</th>
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<tbody>
<tr>
<td>Documentation corresponds with totals listed on Match / Additional Funds Form in OK Grants</td>
<td>IV-1) Describe source(s) of match designated by the agency for use with the 2020 grant period.</td>
</tr>
<tr>
<td>Letters relating to match must be on the letterhead of the organization’s providing the match and uploaded within the Application.</td>
<td>• The value of the time and services contributed by volunteers to carry out the program at a rate of $5.00 per hour.</td>
</tr>
<tr>
<td>For IV-2: These points need to go to the organizations that go beyond matching their program with other federal or State grant dollars.</td>
<td>• The value of volunteers providing professional services such as medical or legal services valued at the reasonable and customary rate in the community.</td>
</tr>
<tr>
<td>For IV-2: The points should be awarded to the organizations that can prove their community is involved and have obtained multiple resources to provide for the needs of their clients.</td>
<td>• The value of any donated goods, material or building. The value of any building lease using a method to reasonably calculate fair market value.</td>
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<tr>
<td>Do not take away points if source documentation is not provided.</td>
<td>• The value of salary paid to staff to carry out the ESG Program.</td>
</tr>
<tr>
<td>Note: Match must be available during 2020 program year</td>
<td>• Cash awards from foundations, organizations, private individuals, and other government sources.</td>
</tr>
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### Section V Continuum of Care Requirements (50 Pts)

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>The applicant should provide a description of how their services fit in with the performance measures, action plan and/or mission of their local Continuum.</td>
<td>V-1) Explain how services proposed fit into the local CoC’s Action Plan to end homelessness?</td>
</tr>
<tr>
<td></td>
<td>➢ Provide CoC Agreement for HMIS Data Entry</td>
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<tr>
<td></td>
<td>• If exempt from using HMIS, describe how method for collecting data is comparable to HMIS.</td>
</tr>
<tr>
<td>Description</td>
<td>Questions</td>
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<tr>
<td>Applicant describes the organization’s participation in the CoC’s Coordinated Intake Process required by HUD. The description must provide enough detail that the reviewer has a clear understanding of the Coordinated process and the applicant’s involvement in the process.</td>
<td>V-2) Describe the Organization’s involvement in the CoC’s Coordinated Intake Process required by HUD.</td>
</tr>
<tr>
<td>Mainstream services and the process by which shelter clients are connected to those services is thoroughly described and appears feasible. <strong>Mainstream services include SSI/SSDI, TANF, Food Stamps, services through DHS, OJA, etc.; services that are mainly provided through Federal or State funding.</strong> The Shelter can also mention how they work with local law enforcement, hospitals and mental health facilities regarding discharge planning.</td>
<td>V-3) Describe the mainstream services available in your area and the process for connecting shelter clients to these services.</td>
</tr>
<tr>
<td>The applicant should include names of specific organizations they partner and describe how services are delegated to prevent duplication. This is where local partners can be mentioned. This is also the section where the applicant mentions local partners; such as local churches, Rotary, AMBUCS, Lion’s Club, local clinics and mental health facilities that provide services and partnerships to provide better services to clients.</td>
<td>V-4) What agencies in your area do you collaborate with to provide better care for your clients and to prevent duplication of services?</td>
</tr>
<tr>
<td>The organization must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG)...</td>
<td>V-5) Describe how homeless and/or formerly homeless persons participate in the operations, planning, development, and/or policy making at your shelter.</td>
</tr>
</tbody>
</table>
**HUD Programs Subject to the Disclosure Requirements**

Please read before filling out the Applicant/Recipient Disclosure/Update Report

Following is a list of all the HUD Programs that are subject to the disclosure requirements of Subpart C of 24 CFR Part 12. All applicants for Emergency Solutions Grant assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered programs. Applicants must consider HUD funds that are received either directly from HUD or through the State.

It is the total amount of funds received from all the below sources that the applicant uses to answer the second question of Part II of the Disclosure Report.

- Section 312 Rehabilitation Loans under 24 CFR Part 510, except loans for single-family properties.
- Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant Program under 24 CFR Part 511 made to:
  - A State grantee under Subpart F;
  - A unit of general local government or consortium of units of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD whether or not by formula under Subparts D, F, and G; and
  - HUD, for technical assistance under § 511.3.
  (Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities Program under Subpart F.)
- Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
  - HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study Program or Historically Black colleges;
  - HUD, for a loan guarantee under 24 CFR Part 470, Subpart M;
  - HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974;
  - HUD, for a grant under the HUD-administered Small Cities Program under CFR Part 570, Subpart F; and
  - A State or unit of general local government under 24 CFR Part 570.
- Applications for grant amounts for a specific project or activity under the Emergency Shelter Grant Program under 24 CFR Part 576 made to a State or to a unit of general local government, including a Territory.
  (Excludes formula distributions to States and units of general local government [including Territories]; reallocations to States, units of general local government [including Territories] and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)
- Transitional Housing under 24 CFR Part 577.
- Permanent Housing for Handicapped Homeless Persons under 24 CFR Part 578.
- Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR Part 882, including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
- Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR Part 885.
- Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the
Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).

- Section 8 Housing Assistance Payments - Special Allocations - under 24 CFR Part 886.
- Flexible Subsidy under 24 CFR Part 219 - both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.
- Low-Rent Housing Opportunities under 24 CFR Part 904.
- Indian Housing under 24 CFR Part 905.
- Public Housing Development under 24 CFR Part 941.
- Comprehensive Improvement Assistance under 24 CFR Part 968.
- Resident Management under 24 CFR Part 964, Subpart C.
- Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
- Congregate Services under the Congregate Housing Services Act of 1978.
- Counseling under Section 106 of the Housing and Urban Development Act of 1968.
- Fair Housing Initiatives under 24 CFR Part 125.
- Fair Housing Assistance under 24 CFR Part 111.
- Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multi-family and non-residential).
- Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR Part 579.
- Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.
- Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing Act.
- Planning and Implementation Grants for HOPE for Homeownership of Multi-family Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing act.
- HOPE for Elderly Independence Demonstration under Section 804 of the Cranston-Gonzalez National Affordable Housing Act.
FY 2020 Emergency Solutions Grant (ESG) Program
Request for Application (RFA) - Definitions

For the purposes of this Request for Application, the following definitions will be used:

**Administration**: Units of General Local Government and/or Community Action Agencies are allowed 3.75% of the total award for administration of the ESG grant. These funds may be passed on to the shelter.

**At risk of homelessness**:

(1) An individual or family who:
   (A) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
   (B) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
   (C) Meets one of the following conditions:
      (a) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
      (b) Is living in the home of another because of economic hardship;
      (c) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 14 days after the date of application for assistance;
      (d) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
      (e) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
      (f) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
      (g) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan;

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Consolidated plan**: A plan prepared in accordance with 24 CFR part 91. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

**Continuum of Care**: The group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies.
to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Co-Occurring Disorder: Persons who have a diagnosis of mental illness and a diagnosis of substance abuse, HIV/AIDS, or other health condition.

Debarment: Debarment is the state of being excluded from certain possessions, rights, privileges, or practices and the act of prevention by legal means. For example, companies can be debarred from contracts due to allegations of fraud, mismanagement, and similar improprieties.

Eligible Applicants: Units of General Local Government and Community Action Agencies (CAAs). Cities of Tulsa and Oklahoma City must apply directly to HUD and are therefore excluded from the receipt of funds administered by ODOC.

Emergency shelter: Emergency Shelter is a facility designed to provide temporary housing for individuals and/or families lacking a fixed, regular, and adequate nighttime residence. Local policy shall determine length of stay in the shelter.

Emergency Shelter services are available to all persons or individuals who meet the definition of homeless. No person or family shall be denied shelter or services if they are a part of the sub-population to be served by the shelter and do not pose a safety risk to themselves or others. Emergency Shelter operators must have a plan in place to assist in the provision of emergency services, including clothing, food, and assistance locating other state and local services and funds. Emergency Shelters shall be available 24 hours a day and seven (7) days per week.

Equipment and Furnishings: Typically large, one-time expenditures essential for the continued operation of the homeless shelter. Office equipment and major furniture replacement or purchase such as beds or cots for an expanding facility, are examples of items to be budgeted under Equipment and Furnishings.


1) A severe, chronic disability of an individual that—
   a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
   b. Is manifested before the individual attains age 22;
   c. Is likely to continue indefinitely;
   d. Results in substantial functional limitations in three or more of the following areas of major life activity:
      i. Self-care;
      ii. Receptive and expressive language;
      iii. Learning;
      iv. Mobility;
      v. Self-direction;
   e. Capacity for independent living;
   f. Economic self-sufficiency; and
   g. Reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of this definition if the individual, without services and supports, has a high probability of meeting those criteria later in life.
Homeless, homeless individual and homeless person:

1) An individual or family who lacks a fixed, regular, and adequate nighttime residence and is:
   a. An individual or family with a primary nighttime residence that is a public or private
      place not designed for or ordinarily used as a regular sleeping accommodation for human
      beings, including a car, park, abandoned building, bus or train station, airport, or camping
      ground;
   b. An individual or family living in a supervised publicly or privately operated shelter
      designated to provide temporary living arrangements (including hotels and motels paid
      for by Federal, State, or local government programs for low-income individuals or by
      charitable organizations and congregate shelters); or
   c. An individual who is exiting an institution where he or she resided for 90 days or less
      and who resided in a shelter or place not meant for human habitation immediately
      before entering that institution;

2) An individual or family who will imminently lose their primary nighttime residence, provided
   that:
   a. The primary nighttime residence will be lost within 14 days of the application for
      homeless assistance;
   b. No subsequent residence has been identified; and
   c. The individual or family lacks the resources or support networks needed to obtain other
      permanent housing;

3) Unaccompanied youth and homeless families with children and youth defined as homeless under
   other Federal statutes who do not otherwise qualify as homeless under this definition and:
   a. Have not had a lease, ownership interest, or occupancy agreement in permanent housing
      at any time during the 91 days immediately preceding the application for homeless
      assistance;
   b. Have experienced persistent instability as measured by three moves or more during the
      90-day period immediately before applying for homeless assistance; and
   c. Can be expected to continue in such status for an extended period of time because of
      chronic disabilities, chronic physical health or mental health conditions, substance
      addiction, histories of domestic violence or childhood abuse, the presence of a child or
      youth with a disability, or two or more barriers to employment, which include the lack of
      a high school degree or General Education Development (GED), illiteracy, low English
      proficiency, a history of incarceration, and a history of unstable employment; and

4) Any individual or family who:
   a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault,
      stalking, or other dangerous or life-threatening conditions that relate to violence against
      the individual or a family member that has either taken place within the individual’s or
      family’s primary nighttime residence or has made the individual or family afraid to
      return to their primary nighttime residence;
   b. Has no other residence; and
   c. Lacks the resources or support networks to obtain other permanent housing.

Homeless individual with a disability:

1) an individual who is homeless and has a disability that:
   a. Is expected to be long-continuing or of indefinite duration;
   b. Substantially impedes the individual’s ability to live independently;
   c. Could be improved by the provision of more suitable housing conditions; and
   d. Is a physical, mental, or emotional impairment, including an impairment caused by
      alcohol or drug abuse, post-traumatic stress disorder, or brain injury;

2) Is a developmental disability, as defined in this section; or

3) Is the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising
   from the etiologic agency for acquired immunodeficiency syndrome, including infection
   with the human immunodeficiency virus (HIV).
Income Eligibility: A homeless individual shall be eligible for assistance under any program provided by the Stewart B. McKinney Homeless Assistance Act, or by the amendments made by this Act, only if the individual complies with the income eligibility requirements otherwise applicable to such program.

Exclusion: For purposes of this Act, the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State Law.

Families with Children and Youth Defined as Homeless under other Federal Statutes: The term ‘families with children and youth defined as homeless under other Federal statutes’ means any children or youth that are defined as ‘homeless’ under any Federal statute other than this subtitle, but are not defined as homeless under section 103, and shall also include the parent, parents, or guardian of such children or youth under subtitle B of title VII this Act (42 U.S.C. 11431 et seq.).

Homeless Management Information System (HMIS): The information system designated by the Continuum of Care to comply with the HUD’s data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

HUD: U.S. Department of Housing and Urban Development.

Long Term Emergency Shelter: The Transitional Shelter that was Grand-Fathered in as of 2010 is no longer an eligible activity for the ESG Program. Applicants are welcome to propose projects for long-term Emergency Shelter. This type of housing would be for clients whose needs to become stable enough for permanent housing will take longer than the regular shelter stay period. Details for approval of an extended length of stay in a shelter environment will have to be provided in the Project Narrative questions portion of the application.

Match Funds: Funds contributed to the project for the expressed purpose of implementing the eligible activities proposed in the application. Eligible match includes cash on deposit, and cash committed from other sources, as documented by bank statements, and funding award letters. Non-cash match shall be documented by timesheets, appraisals, or other sufficient documentation. Match funds must be expended during the time frame of the ESG contract. Match Funds are a contractual requirement in ESG and must be reported in the audit for both revenue and expenditures.

Major Rehabilitation: Rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation. Major rehabilitation undertaken with ESG funds must meet local government safety and sanitation standards under 24 CFR 576.55. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a). The facility must be used as an emergency shelter for a period of not less than ten years after the ESG contract is closed or the applicant may be required to repay grant funds.

Nonprofit Recipient: Any nonprofit organization assisting the homeless to which a Unit of General Local Government or CAA distributes ESG funds.

Obligated: The ESG contractor, as appropriate, has placed orders, awarded contracts, received services, or entered similar transactions that require payment from the grant amount.

Operations: Recurring costs incurred by a recipient operating a homeless shelter with respect to administration, rent, food for feeding the homeless, security, maintenance, utilities, fuels, and insurance for the homeless shelter.
Private nonprofit organization: A private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

Program income: Program income includes any amount of a security or utility deposit returned to the subrecipient under 24 CFR 85.25. Program participant means an individual or family who is assisted under ESG program. Program year means the consolidated program year established by the recipient under 24 CFR part 91.

Recipient: Any State, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general purpose local government that is approved by HUD to assume financial responsibility and enters into a grant agreement with HUD to administer assistance under this part.

Rehabilitation: Labor, materials, tools, and other costs of improving the building, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvements through alterations or incidental additions to or enhancement of, existing buildings including improvements to increase the efficient use of energy. Rehabilitation includes the conversion of a building to an emergency shelter where the costs of conversion and any rehabilitation do not exceed 75 percent of the cost of the building before rehabilitation, and includes structural changes necessary to make a facility accessible to persons with physical handicaps. The facility must be used as an emergency shelter for a period of not less than three years after the ESG contract is closed or the applicant may be required to repay grant funds.

System for Award Management (SAM): The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS).

SAM Registration: Register your Business with the System of Award Management (SAM). You need to register your business (non-profit) with the federal government’s SAM, the primary database of vendors doing business with the federal government. This registration is sometimes referred to as “self-certifying” your small business.

Subrecipient: A unit of general purpose local government or private nonprofit organization to which a recipient makes available ESG funds.

Transitional Housing: Facility-based or scattered-site temporary housing combined with essential services, with occupancy typically limited to 24 months. The applicant would administer the transitional housing activities and establish eligibility for occupants. Transitional Housing is an eligible activity under the Continuum of Care Grant funds only. Transitional housing also functions to do the following:

- Assist homeless families and individuals overcome the problems/conditions that made them homeless;
- Increase skills and/or income and aid in obtaining and remaining in permanent housing; and
- Provide or coordinate, as required, substance abuse services, mental health services, day care, life skills training, educational services and/or family support.

Transitional Housing, as compared to a general shelter, implies a greater level of responsibility in that residents typically maintain their own home or apartment without 24-hour supervision, while at the same
time receiving essential services from the administrators of the facility, or from a contracted service provider. These services function to teach each resident the necessary skills in order for them to move to permanent housing and independent living. Individual rehabilitation plans are also emphasized over a group treatment approach.

Underserved Populations: The term ‘underserved populations' includes populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Secretary, as appropriate.

Unit of local government: means any city, county, town, township, parish, village, or other general purpose political subdivision of a State.

Value of building: Value of building is defined as the monetary value assigned to a building by an independent real estate appraiser or as otherwise reasonably established. If the value of the building is established other than by an appraisal, ODOC must be advised and provided with written documentation of the method for determining the value.

The value of the building can only be used as match if the building is donated after the ESG contract is entered into with ODOC. If the shelter is purchasing or renting the facility, only the mortgage or lease amount paid with non-ESG funds multiplied by 12 months (the term of the ESG contract) can be used as match.

Please refer to Federal Register, Title 24, Volume 3, revised April 1, 1998 for further clarification and for other related definitions.

Victim Service Provider: The term ‘victim service provider' means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Victim Services: The term ‘victim services' means services that assist domestic violence, dating violence, sexual assault, or stalking victims, including services offered by rape crisis centers and domestic violence shelters, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.
Appendix C

Section Contents…

- HOME Action Plan
Home Investment Partnerships Program (HOME) Program Annual Action Plan Program Year 2020

Oklahoma Housing Finance Agency Housing Development Team 100 N.W. 63rd, Suite 200 P.O. Box 26720 Oklahoma City, OK 73126-0720 (405) 419-8263
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HOME Program: One-Year Action Plan

The State of Oklahoma’s allocation of HOME funds for Program Year 2020 is $8,530,193. The range of activities planned for 2020 is similar to that of Program Year 2019, but some changes have been made.

Title 24 Code of Federal Regulations, Part 92, governs this program. Those regulations are incorporated by reference in this Action Plan. In some cases, the Oklahoma Housing Finance Agency (OHFA) has adopted more restrictive requirements than are included in Title 24 CFR Part 92. The primary goal of the OHFA HOME Program is to retain and increase the supply of decent, safe, and sanitary affordable housing. OHFA furthers this goal by using the HOME Program financial resources as a catalyst in the development and strengthening of public partnerships with local governments, nonprofit organizations, private sector development entities, financial institutions, and debt and equity capital outlets.

Participating Jurisdiction Service Area
Applications for HOME funds will be accepted from all parts of the State of Oklahoma with the exception of the HUD designated HOME Program Metropolitan Participating Jurisdictions of Oklahoma City, Tulsa, Lawton, and Norman. These communities receive a direct annual allocation of HOME funds from HUD.

An exception will be made for applications for Tenant-Based Rental Assistance (TBRA) only. TBRA funds may be utilized anywhere within the State of Oklahoma, including within the city limits of Oklahoma City, Tulsa, Lawton and Norman.

Applications for HOME funds will also be accepted from within the Tulsa HOME Consortium, provided the proposed activities will not be undertaken within the city limits of the City of Tulsa. Consortium areas, for purposes of OHFA’s HOME Program, are considered rural.

1. HOME Eligible Entities

OHFA encourages partnerships that promote the goals of the HOME program. OHFA plans to partner with the following entities. Only these entities are eligible to receive HOME funds from OHFA.

State Recipients: Units of general local government, including cities, towns, counties and Indian tribes.

CHDOs: A Community Housing Development Organization (CHDO) is a private, nonprofit organization that meets a series of qualifications prescribed in the HOME regulations. OHFA must use a minimum of 15 percent of its annual allocation for housing owned, developed or sponsored by CHDOs. OHFA will evaluate organizations’ qualifications and designate them as CHDOs. CHDOs also may be involved in the program as sub-recipients, but the use of HOME funds in this capacity is not counted toward the 15 percent minimum requirement.

Sub-recipients: A sub-recipient is a public agency or nonprofit organization selected by OHFA to administer all or a portion of the HOME Program. It may or may not also qualify as a CHDO. Sub-recipients run programs, not projects.
Nonprofit Developers: Private, nonprofit housing development organizations that do not meet the qualifications to be a CHDO, or that have not applied to be a CHDO with OHFA. Nonprofit developers may also be CHDOs applying for non-CHDO funds. Nonprofit developers may undertake individual projects that comply with the HOME Program requirements, and may do so out of any set-aside for which they are eligible.

Private, for-profit Developers: Private, for-profit developers are eligible to apply for HOME funds only for projects developed in conjunction with Affordable Housing Tax Credits. They are ineligible to apply for HOME funds for any of the other HOME-eligible activities.

2. HOME Funding Activities

Homeowner Rehabilitation
OHFA does not intend to use any of its 2020 HOME Program allocation for Homeowner Rehabilitation activities.

Homeownership
HOME funds may be used by eligible applicants to assist individuals or families for homebuyer assistance, acquisition, acquisition and rehabilitation, new construction and lease-purchase of affordable housing for homeownership. Homebuyer education classes are required for homeownership activities.

Rental Housing
HOME funds may be used by eligible applicants for acquisition, rehabilitation, acquisition and rehabilitation, or new construction of affordable rental housing.

Tenant-Based Rental Assistance (TBRA)
HOME funds may be used by eligible applicants to help individual households afford housing costs such as rent and utility costs.

CHDO Project Pre-development Loans
HOME funds may be used by eligible CHDOs for project-specific pre-development assistance intended to assure funds for up-front, eligible project expenditures.

CHDO Operating Assistance
HOME funds may be used by eligible CHDOs for general operating assistance. CHDO Operating Assistance funds will be awarded at the same time a CHDO receives an award of HOME funds for a CHDO activity. CHDO Operating Assistance funds will only be awarded to CHDOs that are currently receiving HOME funds for a CHDO activity.

3. HOME Program Funds Allocation

OHFA will use the funds allocated for Program Year 2020 in accordance with the percentages listed below. The percentages identified below will be used to calculate the final dollar amounts.

Administrative Funds
Ten percent (10%), of the annual allocation will be used for administration. These funds will be used by OHFA to support its overall program delivery and monitoring.
**CHDO Operating**
No more than five percent (5%), of the State PJ's annual allocation will be available for CHDO operating assistance. **For the 2020 Program Year, the amount for which any eligible CHDO may apply will be limited to a maximum of $50,000. In addition, CHDO Operating Assistance will be limited to ten percent (10%) of the HOME funds awarded for CHDO activities. Therefore, total CHDO Operating Assistance awarded to any one CHDO during Program Year 2020 will be limited to the lesser of $50,000 or ten percent (10%) of the HOME funds awarded to a CHDO for all CHDO activities.**

**CHDO Set-Aside**
Twenty-five percent (25%) of the annual allocation shall be reserved for CHDOs applying for CHDO activities. Only CHDO-eligible activities as defined in the HOME Final Rule, 24 CFR Part 92, will be funded from this set-aside.

**Rental/Homeownership**
Fifty percent (50%) of the annual allocation shall be used for other Rental or Homeownership activities. This set-aside will be open to eligible non-CHDO Applicants. It will also be available to CHDOs applying for non-CHDO activities, and to CHDOs applying for CHDO activities once the CHDO Set-Aside funds have been exhausted, but not sooner.

**Down-Payment Assistance**
Ten percent (10%) of the annual allocation shall be used for Down-Payment Assistance programs. Assistance to individual households cannot exceed $14,999. If any funds remain in this set-aside after October 1, 2020, they will be transferred to the Rental/Homeownership Set-Aside, unless there are pending applications that could be funded at the November 2020 meeting of OHFA's Board of Trustees.

**General Information on Funds Allocation:**
All amounts set forth in this Action Plan may be changed at the discretion of OHFA, except where mandated by HOME Program rules. Such decisions shall be based upon demand, need, efficient resource use, and other Program-relevant considerations. Funding awards are subject to the availability of HOME funds and the timing needs of individual Projects.

**Program Income**
Awardees are required to clearly identify whether or not the proposed activity will result in Program Income. **All Program Income must be returned to OHFA. OHFA no longer permits Awardees to retain Program Income. Exceptions may be made for Awardees that are currently reusing Program Income derived from Written Agreements already completed and closed out. Such exceptions must be specifically approved by OHFA and HUD, and may be rescinded at any time should OHFA Monitoring Staff determine that the Program Income is not being used in accordance with HOME Program and OHFA rules and regulations.**

**Recaptured Funds**
If OHFA recaptures any HOME funds, they will be allocated by OHFA to eligible activities. In the event a significant amount of funding becomes available, a public announcement of the availability of funds may be made.
4. **Administrative funds**

OHFA will use all of the administrative funds for its costs of administering the HOME Program for the State of Oklahoma. **OHFA will not accept Applications for administrative funds.**

5. **Mode of HOME investment**

- OHFA shall award HOME funds in the form of equity grants. The only exception is for CHDO Pre-Development Loans, which per the Final Rule must be in the form of loans.

6. **HOME Written Agreement Award Instrument**

Written Agreements will be used to contract with funded Applicants in order to implement proposed HOME activities and govern project execution. **All Written Agreements will provide for protection of the Period of Affordability throughout its entire term.**

At OHFA’s discretion, a pre-agreement meeting between OHFA, the HOME Awardee, and any Project partners may be required prior to execution of Written Agreements.

For all Homebuyer activities, OHFA will require that funded Applicants execute Written Agreements with the ultimate beneficiaries of the HOME funds, setting forth the restrictions and requirements of the HOME Program. The Written Agreements must contain, at a minimum, the following requirements:

- The housing must conform to the requirements of 24 CFR 92.254(a).
- The housing must be modest; its value must not exceed 95% of the median price of comparable housing. It must also not include any luxury improvements as defined by HUD and/or OHFA.
- The home must be the principal place of residence of the homebuyer.
- Recapture or Resale provisions must be set forth in detail, and written in such a way that the homebuyer can understand them.
- The agreement should set forth the amount of HOME assistance provided, the form of such assistance, and the deadline for acquiring the housing unit with the HOME funds, if applicable.
- The agreement should be drafted in such a manner as to ensure compliance with all HOME Program requirements, and ensure that the homebuyer fully understands such requirements.

Activity and design modifications to funded projects are strongly discouraged. **Activity and design modifications cannot be made to funded Projects without the prior written approval of OHFA.**

Extensions of Written Agreement periods may, at OHFA’s discretion, be permitted for any HOME
Awardee that can demonstrate that the Project is proceeding in a manner such that completion of the Project is certain in the time identified. **However, Written Agreements cannot be extended beyond the Project completion deadlines set forth in the Final Rule.**

**Funded Applications are subsequently made a part of all Written Agreements between OHFA and the HOME Awardee.** Unapproved variations to funded Project designs are considered violations of contractual agreements and may result in disallowed costs, the repayment of HOME funds, or possible suspension from future Program participation.

Projects selected for funding in conjunction with Applications for Affordable Housing Tax Credits (AHTC), National Housing Trust Fund (HTF), or Oklahoma Housing Trust Fund may receive a [contingent HOME commitment](https://homprogram.ok.gov/), since they may be considered prior to a reservation of Tax Credits or an award of HTF funds. Contingent commitments will be withdrawn should an Applicant be unable to obtain a reservation of Tax Credits or an award of HTF funds, as applicable, within the time period specified by OHFA.

Projects selected for funding that involve the acquisition and rehabilitation of existing housing, and the specific address or addresses of the housing unit(s) cannot be identified at the time of application, will also receive a contingent HOME commitment. The **HOME Program Final Rule states that no Written Agreement can be executed without a specific address or legal description.** Therefore, for these projects, the Written Agreement will be executed once the legal description, address or addresses have been determined.

**No other contingent HOME commitments are permitted.** Contingent HOME commitments will not be made for any other eligible activities or in conjunction with any other type of funding source. All other funding sources must already be committed to the Project.

Contingent commitment amounts are good faith estimates by OHFA and may be adjusted based on the actual award of Tax Credits and/or HTF funds, or the work write-ups and cost estimates of acquisition/rehabilitation Projects. OHFA may reduce the amount of the contingent award, but **under no circumstances will OHFA increase the amount of a contingent award.**

**OHFA will limit to five (5) the number of open HOME Written Agreements that any one entity may have at any given time.** This includes Written Agreements for which said entity is either the Awardee or the Administrator. OHFA defines an open HOME Written Agreement as one that has not been 100% expended and all close-out documents submitted to OHFA. **This limit will not include CHDO Operating Assistance Written Agreements.**

A large number of open Written Agreements represents a possible capacity issue, especially should key staff leave before the Written Agreements are completed and closed out. Capacity is of great concern to OHFA, since OHFA must certify in the Integrated Disbursement and Information System (IDIS) that an Awardee has the capacity to undertake the Project or activity for which an award has been made. Further, the five (5) Written Agreement limit prevents any one entity from monopolizing the very limited HOME funds available.
7. **HOME Written Agreement Performance**

OHFA regularly assesses the performance of its HOME partners. Based on the performance pursuant to the requirements contained in its Written Agreements and the Program regulations, OHFA may withdraw funding due to non-performance, poor performance, and/or untimely performance. In addition, OHFA may, at its discretion and within its regulatory authority pursuant to 24 CFR Part 92.2, reassign untimely Written Agreement funding in order to affect timely expenditure, performance, and Project completion.

Satisfactory performance in regard to HOME Written Agreements is a threshold requirement for all Applications for new awards of HOME funds. The 2020 HOME Application will set forth specific performance standards. Failure to meet these performance standards will be grounds for denial of any new Application for HOME funds. **Some information on how Written Agreement performance will be measured can be found in Section 22 of this Action Plan, “Written Agreement Performance Measurement”**.

8. **Compliance Monitoring**

These compliance monitoring procedures apply to all buildings placed in service in Oklahoma, which have received allocations of HOME funds determined under the HOME Regulations. The compliance monitoring procedures and requirements are as follows:

A. OHFA will verify that the Awardee of a low-income housing Project is maintaining records for each qualified low-income unit in the Project. These records must show, for each year in the compliance period, the information required by the record-keeping provisions contained in the HOME Regulations, incorporated herein by reference.

B. OHFA will verify that the records documenting compliance with the HOME Regulations for each year as described in Paragraph A above are retained for the entire affordability period.

C. **OHFA will conduct construction inspections** in order to ensure that HOME funds are not being drawn down for work that has not been completed, work that has not been done according to the specifications of the Written Agreement, or costs that are ineligible for HOME funding.

D. OHFA will inspect one hundred percent (100%) of the HOME Written Agreements as prescribed by HUD regulations and will inspect the low-income certification, the documentation the Awardee has received to support that certification, the rent records for Rental Projects and the home valuation limits for Homebuyer Projects.

E. For Rental Projects, OHFA will perform on-site inspections at the time of property completion and, at a minimum, every three years thereafter, in order to determine compliance with construction standards and physical condition standards. **All HOME-assisted Rental housing must meet the Uniform Physical Condition Standards, or UPCS.** HOME Compliance monitors will not conduct a REAC inspection, but will monitor for any violations. OHFA may perform more frequent on-site inspections based upon a risk assessment of all projects.

F. The Awardee must allow OHFA to perform an on-site inspection of any low-income unit and/or building in the Project through the end of the Period of Affordability. This inspection may be separate or in conjunction with any review of tenant files, and will include habitability requirements.
G. During programmatic monitoring activities, OHFA shall review Program Awardees’ affirmative marketing, minority outreach, and fair housing activities to ascertain compliance with standards established by HUD’s Fair Housing Office.

H. OHFA will promptly notify the Awardee in writing if OHFA is not permitted to inspect and review as described in Paragraphs C, D, E, F and G, or otherwise discovers that the Project does not comply with the HOME Regulations. In such event, the Awardee will be allowed a correction period to supply missing documentation or to correct noncompliance.

I. OHFA will notify HUD of an Awardee’s noncompliance or failure to certify no later than forty-five 45 days after the end of the time allowed for correction and no earlier than the end of the correction period.

J. Compliance with requirements of the HOME Regulations is the responsibility of the Awardee and the owner of the building for which HOME funds are loaned or granted. OHFA’s obligation to monitor for compliance with the requirements of the HOME Regulations does not make OHFA or the State of Oklahoma liable to any owner or to any shareholder, officer, director, partner, member or manager of any owner or of any entity comprising any owner for an owner’s non-compliance therewith.

K. The Final Rule for the HOME Program permits Participating Jurisdictions to charge compliance monitoring fees for all projects funded after August 23, 2013. OHFA intends to charge a small monitoring fee for some properties at some point in the future. Any fee increase must be incorporated into OHFA’s HOME Program Rules, Title 330, Chapter 55, before they can be implemented. No compliance monitoring fees will be charged in Program Year 2020.

9. Affirmative Marketing, Minority Outreach, and Fair Housing

All Applicants for HOME Program funds for Rental and Homebuyer projects containing five (5) or more units must adopt affirmative marketing procedures and follow all affirmative marketing requirements for all HOME-assisted housing. Affirmative marketing requirements and procedures must include:

- methods for informing the public, owners and potential tenants about fair housing laws and the policies of the local program;
- a description of what owners and/or the program administrator will do to affirmatively market housing assisted with HOME Program funds;
- a description of what owners and/or the program administrator will do to inform persons not likely to apply for housing without special outreach;
- maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and
- a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

In order to achieve compliance with the Affirmative Marketing, Minority Outreach, and Fair Housing requirements at 24 CFR Parts 92.350 and 92.351, Written Agreements shall be executed between OHFA and all Program Awardees. Written Agreements shall prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap, or familial status in connection with any activities funded with HOME Investment Partnerships Program assistance.

Implementation manuals shall be provided to Awardees and shall contain information regarding Affirmative Marketing, Minority Outreach, and Fair Housing Standards and Procedures. At a
minimum, Written Agreements shall require all contractors and subcontractors to comply with equal opportunity requirements, procurement efforts to solicit the use of minority and women’s’ business enterprises, undertake activities to further fair housing, and, where five (5) or more units are HOME-assisted, implement Affirmative Marketing procedures.

**Affirmative Marketing is now required for all HOME Program activities, including Down-Payment Assistance and Tenant-Based Rental Assistance.**

Section 281 of the National Affordable Housing Act (the “Act”) requires the State to prescribe procedures acceptable to the Secretary of HUD to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and legal firms, in all Written Agreements, entered into by the Participating Jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the Participating Jurisdiction to provide affordable housing authorized under the Act or any other federal housing law applicable to such jurisdiction.

**Minority Business Enterprises/Women Business Enterprises**

Applicants will be required to solicit and encourage the participation of Minority Business Enterprises/Women Business Enterprises (M/WBEs) in connection with their Project. **Applicants must affirm and certify to the same in their Applications or they will not be eligible to receive an award of HOME funds.**

**Recommended Methods for the Encouragement of M/WBEs:**

The following methods are recommended for Applicants who wish to encourage the participation of M/WBEs on HOME-assisted contracts:

(i) Actively and affirmatively solicit bids for contracts and subcontracts from qualified M/WBEs, including solicitations to minority and women contractor associations;

(ii) Ensure that plan specifications, request for proposals and other documents used to secure proposals for the performance of work or supply of materials will be made available in sufficient time for review by prospective M/WBEs;

(iii) Divide, where economically and technically feasible, the work into smaller portions to enhance participation by M/WBEs;

(iv) Encourage, where economically and technically feasible, the formation of joint ventures, partnerships or other arrangements among contractors to enhance participation by M/WBEs;

(v) Consult with and use the services of governmental agencies, their consultants and contractor associations to further the participation of M/WBEs;

(vi) Ensure that progress payments to M/WBEs are made on a timely basis and with such frequency that undue financial hardship is avoided and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation;

(vii) Make written solicitations in a timely fashion of M/WBEs listed in the Minority and Women-Owned Business Directory; and

(viii) Make timely responses to any advertisements and solicitations provided by M/WBEs.

**Reporting**

All applicants must submit M/WBE Utilization reports, which will include, but are not limited to the following:

(i) The name, address and telephone number of each M/WBE the Applicant intends to use;

(ii) A brief description of the contract scope of work to be performed for the Applicant by each M/WBE and the scheduled dates for performance;
(iii) A statement of whether the Applicant has a written agreement with each M/WBE, and if requested, copies of the agreements the applicant is using or intends to use;  
(iv) The actual total cost of the contract, the work performed and the materials provided, scope of work to be performed by each M/WBE for each contract;  
(v) The actual amounts of any payments made by the Applicant to each M/WBE as of the date the compliance report was submitted; and  
(vi) The percentage of total contractors, subcontractors, vendors and suppliers utilized for the project and the total prices for each.

10. **Language Access**

Recipients of federal financial assistance, including HOME funds, are required to provide meaningful access to their programs and services for persons with limited English proficiency (LEP). The U.S. Supreme Court has held that failing to take reasonable steps to ensure meaningful access for LEP persons is a form of national origin discrimination prohibited by Title VI of the Civil Rights Act of 1964.

The requirement to provide language assistance to LEP individuals applies to all recipients of federal financial assistance, including HOME funds, regardless of conflicting state or local laws. When meaningful access requires interpretation, interpreters should be provided at no cost to the persons involved. Budgeting adequate funds to ensure language access is essential. While costs are a consideration in determining what language assistance is reasonably required, fiscal pressures do not provide an exemption from civil rights requirements.

Recipients of HOME funds should develop, and periodically update, a written LEP plan that describes their language assistance services and explains how staff and LEP persons can access those services. Recipients who are not fully compliant with the LEP guidance issued by the federal government should be making steady progress toward becoming fully compliant. Guidance regarding LEP compliance can be accessed on the HUD website at [www.hud.gov](http://www.hud.gov).

11. **HOME Subsidy limits and minimums**

**Minimum HOME Investment:** The minimum amount of HOME funds that must be invested in a project is $1,000 multiplied by the number of HOME-assisted units in a project. **The minimum only relates to the HOME funds, and not to any other funds that might be used for Project costs.** The minimum HOME investment does not apply to Tenant-based Rental Assistance.

**Special Minimum Investment for HOME awards in conjunction with Affordable Housing Tax Credits (AHTCs):** The minimum amount of HOME funds that must be invested in a project that is utilizing HOME funds in conjunction with AHTCs is $200,000.

**Maximum HOME investment:** There are three limiting factors that must be taken into account when determining the maximum HOME investment:

1. An award of HOME funds cannot exceed the HOME Program Maximum per Unit Subsidy Limits as established by HUD. The limits are based on the Section 234 Mortgage Limits and are determined by number of bedrooms.
2. The maximum HOME investment is limited to the minimum amount required to cover the project’s financial gap, as determined by subsidy layering analysis.
3. The maximum HOME investment is limited to the pro-rata share of HOME-eligible project costs, as determined by multiplying the total HOME-eligible project costs multiplied by the percentage of HOME units to total units or the percentage of HOME unit square footage to total unit square footage (whichever percentage is less).

The maximum HOME investment, therefore, is limited to the lowest of the pro-rata share of eligible costs, the HOME Program Maximum per Unit Subsidy Limit, or the financial gap as determined by a subsidy layering analysis.

The maximum for HOME Down-payment Assistance is $14,999 per HOME-assisted unit. However, it should be noted that this limit is also subject to underwriting analysis, and HOME Awardees cannot provide Down-Payment Assistance in an amount over and above the amount required to permit the homebuyer(s) to qualify to purchase the home.

Maximum Awards for Activities
The maximum amount of HOME funds that will be awarded to a Rental or a Homeownership project is $500,000. The maximum amount of HOME funds for Down-Payment Assistance programs will be $200,000. The Maximum amount of HOME funds for a Tenant-Based Rental Assistance program will be $500,000.

12. Period of Affordability

**Rental Housing:**

<table>
<thead>
<tr>
<th>Rehabilitation or Acquisition</th>
<th>HOME funds per unit</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 - 14,999</td>
<td></td>
<td>5 years</td>
</tr>
<tr>
<td>$15,000 - 40,000</td>
<td></td>
<td>10 years</td>
</tr>
<tr>
<td>$40,001 - maximum allowable</td>
<td></td>
<td>15 years</td>
</tr>
</tbody>
</table>

New Construction (or acquisition of newly constructed housing): 20 years.

**Homeownership:**

<table>
<thead>
<tr>
<th>HOME funds per unit</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 - 14,999</td>
<td>5 years</td>
</tr>
<tr>
<td>$15,000 - 40,000</td>
<td>10 years</td>
</tr>
<tr>
<td>$40,001 - maximum allowable</td>
<td>15 years</td>
</tr>
</tbody>
</table>

13. Resale and Recapture Options

24 CFR 92.254 provides guidance for Resale/Recapture options for Homeownership. OHFA is authorized under the HOME Rules to select which option will be used for preserving the Period of Affordability. For 2020, OHFA has chosen the Recapture option. If applicants demonstrate to OHFA staff that special conditions exist that would make the Resale option superior, then it may be considered as an exception. If there is no direct subsidy to the homebuyer, the resale option must be used.

Since Recapture is only possible if there is a direct subsidy to the homebuyer, some Written Agreements between OHFA and a CHDO, non-profit developer, State Recipient or Sub-recipient
may be structured such that under certain circumstances a Recapture Agreement with one homebuyer will be required, and under other circumstances a Resale Agreement with a different homebuyer will be required. Nonetheless, the agreement between the CHDO, non-profit developer, State Recipient or Sub-recipient and any individual recipient of HOME funds may contain only one provision, either Recapture or Resale. An agreement with an individual recipient of HOME funds cannot contain both.

The Applicant is to describe to OHFA its procedures as they relate to the HOME Recapture (or Resale) requirements. The procedures must fully comply with the HOME Rules, and must be approved by OHFA before implementation.

Recapture provisions must ensure that there is recovery of all or a portion of the HOME assistance that represents a direct subsidy to the homebuyer, if the housing does not continue to meet the affordability requirements and/or continue to be the principal residence of the family for the duration of the Period of Affordability. Mortgages, deed restrictions, land covenants or other similar legal mechanisms must be in place to enforce these provisions.

The amount subject to recapture is based on the amount of HOME assistance that represents a direct subsidy to the homebuyer. The amount subject to recapture may be forgiven over time. It must be forgiven on a prorated basis based on the amount of time remaining on the Period of Affordability. For instance, if the Period of Affordability is five years, the amount subject to recapture may be forgiven at the rate of twenty percent (20%) per year. The recaptured funds must be returned to OHFA. OHFA requires that all Recapture provisions for Homeownership and Homeowner Rehabilitation activities base the recapture amount on the net proceeds available from the sale and not the entire amount of the HOME investment. Applicants may structure their Recapture provisions such that the HOME funds are recaptured in one of the following three methods:

- Recapture of the HOME investment first, with the homeowner receiving any remaining net proceeds
- Allow the homeowner to recover his/her initial investment first, with the remainder of the net proceeds recaptured
- A “shared appreciation” method, where a pre-determined percentage of the net proceeds is retained by the homeowner, and the remainder of the net proceeds is recaptured

14. Match Requirements

Match contributions must meet the definition of eligible Match under the federal program regulations at 24 CFR Part 92. Written, itemized documentation of all proposed Match contributions must be provided.

Specific documentation requirements will be detailed in the application. At a minimum, Match documentation must include a signed statement that Match is not from federal sources, as well as documentation of the sources and amounts of commitments. Applicants proposing to meet their Match liability using banked Match must at a minimum include confirmation that the banked Match has not been expended or committed to any other application or project. Banked Match cannot be derived from an open contract. Banked Match can only be derived from a closed, audited contract.
The HOME Program operates using a twenty-five percent (25%) non-federal Matching requirement. **All Applicants must structure their proposals based on the twenty-five percent (25%) Match requirement. Waivers granted by HUD will not affect this requirement.**

OHFA may make available to Applicants a portion of its banked Match credit. This will be set forth more specifically in the 2020 HOME Program Application Packet.

Potential sources of local Match include, but are not limited to, donated or discounted land, donated or discounted materials, and donated or discounted labor.

15. **Leverage**

Applicants must fully describe all development leverage resources, inducements and incentives that are present in the proposed Application. All sources of financing, except HOME, paying development budget costs are potentially eligible for leverage. Assistance for Homebuyers, such as a first mortgage, is not considered leverage.

Any leveraged funds will require a commitment letter to be attached to the application.

16. **Troubled Public Housing Authorities**

OHFA will wait to hear from HUD regarding whether or not there are currently any troubled public housing authorities.

OHFA will work closely with HUD to provide technical assistance and oversight where necessary. **It is not anticipated that any HOME funds will be used to help troubled public housing authorities. The State of Oklahoma has not appropriated funds for this purpose, nor has it authorized OHFA to assume the federal government’s role of subsidizing the operations of public housing agencies.**

17. **Projected Production**

The following chart details the units the OHFA is projecting will be produced with the 2020 HOME allocation. This projection is based upon the actual numbers from prior years and amounts allotted to the various set-asides for 2020. It includes only HOME units and not any other units in the HOME-assisted projects:

<table>
<thead>
<tr>
<th>Activity</th>
<th>HOME</th>
<th>Leveraged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>Homeownership</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>DPA</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>TBRA</td>
<td>0 tenants</td>
<td>0</td>
</tr>
</tbody>
</table>

18. **Application Process**

The HOME Program operates on a continuous Application basis. The Board of Trustees of OHFA must review and approve all awards of HOME funds to Applicants. The Board meets every other
month throughout the year, and therefore deadlines will be established for the consideration of Applications at each of the upcoming Board meetings. These deadlines will be set forth specifically in the 2020 HOME Program Application Packet, and are established in order to allow OHFA Staff to properly review each individual Application.

Even though Applications for HOME Program activities are continuously accepted, it may become necessary to cease accepting Applications before the end of the Program Year because funds are no longer available.

The Program Year 2020 HOME Program Application Packet, as well as the 2020 HOME Program Processes, Procedures and Topical Guidance will be drafted, and will be made available for public input. The Application Packet will contain the Application submission requirements, threshold factors, and the evaluation criteria for all HOME Program Applications.

Applications for Rental Activities in Conjunction with AHTCs

For Program Year 2020, all eligible entities wishing to submit an Application for Rental Activities in Conjunction with AHTCs for the Second AHTC Funding Period of 2020 must submit their applications on or before June 25, 2020. The Applications for Rental Activities in Conjunction with AHTCs will be considered at either the September or November 2020 meeting of the OHFA Board of Trustees. It is OHFA’s intent to consider them at the September 2020 Board meeting if possible.

Applications that meet all threshold requirements will be funded in rank order by score, from highest to lowest. Tie-breakers as set forth in the 2020 Application Packet will be used in the event that there are sufficient funds remaining for only one application, and the next two or more applications in rank order have achieved an equal score.

Application timeline:

- A draft of the proposed 2020 HOME Program Application Packet, including all Application and scoring evaluation criteria will be presented for public comment and input on or about February 1, 2020. The draft will be posted on OHFA’s website, www.ohfa.org
- An informal public input session on the 2020 HOME Application will be held in February of 2020 at the offices of OHFA in Oklahoma City.
- The final version of the 2020 HOME Application Packet will be available on or about March 1, 2020. It will be posted on OHFA’s website, www.ohfa.org.
- OHFA may hold a training session on the 2020 HOME Program Application Packet in March of 2020 at the offices of OHFA in Oklahoma City. If OHFA Staff determines that the changes to the HOME Program for 2020 are minimal, OHFA may decide not to hold such a training session.
- OHFA will begin accepting Applications April 1, 2020.

OHFA staff will make every effort to meet this timeline. The dates for each step in the Application process will be published on OHFA’s website. The web address is www.ohfa.org. All prospective Applicants and interested parties are encouraged to check the website frequently for updated information concerning important dates.

2020 Program Year – Important Dates

- March 1, 2020 – Final version of 2020 HOME Application Packet available
• April 1, 2020 – OHFA will begin accepting applications for the 2020 Program Year for all eligible activities
• June 25, 2020 – Applications for Rental Activities in Conjunction with AHTCs are due

During Application review, the following are the factors that may be considered as Threshold Factors and/or Evaluation Criteria:
• Application Information Form
• Attachments A, B and C
• HOME Application Certification
• Description
• Audit
• Match
• Monitoring
• Federal Requirements
• Market Analysis
• Development Commitments
• Organizational Structure and Experience
• Capital Needs Assessment
• Financial Management
• Financing
• Readiness to Proceed
• CHDO Eligibility Criteria Elements
• Special Populations
• HOME Training
• Leverage
• HOME Investment per Unit
• CHDO Status
• Energy Efficiency

The complete list of Threshold Factors and Evaluation Criteria may not be limited to those above, and also may not include every criteria listed above.

Applications to be considered at the next OHFA Board of Trustees meeting must be submitted by the deadlines listed in OHFA’s 2020 Application Packet. Applicants are encouraged to access the 2020 HOME Program Application Packet available on OHFA’s web-site at www.ohfa.org to verify submission deadlines and ensure timely filing of their applications.

Applicants proposing to incorporate the use of HOME funds with Affordable Housing Tax Credits (AHTCs) should confirm the deadlines for submission in the HOME Application and the AHTC Application.

Awards of HOME funds are subject to the availability of funds and the satisfaction of all threshold factors. **Applications that do not satisfy these criteria are ineligible for funding.** In the event that insufficient funds remain to award HOME funds to all Applications for any eligible activity, Applications for each activity will be funded in rank order by score, as determined by Staff review of the evaluation criteria. In the event that two or more Applications achieve an equal score, tie-breakers as set forth in the 2020 HOME Application Packet will be used to determine funding.
Applications for Down-Payment Assistance and CHDO Operating Assistance will not be scored. If insufficient funds remain to award to all Applications for Down-Payment Assistance and CHDO Operating Assistance, tie-breakers as set forth in the 2020 HOME Application will be used to determine which Applications will be funded.

**Application Requirements Specific to CHDOs**

CHDOs are responsible for notifying OHFA of any changes relating to the HOME Program CHDO eligibility criteria elements. Therefore, OHFA certified CHDOs making Application for CHDO activities, including CHDO Operating and Project Specific Loans, must, at the time of Application, indicate any changes in the eligibility criteria elements since the date of their last certification.

**Eligibility criteria elements:**
- Legal status
- Capacity and Experience
- Organizational structure
- Board Composition of current members.
- Relationships with for-profit entities
- Service Area

CHDOs with current OHFA certifications that have had no eligibility criteria element changes since their certification date, must submit a certification signed by the Board Chairman or Executive Director indicating that no eligibility criteria element changes have occurred.

If **eligibility criteria element changes have occurred** since the date of the CHDO’s last OHFA certification, updated documentation relating to all changes must be provided. In addition, the CHDO must provide a certification signed by the Board Chairman or Executive Director that clearly identifies all the relevant changes that have been made. All certifications must indicate that all supporting documents relating to the CHDO’s certification are on file in the CHDO’s corporate office and available for OHFA’s review.

19. **CHDO Annual Recertification Process**

OHFA requires that CHDOs meet the CHDO eligibility criteria in order to apply for HOME funds for CHDO activities. **OHFA no longer requires annual recertification of all CHDOs. CHDOs will be recertified whenever they apply for new funding from OHFA for a CHDO Project.**

20. **New Applicants for CHDO Certification**

Any not-for-profit organization receiving OHFA HOME-CHDO funding must be certified by OHFA as a CHDO under 24 CFR 92.2.

**New Applicants for certification must meet with OHFA Staff.** Those in attendance must be authorized representatives of the organization. They must also be principals in the operation of
the applicant. This meeting is required before an application may be submitted for CHDO certification.

OHFA will prepare an Application Packet for CHDO Certification, and will make it available to prospective Applicants after the required meeting has taken place. A completed Application must be submitted with all required documentation.

Applications for CHDO certification may be submitted to OHFA at any time throughout the year. However, the not-for-profit organization must have received its CHDO certification from OHFA before submitting an Application for HOME CHDO funding.

Applicants should allow 4-6 weeks for OHFA to review a fully completed CHDO Certification Application. Once OHFA is satisfied that all certification requirements have been met, a CHDO certification letter and a certificate will be issued within two weeks.

21. **Outcome Performance Measurement System**

The Office of Community Planning and Development (CPD) at HUD has developed an Outcome Performance Measurement System. This system will enable HUD to collect information on the outcomes of activities funded with CPD formula grant assistance, and to aggregate that information at the national, state, and local level. The outcome performance measurement system is not intended to replace existing local performance measurement systems that are used to inform local planning and management decisions and increase public accountability.

**Performance Measurement Objectives**

The outcome performance measurement system has three overarching objectives: (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing, and (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine possible `outcome/objective statements` within which to categorize HOME activities. OHFA will complete an outcome/objective statement in HUD's Integrated Disbursement and Information System (IDIS) by entering data in the form of an output indicator.

It is mandatory for OHFA to collect this data. The collection and reporting of performance data is not optional, but individual outcome indicators can and will vary, depending on the activity. The proposed outcome measurement framework will not change the types of activities available to eligible applicants, but it will require new ways of reporting the data. The flexibility of the Program will be maintained. The objectives and outcomes will be determined by OHFA, based on the intent of the activity.

The following is a list of the activities to be undertaken with HOME funds in Program Year 2020, and the outcome and objective for each of those activities:

- **Rental/Homeownership:** Affordability for the purpose of providing Decent Housing
- **CHDO Pre-Development Loans:** Affordability for the purpose of providing Decent Housing
- **CHDO Operating Assistance:** This activity is not covered in the Performance Measurement System.
22. **Written Agreement Performance Measurement**

Meeting affordable housing objectives and obtaining satisfactory outcomes is important, but proper performance goes beyond housing production. Administration of the HOME Written Agreement is also important. The OHFA HOME Finance Staff has developed the following chart outlining how contract progress will be monitored. **All time periods are from the date of the execution of the Written Agreement unless otherwise specified by OHFA.**

### Written Agreement Performance Measurement

<table>
<thead>
<tr>
<th>Time Period</th>
<th>% Expended</th>
<th>Action</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months from WA begin date</td>
<td>If 0% expended</td>
<td>send letter</td>
<td>Concern</td>
</tr>
<tr>
<td>18 months from WA begin date</td>
<td>0% expended</td>
<td>Determine contract feasibility</td>
<td></td>
</tr>
<tr>
<td>18 months from WA begin date</td>
<td>&lt; 25% expended and no explanation</td>
<td>send letter</td>
<td>Finding</td>
</tr>
<tr>
<td>24 months from WA begin date</td>
<td>&lt; 50% expended</td>
<td>send letter</td>
<td>Concern</td>
</tr>
<tr>
<td>36 months from WA begin date</td>
<td>&lt;100%</td>
<td>send letter</td>
<td>Concern</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – 60 days after WA end date</td>
<td>Need closeout documents; Will send a letter 1-month before WA end date to request closeout documents; <strong>If documents are not received within 60-day closeout period, a compliance visit will be scheduled and this will be a Finding</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IDIS Expenditure Measurement per Activity

<table>
<thead>
<tr>
<th>Time Period</th>
<th>% Expended</th>
<th>Action</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 months after IDIS setup</td>
<td>0%</td>
<td>Send letter to request reimbursement request</td>
<td>Concern</td>
</tr>
<tr>
<td>12 months after IDIS setup</td>
<td>0%</td>
<td>Activity flagged and cancelled in IDIS</td>
<td>Concern</td>
</tr>
<tr>
<td>12 months between drawdowns</td>
<td></td>
<td>Activity flagged; need explanation from Grantee to continue</td>
<td>Concern</td>
</tr>
</tbody>
</table>
State of Oklahoma

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
<th>Action</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 days from last drawdown</td>
<td>100%</td>
<td>Send letter if no activity completion report received</td>
<td>Concern</td>
</tr>
<tr>
<td>120 days from last drawdown</td>
<td>100%</td>
<td>Activity flagged; Need completion report to continue processing drawdown requests</td>
<td>Finding</td>
</tr>
</tbody>
</table>

**Written Agreement Extensions**

Written Agreements will be for three year periods. However, Written Agreements will contain specific performance benchmarks, and except in very unusual circumstances, project completion will be required well in advance of the three year term. If an extension beyond the three year period is required, it will be a **Finding**.

**For CHDOs, excessive findings in regard to Written Agreement performance may result in CHDOs being placed on probation or, in severe cases, decertified.**

**Additional performance benchmarks will be set forth in Written Agreements and the failure to meet a performance benchmark could result in a concern, a finding or cancellation of the agreement, depending on the severity.**
Appendix D

Section Contents…

- HOPWA Action Plan
Housing Opportunities for People with AIDS

(HOPWA) 2020 Action Plan-
Five-Year Strategic Plan for 2019-2023
Updated For Program Year 2020

Oklahoma Housing Finance Agency
HOPWA Development Team
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Oklahoma City, OK 73126-0720
405/419-8275
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Action Plan for Addressing Housing for People with HIV/AIDS

The Oklahoma Housing Finance Agency (OHFA), in its role as a housing service provider for low-income persons, is making $416,750.00 available during the program year April 1, 2020, to March 31, 2021 (PY2020). This budgeted amount does not include amounts appropriated under the Housing Opportunities for People with AIDS (HOPWA) Program for the City of Oklahoma City or the City of Tulsa. All funds will be used to ensure housing for persons living with HIV/AIDS is an essential component of the Continuum of Care approach. Priority will be given to projects that target low-income individuals living with HIV/AIDS in Oklahoma, who are either currently homeless or in eminent danger of becoming homeless.

OHFA has designated its HOPWA Program to support:

- Project or tenant-based rental assistance, including assistance for group housing;
- Short-term emergency rent and utility payments to prevent eviction or loss of services;
- Supportive services which include, but are not limited to: health and mental health, substance abuse, child care, assessment and case management, nutrition, intensive medical care, assistance in accessing federal, state, and local programs, and assistance in locating permanent housing;
- Resource identification to establish, coordinate, and develop housing assistance to eligible persons;
- Technical assistance in establishing and operating a community residence, including planning and other pre-construction activities;
- Operating costs for housing;
- Acquisition, rehabilitation, conversion, or lease of buildings used in the project; and
- Administrative expenses.

Funds Distribution

In 2015 OHFA initiated an Invitation to Bid (ITB), thereby announcing to all eligible applicants the program availability, guidelines, etc. for FY2016. A HOPWA Proposal Review Committee then ranked each proposal submitted by eligible applicants. Factors considered in the selection process were outlined in the ITB and included projects that targeted low-income persons living with HIV/AIDS in Oklahoma, and who are homeless or were in eminent danger of becoming homeless. The proposals selected demonstrated inventiveness, community support, and additional resources leveraged from non-HOPWA sources. Most importantly however, the proposals contained convincing evidence of cooperation and collaboration with a network of public and private agencies that provided complimentary services for people with HIV/AIDS; thus encouraging a true Continuum of Care approach. Project Sponsors are required to submit monthly program reports and funds are distributed to the Project Sponsors from the State Grantee based upon actual expenditure of funds. Project Sponsors selected in FY 2015 to administer the HOPWA
Program for the State of Oklahoma beginning in FY 2016 are eligible for an annual extension through FY 2020, based upon performance. Those extensions may be subject to approval by the OHFA Board of Trustees. OHFA is not recommending any changes for Program Year 2020. However, a new Invitation to Bid will be required for Program Year 2021.

OHFA, with the assistance of its local HUD representative, developed new Grant Agreements for Program Years 2017 and 2018 with improved guidance for the Project Sponsors, as well as more specific goals and performance measurements. OHFA believes these new Grant Agreements will greatly improve the delivery of vital services to the beneficiaries of HOPWA assistance.

2020 Program Goals

Program goals are as follows:

**Western Oklahoma**

- Short-term rent fifteen (10) households
- Rent and utility assistance fifteen (15) households
- Supportive Services fifteen (15) households

**Eastern Oklahoma**

- Short-term rent five (5) households
- Rent and utility assistance ten (10) households
- Permanency Planning one (1) household
- Supportive Services fifteen (15) households
EXHIBIT 1: PROGRAM ABSTRACT

The State of Oklahoma is proposing to utilize Housing Opportunities for People with AIDS (HOPWA) FY 2020 program funds to ensure that housing becomes an essential component of the continuum of care for persons living with HIV disease in our State. The proposed plan seeks to address both short and immediate housing needs, and to build a foundation to meet future housing needs. The plan consists of statewide rental assistance including emergency, short term and long term assistance and a utility bill assistance program combined with mental health and intensive case management services. Up to approximately one-fifth of Oklahoma’s total award could be realigned for other eligible activities (e.g., rehabilitation, acquisition). This plan strives to develop a program that will provide housing and supportive services to those persons who have the fewest resources to access these services and those who have the greatest need. It is essential that low-income individuals living with the HIV disease be able to access available direct care resources in the most accommodating environment possible rather than negotiating through a traditional bureaucracy.
EXHIBIT 2: PROGRAM DESCRIPTION

Characteristics of Eligible Persons:

Persons to be served by the proposed activities of this plan include the men, women and children of our State who are living with and/or affected by HIV disease.

Although the HIV/AIDS epidemic in Oklahoma may not reflect the alarming number of cases observed in larger epicenters, this disease has nonetheless had a devastating effect on those persons living with HIV. From the first reported case in 1983, the needs of persons living with HIV in our State have far exceeded the resources available. As a low-incident state, Oklahoma has struggled to secure funding for services, often to discover we were ineligible for funds due to our lower number of reported AIDS cases. Despite this, Oklahoma service providers have been successful in developing a service delivery system that continues to be strengthened as more resources become available.

HIV/AIDS in Oklahoma:

From the Oklahoma State Department of Health, as of December 31, 2016 (last update available):

**Newly Diagnosed HIV 2016**
- In 2016, 295 cases of HIV were newly diagnosed in Oklahoma. Of these cases, 82.4% (243 cases) were male and 17.6% (52 cases) were female.
- Almost 65% of the newly diagnosed cases were ages 20-39 in Oklahoma in 2016 (189 cases).
- Black/African Americans had the highest rate of newly diagnosed HIV cases in 2016 (26.4 cases per 100,000 population) among all racial and ethnic groups.
- Of the newly diagnosed cases, 53.9% (159 cases) self-reported as MSM (Men who have Sex with Men).
- Three Metropolitan Statistical Areas (MSAs) in Oklahoma accounted for the majority of the 2016 newly diagnosed cases: Oklahoma City (150 cases; 50.8%), Tulsa (77 cases; 26.1%), and Lawton (10 cases; 3.4%).

**Newly Diagnosed AIDS 2016**
- In 2016, 75 AIDS cases were newly diagnosed in Oklahoma. Of these cases, 85.3% (64 cases) were male and 14.7% (11 cases) were female, and 40% were diagnosed only 1-4 years after their HIV diagnosis.
- At the time of AIDS diagnoses, the 40-49 years age group accounted for the highest number (32.0% or 24 cases) and highest rate (5.2 cases per 100,000) of newly diagnosed AIDS cases in 2016.
- Black/African Americans had the highest rate of newly diagnosed AIDS cases in 2016 (9.6 cases per 100,000) which was 5 times higher than the overall state rate.
- Over half (54.7% or 41 cases) of new AIDS cases were diagnosed among MSM.
- Two counties in Oklahoma accounted for over 60% of newly diagnosed AIDS cases in 2016: Oklahoma (33.3% or 25 cases) and Tulsa (28.0% or 21 cases). Tulsa had
the highest rate with 3.3 cases per 100,000.

People Living with HIV/AIDS (PLWHA) 2016

• At the end of 2016, an estimated 5,954 people were living with HIV/AIDS (PLWHA) in Oklahoma. Of these, 53.7% were HIV cases and 46.3% were AIDS cases.
• Males accounted for 82.7% (4,925 cases) of the HIV/AIDS cases living in Oklahoma, while females accounted for 17.3% (1,029 cases).
• Over half (54.6%) of the living cases are currently between 40-59 years of age.
• In 2016, Black/African Americans had the highest rate of PLWHA cases (518.5 cases per 100,000) and accounted for 25.4% of all PLWHA (1,510 cases).
• Of the 5,954 PLWHA in 2016, 55.7% (3,316 cases) self-reported as MSM.
• Almost half (49.1% or 2,922 cases) of PLWHA in Oklahoma live in counties within the Oklahoma City MSA. The Tulsa MSA accounted for 31.0% (1,848 cases) of PLWHA in 2016.

Deaths among HIV/AIDS 2016

• By the end of 2016, 42.9% (4,469 cases) of the cumulative 10,423 HIV/AIDS cases diagnosed from 1982-2016 in Oklahoma were known to have died. ▪ Of these, 84.2% (3,762 cases) were diagnosed with AIDS, while 15.8% (707 cases) were diagnosed with HIV.
  ▪ Of these, 20.3% (907 cases) died less than one year after their HIV diagnosis, and 63.7% (2,846 cases) of deaths were due to underlying HIV disease.
  ▪ Those ages 30-49 years accounted for 64.8% (2,897 cases) of these cumulative deaths.
• In 2016, 90 deaths occurred among persons diagnosed with HIV/AIDS in Oklahoma. Of these, 75.6% (68 cases) were among AIDS cases and 24.4% (22 cases) were among HIV cases. ▪ The majority of the deaths were among males at 81.1% (73 cases), while deaths among females were 18.9% (17 cases).
  ▪ In 2016 people who were 50-59 years of age at the time of death accounted for the largest number of deaths (34.4% or 31 cases) as well as the highest rate of deaths (6.2 per 100,000).
  ▪ Black/African Americans had the highest death rate in 2016 at 4.1 deaths per 100,000, but accounted for only 13.3% of deaths in 2016 among all racial and ethnic groups.

HIV/AIDS Cases Diagnosed in OKC Metropolitan Statistical Area (MSA) 2016

• The OKC MSA had a new HIV rate of 10.9 cases per 100,000.
  ▪ Men Who Have Sex with Men (MSM) accounted for 56.6% of the living HIV/AIDS cases.
  ▪ Males accounted for 83.2% of the living HIV/AIDS cases in the OKC MSA.
  ▪ Age group 20-29 years had the highest rate (29.7 per 100,000) of new HIV cases.

HIV/AIDS Cases Diagnosed in Tulsa Metropolitan Statistical Area (MSA) 2016

• In 2016, the Tulsa MSA had a rate of 187.2 cases per 100,000 living with HIV/AIDS.
• Blacks had the highest rate of living with HIV/AIDS cases (530.8 cases per 100,000) in the Tulsa MSA.
• Males accounted for 85.7% of the newly diagnosed cases in the Tulsa MSA.
• The 20-29 years age group had the highest rate of new HIV at 21.3 cases per 100,000.

OVERVIEW

At the end of 2016, an estimated 5,954 cases were living with HIV/AIDS in Oklahoma. Of these, 53.7% (3,197) were HIV cases and 46.3% (2,757) were AIDS cases. The rate of cases living with HIV/AIDS was 151.7 cases per 100,000 population. Of the 10,423 cumulative cases diagnosed in Oklahoma, 42.9% (4,469) were known to have died.

BY SEX

Males accounted for 82.7% (4,925) of the HIV/AIDS cases living in Oklahoma, while females accounted for 17.3% (1,029). The rate of males (253.4 cases per 100,000 population) living with HIV/AIDS in Oklahoma was 4.8 times higher than the rate of females (52.0 cases per 100,000 population). Almost half of the persons living with HIV/AIDS were White males (2,809; 47.2%). Black males accounted for approximately 20% of those living with HIV/AIDS (1,174; 19.7%). White females (462) and Black females (336) accounted for 7.8% and 5.6% of the living HIV/AIDS cases, respectively. Of the race/sex groups, Black males had the highest rate of living with HIV/AIDS (804.7 cases per 100,000), followed by Black females (231.2 cases per 100,000), White males (219.7 cases per 100,000), and Hispanic males (211.4 cases per 100,000).

BY RACE/ETHNICITY

At the end of 2016, Blacks had the highest rate of living HIV/AIDS cases (518.5 cases per 100,000) among the racial/ethnic groups in Oklahoma. Hispanics (131.0 cases per 100,000) had the second highest rate, followed closely by Whites (126.0 cases per 100,000). The rate among American Indians/Alaska Natives was 110.0 cases per 100,000 and the rate among Multi Race was 98.6 cases per 100,000. Asians/Pacific Islanders had the lowest rate of persons living with HIV/AIDS (81.2 cases per 100,000) in Oklahoma. Blacks are disproportionately affected by HIV/AIDS in Oklahoma, as the rate for Blacks living with HIV/AIDS was 3.4 times higher than the state rate and 4.1 times higher than the rate of Whites living with HIV/AIDS in Oklahoma. Of the 5,954 persons living with HIV/AIDS at the end of 2016:
• 54.9% (3,271) were White,
• 25.4% (1,510) were Black,
• 8.9% (529) were Hispanic,
• 6.0% (357) were American Indian/Alaska Native,
• 1.2% (74) were Asian/Pacific Islander, and
• 3.6% (213) were Multi Race.
BY AGE

By age at time of diagnosis, the 20-29 years age group (2,175; 36.5%) and the 30-39 years age group (1,978; 33.2%) combined to account for nearly 70% of the living HIV/AIDS cases. The 40-49 years age group accounted for 17.3% (1,032) of the living cases and the 50-59 years age group accounted for 6.5% (385). Approximately 4% (231; 3.9%) of living cases were diagnosed as teenagers (13-19 years), while children 12 years and under (59) only accounted for 1.0% of living cases. Less than 2% (92; 1.5%) of the cases were diagnosed among persons aged 60 years and older.

By current age group, the 50-59 years age group (1,714; 28.8%) had the highest burden of living HIV/AIDS cases in Oklahoma, followed very closely by the 40-49 years age group (1,535; 25.8%). The 30-39 years age group (1,190; 20.0%) accounted for the third highest number of cases. The 20-29 years age group (740) accounted for 12.4% and the 60 years and over (723) accounted for 12.1%. Teenagers (29; 0.5%) and children 12 years and under (23 cases; 0.4%) combined to account for less than 1% of the living HIV/AIDS cases. The 50-59 years age group had the highest rate (340.7 cases per 100,000), followed by the 40-49 years age group (334.3 cases per 100,000).

BY MODE OF TRANSMISSION

Of the 5,954 HIV/AIDS cases living in Oklahoma:
- 55.7% (3,316) were men who have sex with men (MSM),
- 17.8% (1,062) were heterosexual contact,
- 8.5% (505) were MSM and injection drug use (IDU),
- 8.3% (496) were IDU,
- 0.8% (45) were perinatal,
- 0.4% (26) were blood recipients, and
- 8.5% (504) were no reported risk or no identified risk.

Among males, MSM was the most commonly reported risk factor accounting for 67.3% (3,316) of the cases. Heterosexual contact was the second most common risk factor among males accounting for 11.7% (575), followed by cases reporting both MSM and IDU (505; 10.3%) as risk factors. Among females, hetero-sexual contact (487; 47.3%) was the most commonly reported risk factor, followed by IDU (210; 20.4%).

BY GEOGRAPHY

Approximately 75% of the living HIV/AIDS cases reside in four counties: Oklahoma (2,266; 38.1%), Tulsa (1,582; 26.6%), Cleveland (388; 6.5%), and Comanche (212; 3.6%). Oklahoma County had the highest rate of cases living with HIV/AIDS (289.4 cases per 100,000). Tulsa County had the second highest rate of cases living with HIV/AIDS cases (246.1 cases per 100,000).

The Oklahoma City MSA accounted for nearly half of the living HIV/AIDS cases (2,922;
49.1%) and had the largest rate (212.8 cases per 100,000) among the MSAs. The Tulsa MSA accounted for 31.0% (1,848) of the living cases and had the second highest rate at 187.2 cases per 100,000. The Lawton MSA accounted for 3.6% (214) of the living cases. Approximately 17% (970; 16.3%) of the living HIV/AIDS cases resided in counties outside of these MSAs in Oklahoma.

Regardless of the location of HIV/AIDS cases as set forth above, Project Sponsors of eligible activities are required to ensure access to services throughout the state.

Eligibility:

Experience in other HIV-AIDS service delivery programs has proven how critical well-defined, concrete guidelines for eligibility are to the success of any plan. Criteria used to determine eligibility for services vary to some degree within the service areas. Basic considerations in determining eligibility for any program services will utilize the following criteria:

- HIV/AIDS Status
- Current Housing/Living Situations
- Income Levels

HIV/AIDS Status and Current Housing Living Situation:

Five levels of priority have been established to determine eligibility based on HIV/AIDS status and current housing/living situation:

Five Levels of Priority:

1) Homeless individuals (AIDS & HIV+)
2) Individuals who have received an AIDS diagnosis and are seeking to get new housing (they would go to Priority 1 if they are at eminent risk of becoming homeless).
3) Individuals who have received an AIDS diagnosis and are seeking assistance where they are living (they would go to Priority 1 if they are at eminent risk of becoming homeless).
4) Individuals who have received an HIV+ diagnosis and are seeking to get new housing (they would go to Priority 1 if they are at eminent risk of becoming homeless).
5) Individuals who have received an HIV+ diagnosis and are seeking assistance where they are living (they would go to Priority 1 if they too were at eminent risk of becoming homeless).
Income Levels:

Residents of HOPWA assistance must be low-income as defined by HUD. Households receiving HOPWA assistance must earn no more than 80% of the Area Median Income (AMI) established by HUD for the county in which they reside. Out-of-pocket documented medical expenses are deducted from their gross monthly income.

The following are links to the HUD-established HOPWA Income Limits and the HUD 80% of AMI limits:

https://www.hudexchange.info/resource/5332/hopwa-income-limits/

https://www.huduser.gov/portal/datasets/il.html#2019

Medical expenses do not include over-the-counter medications and/or supplies. Any allowable medical expenses must be documented through either paid receipt or check stub.

Mental health and case management services will use these same eligibility requirements to establish priority in service delivery to ensure those persons who are most in need receive the services that are available. Staff members providing these services will be allowed to extend services to other persons living with HIV disease as their workload permits.

The effectiveness of the established eligibility criteria will be evaluated throughout the year to ensure it continues to meet the needs of persons in need of program services. Adjustments will be made by the grant administrator if indicated.

General Locations and Costs of Proposed Activities

Location:

The purpose of this plan is to ensure the provision of resources and incentives to devise short and long-term comprehensive strategies for meeting the housing needs of low-income individuals and their families who are living with HIV disease. Given the rural nature of Oklahoma's population, these strategies must include a method of comprehensive service delivery throughout the state. ITB guidelines require successful contractors to submit plans that include service provision to Western Oklahoma, Eastern Oklahoma, or the entire state. Western and Eastern Oklahoma are defined by area code, Western being the 405 and 580-usage area and Eastern, the 918-usage area. This method of division is widely used within this state to assign service delivery responsibility. It also mirrors the current division of service responsibility assigned to the HIV CARE Consortia within the state. Oklahoma City, in the western half of the state, and Tulsa, in the eastern half of the state, will serve as "hubs" of service delivery.
Cost:

The State of Oklahoma has been awarded a total of $327,506 HOPWA funds for use in FY 2020. Analysis of epidemiological data has been utilized to determine an equitable distribution of funds.

Western Oklahoma will be eligible to receive approximately 61% of State and City funding, which would include the funding available exclusively for the City of Oklahoma City while the City of Tulsa; and Eastern Oklahoma will be eligible to receive the remaining 39%. Funding awards are granted through a competitive bidding process whereby an ITB is developed by OHFA and distributed to potential bidders. The ability to provide specified services of sufficient quality and quantity have been evaluated and evidence has been provided demonstrating their abilities to cooperate with a network of public and private agencies providing complementary services concerning HIV disease.

Urgent Housing Needs

As the need for stable housing resources has become more pressing, it is evident that Oklahoma does not have adequate resources to meet these needs. HOPWA funds represent an opportunity to provide resources and incentives to devise long-term comprehensive strategies for meeting housing needs of persons with AIDS in our state. Initial responses to the AIDS epidemic focused on who, what, when, where and how of this devastating diseases' evolution and its effect on individuals. Now the focus is on who, what, when, where, and how of providing a better quality of life for the same individuals. One emerging concern is how and where persons living with AIDS will find stable housing. We now know enough about this disease to recognize how critical stable living conditions are to the medical management of HIV/AIDS. Traditional resources available to homeless or marginally homeless individuals often are not a viable option for people with HIV/AIDS. For example, shelters often pose infection control problems that place persons with HIV disease at risk for other infections (e.g., tuberculosis). They also may not have safeguards on confidentiality sufficient to protect the rights of individuals living with HIV/AIDS or staff trained to deal with HIV-related problems. OHFA worked with a variety of agency representatives, community leaders, and individuals living with HIV disease to develop a comprehensive plan that would provide the most critically needed services to those least able to meet those needs without assistance.

OHFA met with representatives of the two HIV CARE consortia responsible for the continuum of care for individuals living with HIV disease within the state as well as other state agencies responsible for related care, to set priorities for program activities. Years of first-hand experience, results of the housing needs assessment, and a review of case history information, led to a decision to provide short-term rent, rental, and utility bill assistance program with a comprehensive and intensive mental health and case management component. The rental assistance and short-term rent and utility bill assistance programs were designed to meet the immediate housing needs of persons living with HIV disease and their families who are homeless or in eminent danger of becoming homeless. Individuals in immediate need (e.g., currently homeless or at risk of becoming homeless in the near future) will be eligible to utilize the short-term rental
assistance program for up to 21 weeks. Case managers will work to ensure that Housing Quality Standards are met in all housing units in the event that rental assistance is needed for a longer period of time. Clients of the short-term rental assistance program will be able to access the longer-term rental assistance component. Case managers will also work to facilitate access to Section 8 Housing and other long term housing solutions when and where appropriate. Past state plans required payments for utility bills, short-term rent and/or long-term rental assistance could not exceed a cap of $4,848 per person per year. The total maximum for short term was $2,020 with the cap for long term set at $3,272. There is no longer a need to limit these resources. Additionally, even though the HOPWA Program has been successful over the past several years a housing consultant may be utilized to evaluate program efficiencies. And, although not anticipated, OHFA reserves the right to realign program funding in the event the pursuit of other eligible housing activities such as acquisition or rehab becomes a more appropriate approach to meeting the housing needs as outlined.

Other Points of Agreement:

- Need for collaborative efforts to achieve an integrated service delivery system statewide.
- Need to diminish barriers to access of care for persons with AIDS (e.g., bureaucratic red tape).
- Need for continuity of care; diminish fragmentation of service delivery.
- Need to address the reluctance of traditional health and service delivery systems to provide services to individuals living with HIV disease.

History of Assessment of Need:

The Housing Needs Assessment was utilized to assist in prioritizing program services to be offered with HOPWA funds.

The purpose of this assessment was to gather information regarding housing and supportive needs from individuals living with HIV/AIDS. The survey was conducted at the request of OHFA by the HIV/STD Service of the Oklahoma State Department of Health (OSDH). The assessment, due to time constraints, was not scientific in its development or administration. Surveys used in other programs were used as models in the development of the survey. Specific survey questions requested information from the respondents in the following areas: employment status; financial resources; current living/housing situation; access/need for health care; supportive services utilization; and housing and support services preferences.

Community-based HIV/AIDS service delivery organizations were the primary vehicle for distribution and collection of surveys. A total of 110 surveys were returned. Surveyed results may be biased and are not necessarily representative of the needs of all persons living with HIV within our state. Despite this, the survey allowed input from at
least a portion of individuals living with HIV disease.

An analysis of the survey results identified the following needs as priorities:

- Utility Bill Assistance
- Assistance with Rent and Mortgage Payments
- Advocacy/Assistance Accessing all types of supportive services
- Increased Knowledge About Services Available
- Daily Living Skills Assistance
- Options for Living Arrangements to Meet Individual Needs

Urgent housing and supportive services needed and proposed program activity to address needs are listed below:

<table>
<thead>
<tr>
<th>Urgent Housing Needs/Supportive Service</th>
<th>Proposed Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent Assistance</td>
<td>Short-term Rent and Utility Bill Assistance</td>
</tr>
<tr>
<td>Emergency Housing</td>
<td>Project Based Assistance</td>
</tr>
<tr>
<td>Utility Bill Assistance</td>
<td></td>
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<tr>
<td>Supportive Services</td>
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<tr>
<td>Easy Access to Resource; e.g., Local/State/Federal Benefits</td>
<td>Case Managers</td>
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<tr>
<td>Crisis Intervention</td>
<td>Mental Health Services</td>
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<tr>
<td>Alcohol and Drug Treatment</td>
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<tr>
<td>Grief Counseling</td>
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<tr>
<td>Mental Health Assessment</td>
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<tr>
<td>Continuity of Care</td>
<td></td>
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<tr>
<td>Variety of Housing Options to Meet the Varying Needs of Persons Living with</td>
<td>Funds for Additional Eligible Activities including,</td>
</tr>
<tr>
<td>HIV in our State</td>
<td>but not limited to: Acquisition, Rehabilitation, Conversion, Lease and Repair of</td>
</tr>
<tr>
<td></td>
<td>Facilities to Provide Housing.</td>
</tr>
</tbody>
</table>

**Project Sponsors Selection/Process:**

Project Sponsors were selected in 2015 through an Invitation to Bid (ITB) process conducted by OHFA. Copies of the ITB are available by contacting OHFA. The ITB was used to select Project Sponsors to provide rental assistance, short-term rent and utility bill assistance and administer a supportive services program. Grant Agreements for Project Sponsors are renewable on an annual basis.

The ITB was developed based on:

- Prior experience with HIV service delivery programs within Oklahoma
- needs assessment
- models from housing programs in other areas of the country
- community input
Eligibility requirements and the evaluation criteria to be used by reviewers in the selection process were outlined within the ITB. A review committee was established that consisted of representatives from agencies not eligible to apply for funds, but involved in the delivery of services to individuals living with HIV disease.

Successful applicants were required to ensure complete coverage of an entire services area (e.g., the 405 and 580 area codes and/or the 918 area code).

**Project Promotion/Accessibility:**

Methods of informing eligible persons of the housing assistance and supportive services available are integrated into the service delivery plan. Project Sponsors will be required to develop and implement effective strategies to increase awareness of, and accessibility to, services for clients.

These strategies should include, but not be limited to, the following:

- media coverage (e.g., radio, television, newspapers)
- newsletters, journals or other publications that are widely read by persons living with HIV disease and their service providers
- inclusion in resource directories
- pamphlet describing program placed at HIV-related service provider sites (e.g., Social Security Offices, Food Stamp Offices)
- presentations at coalition and committee meetings attended by HIV service community and/or individuals living with HIV
- outreach
- referrals by service provider network

Accessibility to the programs will be enhanced by mobile case managers who will be working within the community on a full-time basis. For instance, case managers could complete the application process with any potential client at the site of convenience for the client rather than at a designated office. Sponsors will utilize existing HIV service delivery infrastructure to enhance statewide accessibility to clients. State agencies such as Oklahoma State Department of Health (OSDH), the Department of Human Services (DHS), and the Department of Mental Health & Substance Abuse Services (DMHSAS) who have facilities serving persons with HIV disease throughout the 77 counties may be used as points of access to services.
**Coordination/Collaboration:**

OHFA developed the state plan for HOPWA funds through the cooperation and collaborative efforts of other state agencies including continuum of care agencies, community-based organizations, and the Oklahoma HIV Treatment and Care Consortium (OHTCC).

Specific examples of these efforts include:

- Housing Needs Assessment developed by both the OSDH and the OHTCC and distributed to HIV-related service community-based organizations throughout the state.
- Program planning and development involving the state HIV CARE Consortia; DHS; Oklahoma Department of Corrections; OSDH; Oklahoma Department of Education; Oklahoma Department of Veteran's Affairs and DMHSAS.
- Technical assistance from OSDH and Department of Central Services (now the Office of Management and Enterprise Services) in preparation of the HOPWA ITB.
- Mutual agreement by planning group that letters of commitment will be provided to ensure integrated service delivery.

Other measures to ensure future coordination and collaboration:

- Requirement that Project Sponsors utilize existing HIV service delivery infrastructure in provision of housing services.
- Evaluation methods that require input from community (e.g., patient satisfaction survey, public comment meetings).
**EXHIBIT 3: PROGRAM SUMMARY**

**BUDGET**

<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>Short Term Facilities</th>
<th>SRO Dwellings</th>
<th>Community Residences</th>
<th>Other Housing Activities</th>
<th>Non-Housing Based Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOPWA Funds</td>
<td>Other Funds</td>
<td>HOPWA Funds</td>
<td>Other Funds</td>
<td>HOPWA Funds</td>
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<tr>
<td>Acquisition</td>
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<tr>
<td>Rehab/Conversion</td>
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<td>Lease</td>
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<td>Repairs</td>
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<td>New Construction</td>
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<td>Technical Assistance</td>
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<td>Supportive Services</td>
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<td>Associated With</td>
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<td>Resources Identification</td>
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<td>Short Term Rent,</td>
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<td>Mortgage, &amp; Utility</td>
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<td>Payments</td>
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<td>Project Sponsor Admin. Expenses</td>
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<td>11,099</td>
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</tr>
</tbody>
</table>

Total

Total HOPWA Funds (should equal formula allocation) 369,988

Total Other Funds

**Instructions:** Enter the amount of funding proposed for each eligible activity in the appropriate column. For example, if a building will be acquired to be used for a community residence, the amount of funds involved should be entered in the “Community Residences” column across from “Acquisition.” If an eligible activity is not associated with a particular type of housing, the “Non-Housing Based Activities” column should be used. Shaded boxes indicate that HOPWA funds cannot be used for those purposes.
| Total Program Funds | 327,506 |
EXHIBIT 4: DESCRIPTION/EVALUATION OF SUPPORTIVE SERVICES

Supportive Services Associated With Housing:

Supportive services associated with housing will be provided by case managers assigned to work throughout the State. The main objective will be to complete a housing plan that would include both long and short term housing goals. In addition, case managers will provide the following types of client services:

- assist in the completion of application for housing services
- determine eligibility
- assist with financial planning
- secure cooperation of applicant’s landlord and utility company representatives
- provide assistance to ensure housing program resources are more easily accessible and available
- evaluate rental units for Housing Quality Standards (HQS)
- assist with transportation
- assist with referrals and provide outreach

Supportive Services Not Associated With Housing:

Supportive services not associated with housing will be provided by the case managers assigned to work throughout the State and by the mental health therapists. Services will include a broad range of mental health services, as well as case management services unrelated to housing. These services would include, but not be limited to:

- crisis intervention
- support groups
- individual, couple and family counseling
- referrals to appropriate mental health resources including drug and alcohol treatment
- referrals for other supportive living resources
- transportation
- major health crisis intervention
- food, dietary, and nutrition services

Evaluation and Monitoring of Program Services Will Consist of:

- monthly reports of demographic characteristics of clients and types of services rendered
- service provider satisfaction surveys
- client satisfaction surveys
- programmatic review performed by outside technical assistance
Appendix E

Section Contents…

- Housing Trust Fund Action Plan
OKLAHOMA HOUSING FINANCE AGENCY
2020 HOUSING TRUST FUND
Allocation Plan/Action Plan

100 N.W. 63rd St., Suite 200
P.O. Box 26720
Oklahoma City, OK  73126-0720
Introduction
This 2020 Allocation Plan/Action Plan is necessary to implement the federal government’s National Housing Trust Fund (HTF). The Oklahoma Housing Finance Agency (OHFA) has been designated by the Governor of the State of Oklahoma to administer the HTF for the State. HTF funding is provided through the U.S. Department of Housing and Urban Development (HUD). OHFA will receive $3,000,000 for HTF in 2020.

All HTF funds that OHFA receives in 2020 will be used to provide housing for Extremely Low-Income families or families at or below the Poverty Line, whichever is greater. In accordance with 24 CFR Part 93, OHFA will allocate 10% of its grant to program planning and administration costs ($300,000); up to one-third for funding operating cost reserves; the balance of the grant will provide capital funding for new construction or rehabilitation of housing units.

1. National Housing Trust Fund Strategic Plan §91.315(b)(2)

Geographic Priorities
The HTF funds will be targeted to address specific and critical needs in rental housing markets, including multiple geographic areas if at all possible.

Goals
- Number of HTF units constructed or rehabilitated with 2020 funds: 30
- Number of HTF units receiving operating subsidies in the form of operating reserves: up to 30

2. National Housing Trust Fund Action Plan §91.320(k)(5)

Distribution of HTF funds
OHFA for 2020 will not allocate funds to sub-grantees for their distribution to owners/developers. Instead, HTF funds will be distributed directly to owner/developers of affordable housing via OHFA’s 2020 HTF Application, a competitive process of selecting the best possible Projects for an award of HTF funds.

Application Requirements and Selection Criteria
Developers, owners, and the entire development team are required to meet the same threshold eligibility criteria as for other OHFA programs, as specified in the 2020 HTF Application Packet.

In addition, points will be awarded for certain other priorities, including those set forth in 24 CFR Part 91.320. These are highlighted to distinguish them from OHFA’s own requirements. They may include, but are not limited to:

Threshold Requirements:
- Affirmatively Furthering Fair Housing Marketing Plan
- Audit
- Program and Financial Monitoring
- Market Analysis
- Description of the Project
• Financing, Underwriting and Subsidy Layering
• Applicant Organizational Structure, Capacity and Experience
• Capital Needs Assessment (for acquisition/rehabilitation projects only)
• Affordable Rents
• Readiness to Proceed
• HUD Wiser Module Completion

Priority (Points) for Awarding Funding to Eligible Applicants:

Geographic Diversity
OHFA will give bonus points to the highest scoring applications from the two main areas of the State, Eastern Oklahoma and Western Oklahoma, as set forth in the 2020 HTF Application Packet. The areas will be designated on a county by county basis. Due to the limited funding for 2020, OHFA believes that this is the most that can be done to encourage Geographic Diversity. Tiebreakers will be used if two or more applications achieve the same score.

Project-based Rental Assistance
OHFA will award points for the preservation of rent-assisted projects; and for projects with binding commitments for project-based vouchers.

Duration of Affordability Period
New Construction, rehabilitation, and rehabilitation and acquisition rental projects have an affordability period of thirty (30) years. OHFA will award points for Projects promising an additional ten (10) years of affordability.

Priority housing needs
Oklahoma’s most current Consolidated Plan identifies priority housing needs among ELI renters for all renter household types from small and large families to elderly households. OHFA will award points for the merits of the Application in meeting the State’s priority housing needs as set forth in the Consolidated Plan.

Leveraging
OHFA will award points for leveraging the HTF funds with other funding sources, including the extent to which an Application makes use of non-federal funding sources, such as State and local funding sources and private funding. Points will not be awarded for funding from the developer or the ownership entity.

Special Populations
Points will be awarded for Projects that propose to serve special populations. The special populations for 2020 will be the homeless, families or individuals dealing with mental and physical disabilities, veterans, youth aging out of foster care (18-24 years of age), and individuals transitioning out of incarceration and their families.

Services for Special Populations
OHFA will award points for access to high quality supportive services focused on staying housed, improving physical and mental health, increasing income and employment, and developing social
and community connections. Applications for HTF funding should be tied to funding for services that are appropriate to the population to be served.

Cross-agency collaboration is particularly important when serving an ELI population because they may be frequent users of other public services, and providing affordable, service enriched housing may represent cost savings that could be reinvested in services funding.

In addition, many ELI populations want to work but have experienced barriers related to health, disability, criminal justice background, access to child care, or lack of skills that could put them on a path to family-sustaining work. HTF developers are encouraged to show evidence of partnerships with workforce development agencies.

Roles, responsibilities and communication strategies should be clearly established among the supportive housing partners, codified in written agreements (MOUs, MOAs, contractual or grant agreements) and revisited regularly.

**Relative Importance of Scoring Criteria**
OHFA will award the above described points using the following scoring system, in order to ensure that the best projects are awarded funds.

Application responses are to be structured and information presented in such a way as to fully address each scoring criterion. The information, data, and statements provided in response to each criterion will be the basis for evaluating each Application. Failure to submit or properly address evaluation criteria items will disqualify the Application from receiving points for those items. Some criteria may not apply to all Applications. Some requirements under a particular criterion may not apply to all Applications.

The scores for all Applications will be totaled, and the Application scores will be used to determine the order of funding if there are insufficient funds available to fund all of the Applications for HTF funds. The highest scoring Application will receive an award of funds. In the event of a tie on scores between Applications, tiebreakers shall be used. The tiebreakers are set forth in the Tiebreakers criterion at the end of this section.

**Leveraging - 10 Points**
Applicants must fully describe all development leverage resources, inducements and incentives that are present in the proposed Application. All sources of construction or permanent financing, except HTF, paying development budget costs are eligible for leverage points. **If any source of funding provides both construction and permanent financing, it will not be counted twice.**

Public and private resources, such as Rural Housing Incentive Districts, CDBG, AHP, AHTC equity, Historic Tax Credit equity, USDA-RHS, HUD, foundation funds, and private capital will be considered in the leverage analysis.

**Leverage points to be awarded:**
- At least 10% up to 50% of the HTF funds requested: 2 points
- At least 51% up to 100% of the HTF funds requested: 4 points
At least 101% up to 200% of the HTF funds requested  
6 points
At least 201% up to 300% of the HTF funds requested  
8 points
301% or more of the HTF funds requested  
10 points

When determining the leverage percentage, normal rounding shall apply. Thus, for example, 50.5% will be rounded up to 51%. 50.4% will be rounded down to 50%.

**Duration of Affordability - 5 Points**
Five (5) points will be awarded for Applicants who promise to extend the affordability period from thirty (30) to forty (40) years.

**Energy Efficient Building Materials – 7 Points**
The following is an exclusive list of amenities for which OHFA may award points. One point shall be awarded for each item below, up to a maximum of 7 points.
- Shower heads with a maximum of 2.5 gallons per minute flow rate
- Low-flow kitchen faucets
- Low-flow toilets (must be all toilets in every unit)
- The use of better than R-2 insulation on exposed hot water pipes
- Installation of Energy Star qualified appliances
- Energy Star qualified windows with Low E glass
- Energy Star qualified HVAC
- Energy Star qualified Efficiency Water Heaters
- Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation)
- Low or no VOC paint
- Programmable thermostats
- Insulation: R-3 or better insulation installed around the exterior foundation of every Building
- Applicants may select one (1) of the following:
  - Insulation: Attic insulation better than R-38, wall insulation better than R – 13, and floor insulation (if applicable) better than R-19
    - OR
  - Spray foam insulation exceeding code requirements

**Priority Housing Needs – 5 Points**
Points will be awarded for addressing any of the following priority housing needs as identified in the Consolidated Plan. (Serving Extremely Low Income individuals and families was identified as the highest priority, but that is already a requirement of the HTF.)
- Families with Children
- Elderly
- Public Housing Residents
- Rural
- Chronic Homelessness
• Mentally Ill
• Chronic Substance Abuse
• Veterans
• Victims of Domestic Violence
• Persons with Mental Disabilities
• Persons with Physical Disabilities
• Persons with Developmental Disabilities
• Persons with Alcohol or Other Addictions
• Victims of Domestic Violence

Project Based Rental Assistance – 5 Points
Points will be awarded to a Project that will preserve project-based rental assistance from any federal, State or local program, or for Projects with a binding commitment for project-based vouchers.

The Applicant must provide an executed agreement with the entity providing the project-based rental assistance, or a signed letter promising to provide such assistance. The commitment to provide project-based rental assistance must be a firm commitment.

Tenant Special Needs Populations – 10 Points
Points will be awarded to a Project that commits to dedicate at least ten percent (10%) of the total residential units to serve a Special Needs Population, or multiple Special Needs Populations. A minimum of one (1) unit dedicated to a Special Needs Population is required in order to receive the points, regardless of the percentage. Points will be awarded for the following Special Needs Populations. This is an exclusive list:

• Homeless
• Persons with mental or physical disabilities
• Military veterans
• Youth aging out of foster care (age 18-24)
• Formerly incarcerated individuals transitioning into society

Services for Special Populations – 5 Points
OHFA will award points for Applications promising access to high quality supportive services focused on the ELI beneficiaries remaining housed, improving physical and/or mental condition, increasing income and employment, and developing social and community connections. To receive the points, Applications for HTF funding must be tied to funding for services that are appropriate for the population to be served.

The Applicant must provide an executed agreement with the entity providing the services, or a signed letter promising to provide such services. OHFA must be able to determine that the commitment to provide the services is a firm commitment. OHFA may request additional documentation if necessary to make such a determination.

Storm Shelter – 5 Points
Storm shelter or Safe room that meets or exceeds FEMA guidelines and the ICC/NSSA standards (ICC-500). Storm shelters/Safe room must accommodate all possible residents based on number of bedrooms one and a half (1.5) people per bedroom. (please find helpful information regarding storm shelters within the links below)

**Visiability – 5 Points**
Applicants must commit to all three items in order to receive points by completing attachment #17. It is up to the applicant to follow all Section 504 requirements if applicable to the specific project.

Accepted items:
1. Door openings must be at a minimum 32” to accommodate a wheelchair
2. Wheelchair accessible shower on the main floor of the property in place of the traditional tub/shower concept.
3. Ramp located on at least one entrance of the unit.

**Bonus Points:**

**Geographic Diversity – 5 Points**
OHFA will give bonus points to the highest scoring Application from each of the two main areas of the State, the counties grouped with the Oklahoma City MSA for establishing the HOME Program Maximum Per-Unit Subsidy Limits, and the counties grouped with the Tulsa MSA for the same purpose. Due to the limited funding available for 2020, OHFA believes that this is the most that can be done to encourage Geographic Diversity. Tiebreakers, as set forth below, will be used if two or more Applications achieve the same score.

**Tiebreakers**
Applications compete only against other Applications for funding being considered at the same Board meeting. If there are sufficient funds to fund all Applications that meet all threshold requirements, then all of the Applications will be funded. If not, Applications will be funded in rank order by score, from highest to lowest. Tie-breakers will be used in the event that there are sufficient funds remaining for only one Application, and the next two or more Applications in rank order have achieved an equal score.

1. First, the Application proposing the most HTF units will be awarded ahead of the others. If there is still a tie;
2. Second, the Application utilizing the least amount of HTF funding per HTF-assisted unit will be awarded ahead of the others. If there is still a tie;
3. The third and final tiebreaker will be a random drawing.

**3. Eligible Activities**
Activities to be undertaken include rehabilitation (including acquisition), preservation, and new construction of rental housing, including operating reserves if necessary to ensure the financial feasibility of the Project.
All Applications must include descriptions of the Eligible Activities that include, at a minimum, all of the following:

**A.** Describe the location of the Project (e.g. county, city or town, street address if known, general location, or service area).

**B.** Define the number and type of units. This should include bedroom mix. Specify if the units are fixed or floating units.

**C.** The Applicant must show the calculation of the number of HTF-assisted units at the HTF Rents established by HUD as set forth in 24 CFR Part 93.302. The number of HTF-assisted units must be equal or greater than a pro rata share of the total units according to the percentage of HTF monies in the Project, compared to the total Project costs.

**D.** Describe how the Period of Affordability will be implemented. Include drafts or templates of all documents that will be used for this purpose.

**E.** Depict the type of construction codes or standards to be used. Applicants should note that they must follow OHFA’s Written Rehabilitation Standards or Written New Construction Standards, as applicable, as well as all State and local codes and the most recent version of the International Residential Code.

**F.** Address the relocation of tenants or residents if applicable.

**G.** For Rental New Construction only, Applicants must provide sufficient documentation to allow OHFA to make the determination that proposed sites for new construction meet the requirements in 24 CFR Part 983.57(e)(2) and (3) (Site and Neighborhood Standards). Applicants for Rental New Construction activities should carefully review the Site and Neighborhood Standards section of the 2020 HOME Program Processes, Procedures and Topical Guidance. All documentation utilized in making the determination must be included with the Application. OHFA is responsible to maintain records that document the results of the site and neighborhood standards review. If the documentation does not support the conclusion that a site meets the requirements, additional documentation will be requested.

### 4. Eligible Recipients

- **Nonprofit developers:** A nonprofit developer is a nonprofit housing development organization selected by OHFA, through the competitive Application process described herein, to develop a single HTF Program Project.

- **For-profit developers:** A for-profit developer is a for-profit housing development organization or individual selected by OHFA, through the competitive Application process described herein, to develop a single HTF Program Project.

- **State Recipients:** A State Recipient is a governmental entity within the State of Oklahoma selected by OHFA, through the competitive Application process described herein, to develop a single HTF Program Project. This includes cities, towns, counties and Indian tribes.
Eligible Recipients must certify that housing assisted with HTF funds comply with all HTF regulations. OHFA will provide an Application Certification Form with the Application Packet.

5. Performance Goals and Benchmarks

Oklahoma expects to receive the minimum state grant amount of $3,000,000 in 2020. All HTF funds received in 2020 will be used to house Extremely Low-Income families, or families at or below the Poverty Line.

OHFA will execute Written Agreements with all eligible recipients that receive an award of HTF funds. Such Written Agreements will contain multiple performance goals and benchmarks, allowing OHFA to ensure that the Projects will be completed successfully and in a timely manner, and that all the requirements of OHFA and the HTF will be met.

These goals and benchmarks include, but are not limited to:

- Deadlines for construction commencement and construction completion
- Regular construction inspections by OHFA’s inspector
- Deadlines for the submission of required documentation
- Written New Construction Standards or Written Rehabilitation Standards, as applicable
- Documentation of Environment Review
- Performance reports

6. Maximum Per-unit Development Subsidy Limits

For 2020, OHFA will use the most current HOME Program Maximum Per-Unit Subsidy Limits for the HTF. In future years OHFA may develop separate per-unit subsidy limits for the HTF when historical data is available.

OHFA already uses the HOME Program Maximum Per-Unit Subsidy Limits not only for the HOME Program but also for the federal Low Income Housing Tax Credit Program (Also known as the Affordable Housing Tax Credit Program), which OHFA administers. OHFA has found these limits to be appropriate for both programs.

HUD’s experts have calculated these limits. Due to the fact that OHFA is not a direct lender, OHFA does not maintain staff to closely monitor development costs, other than through its historical records of the federal programs it administers. Based both on the HOME Program and the LIHTC Program results over the last several years, these limits have allowed sufficient funding to create long-term sustainability, while not allowing excessive per-unit subsidies.

OHFA believes there will be a need to partner the HTF funding with other federal, State and local funds, due to the limitation on the amount of HTF funds available to the State, and in order to create sustainable projects by blending funding for ELI households with funding for households
at 50 to 80% of Area Median Income, allowing for higher rents for those units. The use of a single per-unit subsidy limit would reduce the administrative burden for both OHFA and the Recipients of the HTF funds.

A single limit for the entire State is appropriate because OHFA’s records indicate that costs across the State of Oklahoma are fairly consistent. Oklahoma is a rural state with only two metropolitan areas of even moderate size. Development costs in those metro areas are relatively low compared to some major metro areas around the United States, where housing prices and related costs, especially land costs, are extremely high.

**The most current Maximum Subsidy Limits are as follows:**

The following limits are determined, pursuant to 24 CFR 92.250(a), as amended, by taking the Basic Statutory Mortgage Limits for Section 234 Condominium Housing, elevator-type projects, and multiplying them by the latest published multiplier for the Ft. Worth, TX Southwest Regional Office, which at this time is 225%. These limits were effective June 4, 2018.

<table>
<thead>
<tr>
<th>Number of Bedroom(s)</th>
<th>Maximum Subsidy Limit</th>
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<tr>
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</tr>
<tr>
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<td>$173,949</td>
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<tr>
<td>3</td>
<td>$273,644</td>
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<tr>
<td>4+</td>
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</table>

**7. Rehabilitation Standards**

Projects awarded HTF funds must comply with all applicable State and local codes, standards and ordinances by project completion. In cases where standards differ, the most restrictive standard will apply. In the absence of a State or local building code, the latest version of the International Residential Code will apply. In addition, all Projects must meet or exceed OHFA’s Written New Construction Standards or OHFA’s Written Rehabilitation Standards, whichever applicable.

Projects must meet local housing habitability or quality standards throughout the affordability period. Projects must also meet HUD’s Uniform Physical Conditions Standards (UPCS), as set forth in 24 CFR 5.705. In addition, Projects proposing rehabilitation of rental housing must follow the federal Lead-Based Paint requirements.
A copy of OHFA’s Written Rehabilitation Standards for the HTF Program is attached and marked as “Attachment A.” A chart of the Inspect-able Items under UPCS is attached and marked as “Attachment B.”


OHFA will not undertake any Homeownership activities with the HTF for 2020, and therefore no Resale and Recapture provisions would apply.

9. Affordable Homeownership Limits

OHFA will not undertake any Homeownership activities with the HTF for 2020, and therefore no Affordable Homeownership Limits would apply.

10. Limitation on Beneficiaries or Preferences

OHFA does not plan to limit the HTF funding to certain beneficiaries. However, preference will be given to certain special populations by way of extra points in the 2020 HTF Application Packet.

Points will be awarded to a Project that commits to dedicate at least ten percent (10%) of the total residential units to serve a Special Needs Population, or multiple Special Needs Populations. A minimum of one (1) unit dedicated to a Special Needs Population is required in order to receive the points, regardless of the percentage. Points will be awarded for the following Special Needs Populations. This is an exclusive list:

- Homeless
- Persons with mental or physical disabilities
- Military veterans
- Youth aging out of foster care
- Formerly incarcerated individuals transitioning into society

11. Refinancing Existing Debt

OHFA will not use HTF to refinance existing debt.

ATTACHMENT A

OKLAHOMA HOUSING FINANCE AGENCY
National Housing Trust Fund Minimum Rehabilitation Standards
Please note: Regardless of the standards set forth herein, all housing assisted by Housing Trust Fund monies must meet all applicable State and local codes, ordinances and requirements, as well as such other requirements HUD may establish. In the absence of State or local building codes, the housing must meet the International Existing Building Code or the International Code Council.

For Rental housing, Awardees must produce an estimate, based on age and condition, of the remaining useful life of all major systems, including structural support, roofing, cladding and weatherproofing, plumbing, electrical, and HVAC.

A capital needs assessment (CNA), prepared no longer than 18 months prior to the date of Application, is required for all multi-family Rental Rehabilitation or Acquisition/Rehabilitation Projects of 26 or more units, and for all Applications in conjunction with Affordable Housing Tax Credits, regardless of the number of units. A CNA may be requested by OHFA for smaller Projects if deemed necessary to properly underwrite the Projects. Capital needs assessments performed for the same Project as a requirement of another funding source will be accepted in lieu of a specific CNA for the HTF Application.

Capital Needs Assessment (CNA) means a qualified professional's opinion of a property's current physical condition determined after a physical inspection of the interior and exterior of the units and structures. The physical inspection should include an interview with the onsite manager and maintenance personnel. This assessment should identify deferred maintenance, physical needs, remaining useful life, material building code violations that affect the property use, structural and mechanical integrity, and the future physical and financial needs. The assessment must include the cost of labor and materials identified in detail and the extent of future expenditures contemplated to ensure the costs will be addressed through operating and replacement reserves.

Components which should be examined and analyzed in this assessment include but are not limited to:

- Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, gas and electric utility lines;
- Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system and drainage;
- Interiors, including unit and common area finishes (carpeting, vinyl or tile flooring, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors; and
- Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, fire protection, and elevators.

In all cases, if the remaining useful life of one or more major systems is less than the Period of Affordability, the Awardee must establish and maintain a replacement reserve and make adequate monthly payments thereto, such that there are sufficient funds to repair or replace systems as needed.

For Homebuyer housing, upon completion each of the major systems must have a minimum useful life of five years, or the major systems must be rehabilitated or replaced as a part of the rehabilitation work.

If the housing is occupied at the time of rehabilitation, Awardees must identify any life-threatening deficiencies and must address them immediately before any further work is undertaken. The potential life-threatening deficiencies, pursuant to the Uniform Physical Condition Standards (UPCS), are highlighted in orange on Attachment B, which contains the complete list of inspect-able items covered by UPCS.

OHFA will review and approve all written cost estimates and ensure that construction contracts and work performed will meet these Rehabilitation Standards.
OHFA will conduct initial, progress and final inspections to ensure that all work is done in accordance to work write-ups.

I. PURPOSE OF STANDARDS
A. The National Housing Trust Fund Rehabilitation Standards (known herein as the “HTF Standards”) are designed to outline the requirements for building rehabilitation for all National Housing Trust Fund (HTF) funded multi-family housing projects in the State of Oklahoma. The HTF Standards, though a requirement specifically to the development entity in direct receipt of HTF funding, are written to provide guidance to all relevant members of a project development team.
B. The goal of the HTF Program is to provide functional, safe, affordable and durable housing that meets the needs of the tenants and communities in which the housing is located. The purpose of the HTF Standards is to ensure that property rehabilitation puts each building in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.
C. If a project is out of compliance with the HTF Standards, the Awardee shall bring to the attention of OHFA Staff the specific portion of the project which does not comply, stating the reasons for non-compliance. OHFA Staff will make a determination as to whether an exception to the HTF Standards shall be granted.
D. Note: At the time of publication and adoption of the HTF Standards, the adopted codes referenced are believed to be those in force. As standards and codes change and are put into effect by the governing authorities having jurisdiction, the new standards and codes will apply in lieu of those referenced.

II. QUALITY OF WORK
A. Quality of Work: Awardees and developers shall ensure that all rehabilitation work is completed in a thorough and workmanlike manner in accordance with industry practice and contractually agreed upon plans and specifications as well as subsequent mutually agreed upon change orders during the construction process. Awardees and developers will employ best practice industry standards relating to quality assurance to verify all work completed.
B. By meeting the various code requirements as a minimum standard, together with the other standards herein or in attendant OHFA policies, each building rehabilitation project is assured to be brought up to an acceptable level of rehabilitation.
C. Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

III. CODE COMPLIANCE
A. All work shall comply with all applicable Oklahoma State and local codes, ordinances, and zoning requirements.
B. Please note that the OHFA HTF Awardee must demonstrate compliance with all State and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods such as State inspector certification.
C. The HTF Standards are designed to meet or exceed the Uniform Physical Condition Standards (UPCS) and ensure that upon completion, the HTF-assisted project and units will be decent, safe, sanitary, and in good repair as described in 24 CFR 5.703. See Attachment B to the 2020 HTF Allocation Plan for a list of Inspect-able Items and Observable Deficiencies, including descriptions of the type and degree of deficiency for each item that any HTF-assisted project must address, at a minimum.

IV. HEALTH AND SAFETY
A. If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See Attachment B to the 2020 HTF Allocation Plan for a list of Inspect-able Items and Observable Deficiencies, including the identification of life-threatening deficiencies (highlighted in orange) for the property site, building exterior, building systems, common areas, and units.

V. SCOPE OF WORK DETERMINATION
A. In developing scopes of work, Awardees and developers will work with OHFA to ensure that all requirements under the HTF Standards are satisfied and that the proposed scope of work meets the goals of Part I above. OHFA approval of all scopes of work is required in accordance with OHFA standard practices.

VI. EXPECTED USEFUL LIFE
A. In developing scopes of work on housing rehabilitation projects, OHFA HTF Awardees and developers will consider the remaining expected useful life of all building components with regard to building long-term sustainability and performance. Specifically, each building component with a remaining expected useful life of less than the applicable HTF period of affordability (30 years) shall be considered for replacement, repair or otherwise updated. Additionally, new building components with an expected useful life of less than 30 years shall be considered for future replacement.
B. OHFA Staff will underwrite the proposed project to determine if sufficient replacement reserves will be set aside each month to cover the full cost of any such replacement, repair or update. Whether or not a particular building component has been replaced, repaired or otherwise updated as part of the rehabilitation scope of work, all building components and major systems must demonstrate adequate funding to be viable throughout the 30-year affordability period.

VII. DISASTER MITIGATION
A. To the extent applicable/relevant, the housing must be improved to mitigate the impact of potential disasters (e.g. earthquakes, tornadoes, floods, wildfires) in accordance with State or local codes, ordinances, and requirements, or such other requirements that HUD may establish. The relevant State codes are the International Residential Code of 2009, as amended, for new construction and the International Building Code for rehabilitation.
B. In addition, construction of the housing must adhere to the Oklahoma Standard Hazard Mitigation Plan adopted in 2014. Awardees of HTF funds should particularly review and adhere to Chapter 3 regarding Risk Assessment and Chapter 4 regarding Mitigation Strategies.

VIII. ENERGY CONSERVATION
A. Equipment, appliances, windows, doors and appurtenances replaced during rehabilitation shall be replaced with Energy Star qualified products.
B. If feasible, attics should be insulated to R38 and walls to a minimum of R11.
C. Replacement heating and/or cooling systems shall be properly sized as evidenced by completion of ACCA/ANSI Manual J® or an equivalent sizing calculation tool.
D. All accessible air ducts shall be tightly sealed.
E. Heating or cooling supply running through unconditioned space should be avoided or rerouted if possible, but when present and accessible, shall be insulated.

2020 HTF Allocation Plan
IX. ACCESSIBILITY REQUIREMENTS
A. Housing that is rehabilitated with HTF funds must meet all applicable federal and State regulations regarding accessibility for persons with disabilities. The applicability of these rules is complex and therefore it is recommended that developers seeking HTF funds consult with a qualified design professional.
B. Projects shall comply with other standards as may apply or be required by funding sources (i.e. USDA Rural Development)
C. Projects, if applicable, shall comply with Section 504 of the Rehabilitation Act of 1973 implemented at 24 CFR Part 8 a. For “substantial” rehabilitation (projects with 15 or more total units and the cost of rehabilitation is 75% or more of the replacement cost): i. At least 5% of the units (1 minimum) must be made fully accessible for persons with mobility impairments based on the Uniform Federal Accessibility Standards (UFAS) ii. In addition, at least 2% of the units (1 additional unit minimum) must be made accessible for persons with sensory impairments. iii. Common spaces must be made accessible to the greatest extent feasible
D. For projects with “less-than-substantial” rehabilitation (anything less than “substantial”), the project must be made accessible to the greatest extent feasible until 5% of the units are physically accessible, and common spaces should be made accessible as much as possible.

X. REHABILITATION CONSTRUCTION STANDARDS

A. SITE
1. General: a. Assure that the site is safe, clean and usable, and designed with details, assemblies and materials to provide ongoing durability without undue future maintenance.
   a. Site design and engineering shall be by a licensed professional civil engineer, or other qualified professional.
   b. Design and systems shall conform to all applicable codes, rules and regulations: i. Local and municipal zoning; ii. NFPA Codes as they may apply
2. Sprinkler water service – Underground water service as required for building sprinkler system shall be in accordance with NFPA 24.
3. Drainage – assure that the grading surrounding the building will slope away from the building and drain properly, without ponding or erosion.
4. Sewer connections to municipal sewage systems and on-site sewage disposal: a. Existing sewer laterals that are to be reused should be evaluated to assure that they are serviceable and have a remaining useful life of 30 years, or are covered by a plan to repair or replace during the 30-year affordability period.
   b. New systems designed to conform to the State codes and regulations.
5. Water service: a. Existing municipal water supplies to buildings shall be evaluated to assure that they are serviceable, of adequate capacity and have a remaining useful life of 30 years, or are covered by a plan to repair or replace during the 30-year affordability period.
   b. Required new systems shall be designed to conform to State codes and regulations.
6. Vehicular access to public way – site design shall conform to local zoning and regulations, as well as be sensible in its layout to maximize vehicular and pedestrian safety.
7. On-site Parking – parking shall be adequate for project type, meet local codes, and be designed to drain well, with a durable appropriate surface material. Handicapped parking shall be provided as required.
8. Pedestrian access and hardscape – In general, paved walkways within the site will be designed to provide sensible pedestrian access from the public way into the site, from parking areas, and provide access to buildings. All walkways should generally conform to applicable codes for width and slopes, and fall protection. Site stairs shall be safe and sound, constructed of durable materials, with proper rise and run, and with code approved railings as required. Accessible routes into buildings shall be provided as required by code.
9. Site amenities – site amenities may be provided which enhance the livability of the project including playground areas, seating, benches, patio areas, picnic tables, bike racks, grills, and fencing, etc.
10. Mailboxes - Provision will be made for USPS-approved cluster mailbox units if required by the USPS.
11. Landscaping – lawns, ground cover, planting beds, perennial plants, shrubs and trees may be provided to enhance the livability, and to provide a positive aesthetic sense. a. Planting choices specified should be low maintenance, non-invasive species, of an appropriate size and scale and located, when adjacent to building structures, with regard to their size at maturity.
12. Solid waste collection & storage – if necessary, provision shall be made for the outdoor storage and collection of solid waste and recycling materials in receptacles (dumpsters, wheeled trash cans, totes). Enclosures may be provided and should be accessible as required by code.
13. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.
14. Fuel Storage – On site outdoor placement and storage of fuels per applicable regulations and utility requirements.
15. Underground or overhead utilities – as regulated by code and utility rules.

B. FOUNDATIONS
1. Existing foundations shall be examined by a qualified professional. a. Foundations to be adequately sized, free of broken components or deterioration which may compromise the load bearing structural integrity.
b. Design and implement structural reinforcements or reconstruction as necessary.
2. Above-grade masonry unit block or brick shall be reasonably stable, plumb and sound with no missing units or voids.
3. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly.
4. New below-grade structures to conform to Chapter 18 of IBC as appropriate.

C. MASONRY COMPONENTS
1. Buildings with masonry bearing walls shall be examined for their structural integrity. Existing masonry building components shall be examined to assure sound condition, and repaired as necessary to provide the load-bearing capacity, resistance to water penetration, and aesthetic quality to assure the assemblies will perform for the purpose intended. a. Masonry shall be plumb, and structurally sound.
2. Repair or replace deteriorated portions or missing units. a. Brick veneer shall be sound, or repaired to be sound.
3. Masonry mortar joints shall be sound, and free of loose or deteriorated mortar, with no voids. a. Pointing of mortar joints shall be specified as necessary to assure the continued integrity of the structural assembly, and prevent water intrusion.
4. Historic masonry designated to remain shall be restored to sound serviceable condition, and in accordance with Section 106 of National Historic Preservation Act. a. Where masonry is considered historic, repairs will be carried out utilizing the Secretary of the Interior’s “Standards of Rehabilitation” and related NPS Preservation Briefs for “Repointing Mortar Joints on Historic Masonry Buildings”
5. Chimneys a. Assure structural integrity, reconstruct, and point as necessary
b. If used for fuel heating appliances – provide lining as may be required by code and as prescribed by the heating appliance manufacturer.

D. STRUCTURE
1. A qualified professional shall examine each building’s load-bearing structure, and assess its existing condition to determine suitability of continued use.
2. In general, structure evaluation and design shall be in conformance with IBC, Chapter 16. a. In most residential rehab projects where there is no change in use, it is not expected that the structure will be brought up to new construction standards.
b. Consideration shall be given if there are any proposed changes in use which would impact the historical loading.
3. Deficiencies identified shall be addressed and repairs designed and specified as necessary to correct such conditions: a. Repairs shall be made to any deteriorated load-bearing structural elements.
b. Reinforce, install supplemental or replace structural members determined not to be adequate for use.

E. ENCLOSURE - SHELL
1. Roofing a. Existing: i. Examine existing roofing and flashing systems to determine suitability for continued use. Continued life expectancy of existing roofing should be a minimum of 30 years, or covered by a plan to repair or replace during 30-year affordability period. ii. Repair existing roofing as required. iii. Existing historical slate roofs shall be repaired in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements if applicable.
b. New Roofing i. New roofing shall be installed where existing roofing does not meet requirements for continued use. ii. New roofing system components shall be compatible, and include - the nail base, the underlayment layer, ice & water shield self-adhesive membrane flashings, metal flashings and roofing. • Strip existing roofing and dispose of properly. • Examine exposed existing substrate for structural soundness • Install new roofing system per code and per NCRA trade practices, and manufacturer specifications • Flashings – deteriorated flashings shall be replaced, and the weather proof integrity of the roof system shall be assured.
c. Ventilation i. Roof assemblies shall be properly ventilated in accordance with applicable code requirements, and appropriate building science detailing.
2. Exterior Finishes a. Cladding i. Wood Siding – • Examine existing siding for soundness – shall be free of major cracks, rot, and other deterioration which may compromise its useful life and be suitable to hold exterior paint. • Siding shall be free of gaps and holes and provide continuous weatherproof system. • Repair or re-side as necessary to provide a weather resistant enclosure. • Replace existing wood siding on historic buildings as necessary in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements. ii. Masonry • Masonry bearing walls and veneers shall be restored as necessary. All work on historic masonry shall be done in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements. iii. Other existing cladding system types and materials shall be repaired and/or restored in-kind with matching or similar materials to provide a durable weather resistant enclosure.
3. Trim – Exterior trim and architectural woodwork. a. Existing wood trim: i. Existing trim to remain must be sound, free of defects and deterioration which compromises its use. ii. Repair and restore trim to usable condition. Patch or replace in kind any deteriorated wood trim components. iii. Repair of historic woodwork and trims shall be in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements. b. New wood trim shall be installed in a workmanlike manner. Reference may be made to Architectural Woodwork Institute (AWI) standards. c. Other trim materials which are suitable may be used as appropriate and shall be installed per manufacturer’s recommendations.
d. Trim which is part of the weather tight enclosure shall be flashed or caulked with joint sealers as necessary to prevent water intrusion.
4. Paint a. In general, all existing exterior wood surfaces shall receive new paint coatings, except as appropriate due to the recent application of paint and/or the sound condition of existing coatings.
b. Examine surfaces and apply paint only to sound acceptable materials / surfaces. i. Prepare surfaces properly, removing loose or peeling previous paint. ii. Paint prep shall be done in accordance with applicable lead safe standards. c. Before painting, assure that any moisture issues which may compromise the life expectancy of the paint system are remedied. d. Exterior paint systems shall be compatible, and installed in accordance with manufacturers’ specifications.
5. Porches, decks and steps i. Existing porches, decks, steps and railings proposed to remain shall be examined and repaired as necessary. Repair and reconstruction shall be carried out to assure that they will have a continued useful life of 30 years, or covered by a plan to repair or reconstruct during the 30-year affordability period. ii. Inspect structure for soundness and reconstruct any deteriorated members as
required. iii. Install new support piers as may be required. iv. Patch existing decking with matching materials, or install new durable decking. b. Railings i. shall be sound and adequately fastened to meet code requirements for structural loading. Repair or replace in-kind as appropriate. ii. Shall meet code requirements for height of protective guards, or have supplemental guards installed. c. Steps shall be safe and sound and meet applicable codes, with railings as necessary. d. Historic porches designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements. e. All porch elements shall be able to withstand the weather elements to prevent premature deterioration.

F. ACOUSTICAL TREATMENTS
1. Dwelling units separated acoustically using Chapter 1207 of IBC as a guideline minimum standard.

G. DOORS
1. General a. Doors to meet code requirements of NFPA 101, Chapters 7.2, 8.3, 30.3.6.2 & 30.2.2.2 b. Meet egress requirements for dimensions, swing and clearances, and be accessibility compliant as required. c. Be sound and secure. d. New doors shall be installed per manufacturers’ recommendations and standard trade practice standards. e. Flash properly, and have shim spaces insulated. f. Existing doors to remain shall be examined and determined to be suitable for reuse with a remaining life after restoration of 30 years, or covered by a plan to repair or replace during the 30-year affordability period. i. Restore as required to provide useful life. ii. Shall be tested and modified as necessary to operate properly. iii. Install new weather stripping and sweeps to provide seal against weather elements and air infiltration. iv. Historic doors designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
2. Unit doors a. Unit entry doors shall be fire rated as required.
3. Other doors – Access doors shall meet code requirements for fire rating.
4. Door hardware shall operate properly, be secure and shall meet accessibility standards and NFPA 101, Chapters 7.2, 8.3, 30.3.6.2 & 30.2.2.2.

H. WINDOWS
1. Windows shall be of legal egress size when required by code a. In townhouse units, existing windows which are non-conforming egress size shall be reviewed for code compliance.
2. Existing windows: a. Existing windows to remain should be examined and determined to be suitable for reuse with a reasonable remaining life after restoration of 30 years without undue future maintenance, or covered by a plan to maintain or replace during the 30-year affordability period. b. Capable of providing adequate seal against air infiltration, weather elements, and be determined to be appropriately energy efficient in keeping with the overall energy efficiency strategy of the project. c. Install new weather stripping to provide seal against weather elements and air infiltration. d. Air seal shim spaces and window weight pockets if possible. e. Restore and modify as required to provide useful life. f. Shall be tested and modified as necessary to operate smoothly and properly per code. g. Historic windows designated to remain shall be restored to sound serviceable condition, and in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements. h. Hardware shall be intact and operational, or be replaced with new hardware as required.
3. New Windows: a. where existing windows do not meet the standards for egress, condition, and/or energy efficiency deemed appropriate to the project, they shall be replaced by new windows. b. New windows shall be code compliant. Developers are encouraged to consider upgrading to Tier II level by providing R-5 windows. c. Additionally, new window units should be tested assemblies meeting ASTM standards for water penetration & air leakage. d. All windows shall be installed per manufacturer’s installation guidelines and specifications, and shall incorporate appropriate detail, flashings, joint sealers, and air sealing techniques.

I. INTERIOR FINISHES

2020 HTF Allocation Plan
1. In general, all interior finishes will be new and installed per manufacturer’s recommendations and the standards of quality construction per trade practices and associations related to the particular product or trade.
2. Per chapter 10 of NFPA 101 (Reference also Chapter 8 of the IBC).
3. Walls & ceilings a. Where existing finishes are proposed to remain, they will be determined to meet the standard of being sound, durable, lead-safe, and have a remaining useful life of no less than 30 years, or covered by a plan to repair or replace during the 30-year affordability period.
4. Flooring a. Existing wood flooring in good condition should be repaired, sanded and refinished.
b. All new flooring materials (resilient flooring, wood flooring, laminate flooring, carpet, and/or ceramic tile) shall be installed over suitable substrates per manufacturer’s specs and the trade association practices.
5. Trim - Wood trim and architectural woodwork a. Existing trim shall be repaired and restored to usable condition, free of deterioration which compromises its use. Repair of historic woodwork & trims shall be in accordance with the Secretary of the Interior’s “Standards for Rehabilitation” project requirements.
b. New wood trim shall be installed in a workmanlike manner. Reference may be made to AWI standards.
6. Paint - In general, all interior ceiling, wall, and trim surfaces shall receive renewed coatings of paint (or other clear/stain) finishes. Painting shall be done in a workmanlike manner, and in accordance with the manufacturer’s recommendations. All painting including preparation of existing surfaces shall be done in a lead-safe manner (See Section X. N).

J. SPECIALTIES
1. Toilet accessories – each bath will have appropriate accessories such as towel bars, robe hooks, bath tissue holders, etc., installed and securely fastened in place. Accessories shall be located per accessibility requirements where necessary.
2. Medicine cabinets and mirrors – install in each unit bath as appropriate.
3. Signage and identification – building signage shall be provided as appropriate: a. Including building address 911 #’s, units’ identification, building directory, exits, stairways, common and utility spaces, etc. shall be in conformance with NFPA 101 Life Safety Code, and be accessibility compliant and 911 approved.
4. Exit signage will be provided as required by code and be accessibility compliant as required.
5. Fire protection specialties – provide fire extinguishers in buildings, and in units as required by code and/or by State or local fire authorities. Locate as directed by authorities.
6. Shelving – provide durable, cleanable shelving for pantries, linen closets, clothes closets and other storage as appropriate, securely fastened in place.

K. EQUIPMENT
1. All new equipment to be ENERGY STAR® rated.
2. Existing equipment to be retained and continued to be used shall be in serviceable condition with an expected useful life of 30 years, or covered by a plan to replace during the 30-year affordability period.
3. Kitchen appliances – a. provide new stove and refrigerator in each unit. b. Existing appliances to be reused shall be in good and serviceable condition. c. Provide other appliances (such as microwaves) as may be appropriate to the project. d. All appliances in accessible units shall be accessibility compliant, and located in an arrangement providing required clear floor spaces.
4. Laundries – where adequate space is available and when appropriate to meet the project goals, washers and dryers may be provided in laundry rooms or in units. a. Heat pump dryers are encouraged where appropriate and readily available. b. Where a project is served by natural gas, consideration of the use of natural gas dryers is encouraged. In projects not served by natural gas, propane fired dryers should be considered for cost of operation reasons where feasible and appropriate.
5. Solid waste handling – Provide trash and recycling receptacles as appropriate to enable the tenants and property management staff to handle and store solid waste.
6. Playground equipment – Provide safe, code-approved new playground equipment if a playground is appropriate to the project.

L. FURNISHINGS - CASEWORK
1. Kitchen cabinetry and counters a. Existing cabinetry and/or countertops proposed to remain shall be in good condition with a remaining useful life of 30 years, or covered by a plan to restore or replace during the 30-year affordability period. b. New cabinetry i. shall be of good quality, meeting ANSI/KCMA A161.1-2012 “Performance & Construction Standards for Kitchen Cabinetry and Bath Vanities” standards. Other industry standards for cabinetry may be used as guidelines, such as the Kitchen Cabinet Manufacturer’s Association (KCMA) “Severe Use Specification – 2014,” the Architectural Woodwork Institute’s (AWI) Woodwork Standards and Cabinet Fabrication Handbook. ii. New counters shall be provided with a cleanable sanitary surface material impervious to water such as high pressure laminate (HPL). • Shop fabricated as one piece assembly where possible. Seal field joints. • Installed level and securely fastened to cabinetry
2. Bath cabinetry and counters – vanity lavatory tops, when used, should be one piece integral bowl with integral backsplash.

M. ASBESTOS REMOVAL
1. Project will be assessed for the existence of asbestos-containing building materials by qualified professionals: i. National Emission Standards for Hazardous Air Pollutants (NESHAP) apply. ii. Removal of asbestos shall be carried out per Federal EPA and State regulations and rules.

N. LEAD-BASED PAINT
As required under 24 CFR Part 35, the Final HUD Regulation on Lead-Based Paint Hazards in Federally Owned Housing and Housing Receiving Federal Assistance, all assisted dwelling units constructed before January 1, 1978, will be evaluated for lead-based paint hazards or presumed to have lead-based paint present throughout the unit when paint is disturbed.
1. Evaluation will be done by a qualified, certified or licensed person as required under the regulation.
2. All lead-based paint hazards will be identified and reduced or eliminated through paint stabilization, interim controls or abatement with work being done by supervised, trained, qualified, certified or licensed persons as required under the regulation.
3. Safe work practices will be followed at all times.
4. Occupants shall be protected or temporarily relocated as required by the regulation. With some exceptions, as listed at 24 CFR 35.1345, occupants shall be temporarily relocated before and during hazard reduction activities to a suitable, decent, safe and similarly accessible dwelling unit that does not have lead hazards.
5. The dwelling unit and worksite shall be secured. The worksite shall be prepared and warning signs shall be posted as required by the regulation.
6. Clearance examinations will be performed by qualified personnel and final clearance shall be cleared by DEQ certified personnel.

O. CONVEYANCE SYSTEMS
1. Elevators may be installed when appropriate and possible, when such elevator is part of the project’s program goals, or as required by code, as follows: a. Installed per code NFPA 101, Chapter 9.4
   b. ASME 17.1 Safety Code for Elevators - 2013
2. Existing elevators and lifts may be retained if they are appropriate to the use of the building and in serviceable condition with an expected useful life of 30 years, or covered by a plan to maintain or replace during the 30-year affordability period, and approved by agencies having jurisdiction.

P. MECHANICAL
1. General: a. all mechanical systems shall be designed by a mechanical engineer or other qualified professional. b. All mechanical systems shall meet all applicable codes.

2. Fire protection a. In general, all buildings assisted with HTF funds shall have fire suppression as required by applicable codes with approved sprinkler systems installed as required by NFPA 101 and NFPA 1: i. System design to conform to applicable NFPA standard 13 or 13R. ii. System installed by State approved persons. iii. Underground water services for sprinkler system shall meet NFPA 24 iv. Provide fire pumps, standpipes, and fire department connection as required per NFPA 13, 14 & 25. 

b. Where possible, piping for the sprinkler system shall be concealed.

3. Plumbing a. Where existing components of a system are to be reused, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by a plan to repair or replace during the 30-year affordability period. Substandard or critical non-code compliant components shall be replaced. b. Use water-saving shower heads and faucet aerators. c. All fixtures, piping fittings and equipment shall be lead-free. d. Kitchen fixtures – When existing kitchen fixtures are not reused in accordance with a. above, new sinks and faucets, and associated plumbing shall be installed in each unit. e. Bath fixtures – When existing bath fixtures are not reused in accordance with a. above, new toilets, tubs and tub surrounds, lavatory sinks, and faucets shall be installed in each unit. i. Three and four-bedroom units are encouraged to be designed to include 1½ baths minimum where adequate space is available. f. Provision for laundry rooms or laundry hook-ups may be made per project’s program requirements. g. Provision for other utility plumbing for janitor sinks, floor drains, outdoor faucets, drains for dehumidification systems, etc., may be made as desired or required.

4. Heating a. System design: a. where existing components of a system are proposed to be reused, they will be examined and determined to be in good and serviceable condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by a plan to repair or replace during the 30-year affordability period. b. Temperature control - The temperature in each unit shall be individually thermostatically controlled. c. Provide adequate heat in common spaces. d. Install pipe insulation with minimum 1.5” wall thickness.

5. Ventilation a. Code-compliant indoor air quality will be addressed by the installation of either exhaust only or balanced (heat recovery) ventilation systems as required by: Fire protection of system ducts per NFPA 101, Chapter 9.2 b. Balanced mechanical ventilation systems are encouraged. c. Ventilation controls shall be per applicable codes


Q. ELECTRICAL
1. Project electrical design should be done by a licensed electrical engineer, or other qualified professional.
2. Project electrical must be installed by a licensed electrician
4. In general, the electrical system should be new throughout a building: a. Where existing service entrances, disconnects, meters, distribution wiring, panels, and devices are proposed to remain, they will be examined and determined to be in good condition, code compliant and have a remaining useful life of a minimum of 30 years, or covered by a plan to repair or replace during the 30-year affordability period. The designer, in concert with the State electrical inspector, shall examine the system and equipment. Existing components of the electrical system may be reused as appropriate. Substandard or critical non-code compliant components shall be replaced.
5. Utility connections shall be installed per the rules and regulations of the electrical utility.
6. Electrical service and metering: a. the service entrance size shall be calculated to handle the proposed electrical loads. b. Metering and disconnects shall be per code and mounted at approved locations.
7. Elevator wiring shall conform to the ANSI 17.1 as modified by State or local codes.
8. Electrical distribution system: a. Lighting and receptacle circuits shall be designed per code.
b. Locations and layout of devices and lighting to be logical and accessibility compliant where required.
c. Provision shall be made for the wiring of dedicated equipment circuits and connections for heating, ventilation equipment/exhaust fans, pumps, appliances, etc.
9. Artificial Lighting shall be provided using IBC 1205 as a minimum guideline. Developers are encouraged to upgrade to Energy Star® Category.
10. Site lighting with shielded fixtures may be provided to illuminate parking and pedestrian walkways, and will conform to local zoning.
Appendix F

Section Contents…

- Broadband Initiative
Assessment of Broadband Access

As required in 24 CFR 91.210 (4), the State’s Consolidated Plan must incorporate broadband needs into the Housing Marketing Analysis. Broadband connections are also commonly referred to as high-speed broadband or high-speed Internet.

Broadband Internet service is the most used form of Internet access because of its high access speeds. Broadband is offered in four different forms, DSL (or Digital Subscriber Line), fiber-optic, cable, and satellite. The old dial-up connection is the only non-broadband internet service available, and even though it is cheaper, most Internet users are moving towards the faster broadband Internet connection.

Both HUD and the State continue their efforts to narrow the “digital divide” in low-income communities served by HUD by providing, where feasible and with HUD funding, broadband infrastructure to communities in need of such infrastructure.

While limited broadband related activities are eligible under Community Development Block Grant (CDBG) regulations, citizen participation related input and current program application submissions have indicated that broadband is not currently an identified priority among the State’s various eligible activities under the programs covered by the State’s Consolidated Plan. This relates in part to the state’s declining annual HUD allocations and increased funding competition for other eligible infrastructure activities. Current HUD funding levels will continue to limit broadband activities. Despite this, eligible broadband related activities are allowed under the State’s CDBG Program as specified by regulation and outlined in the CDBG Program application guidelines.

In total, there are 198 Internet providers in Oklahoma. Based on the following data as illustrated below, 90.5% of Oklahomans have access to wireline service. Currently, 78.6% of Oklahomans have access to wired broadband 25 mbps or faster.

BROADBAND SPEEDS

- 78.6% of Oklahomans have access to wired broadband 25 mbps or faster.
- 71.9% of Oklahomans have access to broadband 100 mbps or faster.
- 22.7% of Oklahomans have access to 1 gigabit broadband.

WIRED COVERAGE

- 90.5% of Oklahomans have access to wireline service.
- 12.3% of Oklahomans have access to fiber-optic service.
- 72.3% of Oklahomans have access to cable service.
- 84.0% of Oklahomans have access to DSL service.

WIRELESS COVERAGE

- 100.0% of Oklahomans have access to mobile broadband service.
- 67.6% of Oklahomans have access to fixed wireless service.
GOV’T FUNDING

- Since 2010, Oklahoma Broadband Initiative has been awarded $3,815,185 in federal grants for Oklahoma’s Broadband Initiative.
- Another $83,470,346, accounting for 2.4% of all federal infrastructure grants, has been awarded to broadband infrastructure projects in Oklahoma.
- Since 2011, access to a wired connection of at least 10 mbps has improved from 73.9% to 86.2% of Oklahomans.

GENERAL STATISTICS

- There are a total of 198 internet providers in Oklahoma.
- There are 832,000 people in Oklahoma without access to a wired connection capable of 25 mbps download speeds.
- There are 792,000 people in Oklahoma that have access to only one wired provider, leaving them no options to switch.
- 370,000 people in Oklahoma don't have any wired internet providers available where they live.
- 30% of Oklahoma’s population is underserved (access to less than two wired service providers).
- Oklahoma ranks as the 47th most connected state based on the percentage of population with access to 25+ mbps of wired service.


It should be noted that as HUD continues to formalize its regulatory guidance in support of increased broadband access, the State’s current Community Development Block Grant funds can be used for broadband infrastructure. Regulatory guidance is provided below.

Can Community Development Block Grant (CDBG) funds be used to finance the provision of broadband services?

Yes. CDBG funds can be used to finance broadband services such as infrastructure development, internet access, wiring, hardware and software purchases, development and construction of computer rooms, digital literacy classes/economic development, etc.). Acceptable eligible activity categories under Section 105(a) of the Housing and Community Development Act of 1974 (the Act) include:

- Section 105(a)(2) – Public facilities and improvements (includes infrastructure and excludes buildings for the general conduct of government).
- Section 105(a)(4) – Reconstruction and rehabilitation (housing).
- Section 105(a)(8) – Public services (education/training).
- Section 105(a)(14) – Activities carried out through a private or public non-profit.
- Section 105(a)(17) – Economic development assistance to a for-profit business.
**Must National Objective compliance be demonstrated?**

Yes. All CDBG assisted activities must be an eligible activity and must demonstrate compliance with one of the statutory National Objectives for the CDBG program. Proposed activities may demonstrate compliance with the following National Objectives, depending on the eligible activity selected:

- **24 CFR 570.483(b)(1) – Low and moderate-income area benefit**: Activities demonstrating compliance with this National Objective must serve a defined area where at least 51 percent of the residents are low and moderate-income persons and the area must be primarily residential. With the application of American Community Survey (ACS) data, State CDBG may have to perform an income survey in order to qualify the proposed service area.

- **24 CFR 570.483(b)(2) – Low and moderate-income limited clientele**: Primarily used for public services, activities demonstrating compliance with this National Objective, at least 51 percent of the beneficiaries must be low and moderate-income persons.

- **24 CFR 570.483(b)(3) – Low and moderate-income housing**: Focusing on serving low and moderate-income occupants; the two activities that may be used are Section 105(a)(4) and 105(a)(14) of the Act.

- **24 CFR 570.483(b)(4) Low and moderate-income job creation or retention**: Activities demonstrating compliance with this National Objective must either create permanent jobs on a full-time equivalent basis, and at least 51 percent of those jobs must be held by or made available to low and moderate-income persons, or retain at least 51 percent low and moderate-income jobs, and must meet the other requirements as set-forth in the regulations.

**What types of broadband projects are not eligible under the State CDBG Program?**

State CDBG grantees are required to examine the scope of their broadband related activities in order to ensure that the activities are both eligible and able to demonstrate compliance with the appropriate National Objective.

For example, the installation of a broadband trunk line would be eligible as an infrastructure activity; however, it is unlikely that this would be able to demonstrate compliance with the low and moderate-income National Objective because the service area would be too large.

Careful consideration needs to be given to public service activities. State CDBG grantees have a statutory cap of fifteen (15) percent that can be used for public services. This fifteen (15) percent cap is based off of the State’s total CDBG grant award from HUD. In addition, economic development projects will also need to comply with the public benefit standards as outlined in the regulations.
Appendix G

Section Contents…

- Climate Change Impact Assessment
Assessment of Climate Change Impact, Risk and Vulnerabilities

Under 24 CFR 91.310 (a)(3), the State is required to describe the vulnerability of housing occupied by low- and moderate-income households to increased natural hazard risks due to climate change based on an analysis of data, findings, and methods of handling the issues.

The State has examined predictive and historical climate data and performed a risk based analysis of various types of storm damage. The data and information for this climate assessment was taken from elements of the State of Oklahoma Standard Hazard Mitigation Plan and the US Global Change Research Program. Overall, long-term climate projections suggest more frequent and more intense droughts, severe rainfall events, and heat waves. Communities and individuals can reduce vulnerabilities through the use of new technologies, community-driven policies (building codes, Hazard Mitigation Plans), and the judicious use of limited resources. More immediate short-term threats come from severe weather events such as intense thunderstorms, tornadoes, floods, hailstorms, high winds, and wildfires. Communities that are already the most vulnerable to weather and climate extremes will be stressed even further by more frequent extreme events occurring within an already highly variable climate system. Affordable housing in these communities that are already most socially vulnerable will be further stressed by these weather events.

While infrastructure and housing related activities are eligible by HUD under the State’s Consolidated Plan, the state’s declining annual HUD allocations will limit the overall availability of such funds given a disaster related event. HUD’s current program specific regulations as well as federal regulation compliance will limit the State’s ability to respond quickly in a disaster related event. Currently, the State’s programs encourage resiliency in their respective programs.

Disaster related mitigation is key to lessening the impact of future disasters. Fortunately, there are currently other funding mechanisms such as the FEMA Hazard Mitigation Grant Program and Pre-Disaster Mitigation program available to address mitigation and resiliency throughout the state. All communities are encouraged to take opportunities to build resilience within their respective projects.

Climate of the Great Plains

Oklahoma is located in the Southern Great Plains. Daily, monthly, and annual changes in the weather can be dramatic and challenging for communities and their commerce. The region experiences multiple climate and weather hazards, including floods, droughts, severe storms, tornadoes, hurricanes, and winter storms. In much of the Great Plains, too little precipitation falls to replace that needed by humans, plants, and animals. These variable conditions in the Great Plains already stress communities and cause billions of dollars in damage; climate change will add to both stress and costs.

Climate projections suggest more frequent and more intense droughts, severe rainfall events, and heat waves, communities and individuals can reduce vulnerabilities through the use of new technologies,
community-driven policies, and the judicious use of resources. Adaptation (means of coping with changed conditions) and mitigation (reducing emissions of heat-trapping gases to reduce the speed and amount of climate change) choices can be locally driven, cost effective, and beneficial for local economies and ecosystem services.

1. ENERGY, WATER, & LAND USE: Rising temperatures are leading to increased demand for water and energy. In parts of the region, this will constrain development, stress natural resources, and increase competition for water among communities, agriculture, energy production, and ecological needs.

2. SUSTAINING AGRICULTURE: Changes to crop growth cycles due to warming winters and alterations in the timing and magnitude of rainfall events have already been observed; as these trends continue, they will require new agriculture and livestock management practices.

3. CONSERVATION & ADAPTATION: Landscape fragmentation is increasing, for example, in the context of energy development activities in the northern Great Plains. A highly fragmented landscape will hinder adaptation of species when climate change alters habitat composition and timing of plant development cycles.

4. VULNERABLE COMMUNITIES: Communities that are already the most vulnerable to weather and climate extremes will be stressed even further by more frequent extreme events occurring within an already highly variable climate system.

5. OPPORTUNITIES TO BUILD RESILIENCE: The magnitude of expected changes will exceed those experienced in the last century. Existing adaptation and planning efforts are inadequate to respond to these projected impacts.

State Climate Overview

As mentioned previously, Oklahoma is located in the Southern Great Plains. Of the 50 states, it ranks 20th in size, with an area of 69,903 square miles, about 1,224 of which are covered by water. The terrain is mostly plains, varying from nearly flat in the west to rolling in the central and near east. The plains are broken by scattered hilly areas that include the Wichita Mountains in the southwest and the Arbuckle Mountains in the south central part of the state. The Ouachita Mountains dominate much of the southeast, with peaks that rise as much as 2,000 feet above their base. Extreme northeastern counties
are part of the Ozark Plateau, which is marked by steep, Rocky River valleys between large areas of hills and rolling plains. The western tip of the panhandle features part of the Black Mesa complex, a fractured terrain featuring large mesas overlooking seasonal creek and riverbeds. Elevations range from 287 feet above sea level where the Little River exits in southeastern Oklahoma to 4,973 feet on Black Mesa near the New Mexico border.

Oklahoma lies entirely within the drainage basin of the Mississippi River. The two main rivers in the state are the Arkansas, which drains the northern two-thirds of the state, and the Red, which drains the southern third and serves as the state's southern border. Principal tributaries of the Arkansas are the Verdigris, Grand (Neosho), Illinois, Cimarron, Canadian and North Canadian. The Washita and Kiamichi serve as the Red's principal tributaries in Oklahoma, with the Little River flowing into the Red River.

**Temperature**

The mean annual temperature over the state ranges from 62°F along the Red River to about 58°F along the northern border. Temperatures of 90°F or greater occur, on average, about 60-65 days per year in the western panhandle and the northeast corner of the state. Temperatures of 100°F or higher occur, frequently during some years, from May through September, and very rarely in April and October. The western half of the state, excluding most of the Panhandle, averages 15+ days of triple-digit temperatures, ranging from about 35 in the southwest corner to 25 in the northwest area. Years without 100°F temperatures are rare, ranging from about one of every seven years in the eastern half of the state to somewhat rarer in the west. The highest temperature ever recorded in the Oklahoma was 120°F. Temperatures of 32°F or less occur, on average, about 60 days per year in the southeast. The lowest temperature on record is -27°F, set originally at Vinita on February 13, 1905, and tied at Watts on January 18, 1930.

Frozen soil is not a major problem, nor much of a deterrent to seasonal activities. Its occurrence is rather infrequent, of very limited depth, and of brief duration. The average maximum depth that frost penetrates the soil ranges from less than three inches in the southeastern corner of the state to more than 10 inches in the northwestern reaches. Extreme frost penetration ranges from about 10 inches in the southeast to almost 30 inches in the western panhandle.
Precipitation

Although precipitation is quite variable on a year-to-year basis, average annual precipitation ranges from about 17 inches in the far western panhandle to about 56 inches in the far southeast. The greatest annual precipitation recorded at an official reporting station was 84.47 inches at Kiamichi Tower in the southeast in 1957. The least annual rainfall occurred during 1956, when Regnier, in the extreme northwestern panhandle, observed 6.53 inches.

Excessive rainfall occurs at times. Amounts of ten inches or more in 24 hours, while rare, have been recorded. The greatest official rainfall in a 24-hour period is 15.68 inches at Enid on October 11, 1973. Amounts up to 20 inches in a day have also been reported from nonstandard sources.

Snowfall remaining on the ground more than a few days is an uncommon occurrence in northwestern Oklahoma, quite rare in central Oklahoma, and almost unheard of in the southeast. The greatest seasonal snowfall ever recorded in the state was 87.3 inches at Beaver during the winter of 1911-1912.

Freezing rain is a distinct wintertime hazard in Oklahoma. The resulting ice cover can down power lines and limbs, causing millions of dollars in damages and widespread power outages. These events make automobile travel very treacherous, especially on secondary roads, where the hazard can last several days. Significant icing events occur with nearly the same frequency as heavy snow events, especially in the southeastern half or so of the state. While ice accumulation is usually less than an inch, storms that deposit several inches can occur once or more per decade. The consecutive winters of 2000-01 and 2001-02 each featured a major ice storm that deposited more than three inches of ice in 24 hours across much of southeast and central Oklahoma. Two damaging ice storms affected Oklahoma in 2007. The first, in January, affected primarily southern and eastern Oklahoma. The latter, in December, was most severe in central and northeastern Oklahoma. Although ice accumulation in the latter event was generally one inch or less, it caused extensive damage to trees that subsequently took down power lines to more than 600,000 customers.

Floods

Floods of major rivers and tributaries may occur during any season, but they occur with greatest frequency during those spring and autumn months associated with greatest rainfall. Such floods cost many lives and property damage in the first 50 years of statehood, but flood prevention programs have reduced the frequency and severity of such events. Flash flooding of creeks and minor streams remains a serious.
threat, especially in urban and suburban areas, where development and removal of vegetation have increased runoff. See the following map depicting lakes and waterways throughout the State of Oklahoma.

**Drought**

Drought is a recurring part of Oklahoma’s climate cycle, as it is in all the plains states. Almost all of Oklahoma’s usable surface water comes from precipitation that falls within the state’s borders. Therefore, drought in Oklahoma is tied almost entirely to local rainfall patterns (i.e., the influence of upstream events on drought is very small). Western Oklahoma tends to be slightly more susceptible to drought because precipitation there tends to be more variable (percentage-wise) and marginal for dry land farm applications.

Drought episodes can last from a few months to several years. Those that last a few months can elevate wildfire danger and impact municipal water use. Seasonal droughts can occur at any time of the year, and those that resonate with crop production cycles can cause billions of dollars of damage to the farm economy. Multi-season and multi-year episodes can severely impact large reservoirs, stream-flow and groundwater.

Since modern Climatological record keeping began in the late nineteenth century, the state has seen five major multi-year and multi-regional drought events. These occurred in the late 1890s, from 1909-18, 1930-40, 1952-58 and, to a lesser extent, 1962-72. Each of these episodes contained at least one year of above-normal rainfall. The drought of the 1930’s is associated with the Dust Bowl of the Great Plains, when socio-economic conditions, agricultural practices and drought forced the largest emigration of Oklahomans in state history. It is yet to be determined if the drought of 2005-2006, while at times more severe than any on record, will be as extensive as these other events.

The agricultural impact of drought is increasingly mitigated on a farm-by-farm and year-by-year basis through irrigation of crops, mostly with fossil water. This practice dominates much of the panhandle and some of the rest of western Oklahoma.

Development of water supplies has aided community resiliency, helped in large measure by the Oklahoma Water Resources Board’s Financial Assistance Program. Upgrades to municipal and rural water district water/wastewater systems over the previous two decades allowed communities, which previously may
have run dry under such circumstances, to more effectively manage their water supplies during the most recent drought.

**Severe Weather**

Thunderstorms occur, on average, about 55 days per year in the east, decreasing to about 45 days per year in the southwest. Late spring and early summer are the peak seasons for thunder, averaging about eight thunderstorms per month per location during these seasons. For the southeastern two-thirds of the state, thunder occurs most often in May. June is the peak month for much of the remainder of the state, while the western panhandle observes the most thunder in July. General thunderstorms are quite common in the summer, but tend to be less organized storms of relatively short duration. These storms can produce locally heavy rain and some hail. Severe weather can occur at any time of day, but the maximum frequency for severe weather is from mid-afternoon to sunset.

**Tornadoes**

Tornados are a particular hazard, in that the frequency of occurrence per unit area is among the greatest in the world. Since 1950, an average of 54 tornados has been observed annually within the state’s borders.

Tornados can occur at any time of year, but are the most frequent during springtime. April, May and June represent the months of peak occurrence with these three months accounting for about three-fourths of the observations. May’s average of 20 tornado observations per month is the greatest. The winter months each average less than one tornado per month. About 80 percent of tornados are observed between noon and midnight Central Standard Time, with the peak hours being between 4 pm and 8 pm. Most of Oklahoma’s tornados travel from the southwest to the north and east.

Although the annual number of tornados striking Oklahoma is increasing, the proportion of those ranking among the most severe has actually been declining. Improved technology and recording practices have improved counts and documentation of those at the weaker end of the spectrum, thus accounting for the increase in overall number. However, the number of significant tornados (those rating as F2 intensity or greater) has declined, particularly since 1982. In fact, the years with the greatest numbers of significant tornados were 1960 and 1961, with 49 and 41, respectively. Declining death tolls and declining numbers of significant tornados does not necessarily mean Oklahoma is becoming less at risk. As the May 3, 1999 tornado showed, one event could forever impact the lives of many Oklahomans.
Earthquakes

The earliest documented earthquake in Oklahoma occurred on October 22, 1882, and while it cannot be precisely located, the strongest shaking, Modified Mercalli Intensity of VIII, was reported at Fort Gibson, Indian Territory. For a more complete list of significant earthquakes in Oklahoma please visit the United States Geological Survey. Earthquakes occur in response to forces, which build up over long time periods, and occur when two bodies of rock slide past each other. This slip can be large for big earthquakes (10’s of meters) or as small as a millimeter. Earthquakes generally occur on pre-existing weaknesses in the rocks called faults. By far, the majority of the world’s earthquakes occur on or near the boundaries of tectonic plates. Large earthquakes tend to be concentrated at plate tectonic boundaries where forces and faults are much larger. Generally, away from plate boundary settings, such as Oklahoma, earthquakes will be smaller with magnitudes generally less than 6.5. Small earthquakes (magnitudes 5 or less) occur nearly everywhere in the world. These types of earthquakes can cause damage and loss of life, but damage is usually moderate and closely concentrated around the epicenter, where the earthquake occurred. Oklahoma earthquakes generally occur at shallow depths ranging from about 5 to 15 kilometers (3-10 miles) depth. Earthquake hazard is the unavoidable risk that an earthquake will disrupt daily activities or cause loss of property or life. Most damage associated with earthquakes is caused by waves generated during the earthquake. Estimates can be made for the chances of how much shaking will occur due to all possible earthquake sources. These estimates use recorded earthquakes and mapped faults to define possible sources and how often these earthquakes occur.

Other Climatic Features

The climate of Oklahoma is continental, as is all of the Great Plains. Summers are long and usually quite hot. Winters are shorter and less rigorous than those of the more northern plains states. Periods of extreme cold are infrequent, and those lasting more than a few days are rare.

Annual average relative humidity ranges from about 60 percent in the panhandle to just over 70 percent in the east and southeast. Average annual lake evaporation varies from 48 inches in the extreme east to 65 inches in the southwest, numbers that far exceed the average yearly rainfall in those areas. Evaporation and percolation preclude use of about 80 percent of Oklahoma's precipitation.

Prevailing winds are southerly to southeasterly throughout most of the state during the spring through autumn months. These prevailing winds veer to south-to-southwest in far western Oklahoma, including
the panhandle. March and April are the windiest months, while July August and September are the calmest.

**Climate – State Perspective**

Since 1950, Oklahoma’s population has gradually increased, and by 2008 it had reached 3,642,361. This figure represents an increase of 5.6 percent over 2000. Population densities generally decline from east to west across the state, and the highest densities are found in the metropolitan areas. The population in metropolitan counties increased by 2.0 percent from the year 2000 to 2006. Non-classified counties saw their populations decline by -0.6 percent. Oklahoma is the 20th largest state and the 28th most populous state in the United States.

The State of Oklahoma does not have adopted ordinances regulating areas of population growth or future development per se. Oklahoma agencies representing the state under authority granted to them by the legislation adopt rules/regulations regarding Storm Water Management or Stream Water Management. Storm Water Management is addressed under the Federal National Pollution Discharge Elimination System (NPDES) program.

The Oklahoma Department of Environmental Quality (DEQ) has received delegation of that Federal program. They have adopted rules and established general and individual permits to require storm water management. Two basic types of storm water management are addressed. One is primarily aimed at sediment control and requires anyone disturbing one acre of ground or more to obtain a general permit and to use Best Management Practices. The other addresses storm water runoff from certain industrial areas. As part of the program, communities with a population of 10,000 or more must have a storm water management program in place (usually includes ordinances) that meets the conditions of the DEQ general permit or an individual permit issued by DEQ.

The water quality of streams in Oklahoma is described in terms of beneficial uses as defined by narrative descriptions and specific constituent numbers by the Oklahoma Water Quality Standards promulgated by the Oklahoma Water Resources Board. DEQ and the other state environmental agencies are required to protect the water quality of Oklahoma streams and lakes by implementing the Water Quality Standard (WQS) in administering their various regulatory responsibilities. For instance, when DEQ issues a wastewater discharge permit, the limits placed on that discharge are based on the WQS for the body of
water that will receive the discharge. The beneficial uses of that body of water cannot be adversely impacted by the discharge.

Areas of future growth and development as they relate to known hazard areas are managed at the local level. Of the 77 counties in Oklahoma, over half of the counties have adopted rules/regulations for zoning management, subdivision management, land use plans, or Floodplain Boards in place.

Additionally, a large percentage of the cities/towns over 1,000 in population have and enforce building and zoning requirements and have procedures in place for enforcing these requirements.

**Risk Based Analysis**

The following constitutes a comprehensive risk based analysis that identifies and prioritizes the various types of disasters faced by the State of Oklahoma. The analysis uses elements of informational resources taken from Oklahoma Climatological data, Oklahoma Geological data, and the *State Standard Hazard Mitigation Plan* (Update-Feb. 10, 2014) as developed by the Oklahoma Emergency Management.

The current Oklahoma *State Standard Hazard Mitigation Plan* was approved by the Federal Emergency Management Agency Region 6 office. This State Plan addresses all natural hazards that have been identified as a threat to the State of Oklahoma, per the requirement of the federal regulations cited above. This plan meets requirements for a Standard State Plan under Rule 44 CFR 13.11(c), published in the Federal Register by the Federal Emergency Management Agency (FEMA).

The Oklahoma State Standard Hazard Mitigation Plan provides policy guidance for hazard mitigation in the state of Oklahoma. It identifies hazard mitigation goals, objectives, actions and initiatives for state government that will reduce injury and damage from natural hazards. The Plan specifically identifies six categories of possible mitigation priorities and strategies. These priorities and strategies are as follows:

1. Public Education & Awareness – Outreach projects and technical assistance
2. Preventive Measures – Zoning, building codes, storm water management
3. Natural Resource Protection – Wetlands protection, forest/vegetation management
4. Property Protection – Acquisition, retrofitting, relocation, elevation
5. Emergency Services – Warning, sandbagging, evacuation
6. Structural Projects – Dams, reservoirs, retaining walls, safe rooms

The Oklahoma State Standard Hazard Mitigation Plan lists natural hazards that could affect the State of Oklahoma through the Critical Priority Risk Index (CPRI). Each identified hazard was weighted according to the following criteria of probability, magnitude/severity, warning time and duration. The CPRI categories are needed based upon data provided by Oklahoma Climatological, Oklahoma Geological, and Oklahoma Emergency Management. The CPRI factors the elements of risk—Probability (P), Magnitude/Severity (M), Warning Time (WT) and Duration (D) — to create an index that allows for the prioritization of mitigation activities based on the level of risk. Each hazard is evaluated based on potential or probability using the elements of the index, and a weighting factor to determine the impact, in the following manner:

<table>
<thead>
<tr>
<th>Weighing Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>.45 Probability of Occurrence</td>
</tr>
<tr>
<td>.30 Magnitude/Severity Expected of Hazard</td>
</tr>
<tr>
<td>.15 Warning Time Possible to Event</td>
</tr>
<tr>
<td>.10 Duration Of Event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probability of Occurrence</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - Highly Likely</td>
<td>Event is probable within the calendar year. Event has a 1 in 1 year chance of occurring.</td>
</tr>
<tr>
<td>3 - Likely</td>
<td>Event is probable within the next three years. Event has up to 1 in 3 year’s chance of occurring.</td>
</tr>
<tr>
<td>2 - Possible</td>
<td>Event is probable within the next 5 years. Event has up to 1 in 5 year’s chance of occurring.</td>
</tr>
<tr>
<td>1 - Unlikely</td>
<td>Event is possible within the next 10 years. Event has up to 1 to 10 years chance of occurring.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Magnitude / Severity Level</th>
<th>Characteristics</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Probability of Occurrence</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - Highly Likely</td>
<td>Event is probable within the calendar year. Event has a 1 in 1 year chance of occurring.</td>
</tr>
<tr>
<td>3 - Likely</td>
<td>Event is probable within the next three years. Event has up to 1 in 3 year’s chance of occurring.</td>
</tr>
<tr>
<td>2 - Possible</td>
<td>Event is probable within the next 5 years. Event has up to 1 in 5 year’s chance of occurring.</td>
</tr>
<tr>
<td>1 - Unlikely</td>
<td>Event is possible within the next 10 years. Event has up to 1 to 10 years chance of occurring.</td>
</tr>
</tbody>
</table>
| Catastrophic                  | < Multiple deaths.  
|                             | < Complete shutdown of facilities for 30 or more days.  
|                             | < More than 50% of property is severely damaged. |
| Critical                    | < Injuries and/or illnesses result in permanent disability.  
|                             | < Complete shutdown of critical facilities for at least two weeks.  
|                             | < More than 25% of property is severely damaged. |
| Limited                     | < Injuries and/or illnesses do not result in permanent disability.  
|                             | < Complete shutdown of critical facilities for more than one week.  
|                             | < More than 10% of property is severely damaged. |
| Negligible                  | < Injuries and/or illnesses are treatable with first aid.  
|                             | < Minor quality of life lost.  
|                             | < Shutdown of critical facilities and services for 24 hours or less.  
|                             | < Less than 10% of property is severely damaged. |

The following set of tables list the Critical Priority Risk Index for each hazard that could affect the State of Oklahoma. The hazards are listed in the order of their Priority Risk. Because there is no way to estimate the probability, severity, warning time or duration of a man-made or special event (because by definition the event is usually unknown) that hazard ranking is a best guess estimate using the CPRI and is less than exact. For that reason, the special event hazard is listed last.

**Calculated Priority Risk Index (CPRI)**

1. **FLOODING**

<table>
<thead>
<tr>
<th></th>
<th>Probability</th>
<th>Magnitude / Severity</th>
<th>Warning Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probability</td>
<td>4</td>
<td>Highly Likely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnitude / Severity</td>
<td>4</td>
<td>Catastrophic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warning Time</td>
<td>3</td>
<td>6 - 12 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>3</td>
<td>Less than one week</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Flooding Hazard CPRI (State of Oklahoma)

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>= CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4 x .45)</td>
<td>+(4 x .30)</td>
<td>+(3 x .15)</td>
<td>3 x .10</td>
<td>= 3.75</td>
</tr>
</tbody>
</table>

2. **TORNADO**

<table>
<thead>
<tr>
<th></th>
<th>Probability</th>
<th>Magnitude / Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probability</td>
<td>4</td>
<td>Highly Likely</td>
</tr>
<tr>
<td>Magnitude / Severity</td>
<td>4</td>
<td>Catastrophic</td>
</tr>
</tbody>
</table>
### 3. WINTER STORMS / ICE / FREEZING RAIN

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>( = ) CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3 \times .45)</td>
<td>+(4 \times .30)</td>
<td>+(2 \times .15)</td>
<td>3 \times .10</td>
<td>( = 3.15 )</td>
</tr>
</tbody>
</table>

### 4. DROUGHT

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>( = ) CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3 \times .45)</td>
<td>+(4 \times .30)</td>
<td>+(1 \times .15)</td>
<td>4 \times .10</td>
<td>( = 3.1 )</td>
</tr>
</tbody>
</table>

### 5. HAIL

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>( = ) CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4 \times .45)</td>
<td>+(2 \times .30)</td>
<td>+(4 \times .15)</td>
<td>1 \times .10</td>
<td>( = 3.1 )</td>
</tr>
</tbody>
</table>
### 6. HIGH WINDS

<table>
<thead>
<tr>
<th>Probability</th>
<th>4</th>
<th>Highly Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnitude / Severity</td>
<td>2</td>
<td>Limited</td>
</tr>
<tr>
<td>Warning Time</td>
<td>4</td>
<td>Less than 6 hours</td>
</tr>
<tr>
<td>Duration</td>
<td>1</td>
<td>Less than 6 hours</td>
</tr>
</tbody>
</table>

High Wind Hazard CPRI (State of Oklahoma)

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4x .45)</td>
<td>+(2 x .30)</td>
<td>+(4x .15)</td>
<td>1 x .10</td>
<td>3.1</td>
</tr>
</tbody>
</table>

### 7. LIGHTNING

<table>
<thead>
<tr>
<th>Probability</th>
<th>4</th>
<th>Highly Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnitude / Severity</td>
<td>1</td>
<td>Negligible</td>
</tr>
<tr>
<td>Warning Time</td>
<td>4</td>
<td>Less than 6 hours</td>
</tr>
<tr>
<td>Duration</td>
<td>1</td>
<td>Less than 6 hours</td>
</tr>
</tbody>
</table>

Lightning Hazard CPRI (State of Oklahoma)

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4x .45)</td>
<td>+(1 x .30)</td>
<td>+(4x .15)</td>
<td>1 x .10</td>
<td>2.8</td>
</tr>
</tbody>
</table>

### 8. WILDFIRES

<table>
<thead>
<tr>
<th>Probability</th>
<th>3</th>
<th>Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnitude / Severity</td>
<td>2</td>
<td>Limited</td>
</tr>
<tr>
<td>Warning Time</td>
<td>4</td>
<td>Less than 6 hours</td>
</tr>
<tr>
<td>Duration</td>
<td>2</td>
<td>Less than one day</td>
</tr>
</tbody>
</table>

Wildfire Hazard CPRI (State of Oklahoma)

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3x .45)</td>
<td>+(2 x .30)</td>
<td>+(4x .15)</td>
<td>2 x .10</td>
<td>2.75</td>
</tr>
</tbody>
</table>

### 9. DAM FAILURE

<table>
<thead>
<tr>
<th>Probability</th>
<th>1</th>
<th>Unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnitude / Severity</td>
<td>4</td>
<td>Catastrophic</td>
</tr>
<tr>
<td>Warning Time</td>
<td>4</td>
<td>Less than 6 hours</td>
</tr>
<tr>
<td>Duration</td>
<td>4</td>
<td>More than one week</td>
</tr>
</tbody>
</table>

Dam Failure Hazard CPRI (State of Oklahoma)
### 10. EXTREME HEAT

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>= CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3x .45)</td>
<td>+(2x .30)</td>
<td>+(1x .15)</td>
<td>3 x .10)</td>
<td>= 2.4</td>
</tr>
</tbody>
</table>

**Extreme Heat Hazard CPRI (State of Oklahoma)**

- **Probability**: 3 Likely
- **Magnitude / Severity**: 2 Limited
- **Warning Time**: 1 24+ hours
- **Duration**: 3 Less than one week

### 11. EXPANSIVE SOILS

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>= CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3x .45)</td>
<td>+(1x .30)</td>
<td>+(1x .15)</td>
<td>4 x .10)</td>
<td>= 2.2</td>
</tr>
</tbody>
</table>

**Expansive Soils Hazard CPRI (State of Oklahoma)**

- **Probability**: 3 Likely
- **Magnitude / Severity**: 1 Negligible
- **Warning Time**: 1 24+ hours
- **Duration**: 4 More than one week

### 12. SPECIAL EVENTS (TAR CREEK PROJECT)

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>= CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2x .45)</td>
<td>+(2x .30)</td>
<td>+(1x .15)</td>
<td>4 x .10)</td>
<td>= 2.05</td>
</tr>
</tbody>
</table>

**Special Events Hazard CPRI (State of Oklahoma)**

- **Probability**: 2 Possible
- **Magnitude / Severity**: 2 Limited
- **Warning Time**: 1 24+ hours
- **Duration**: 4 More than one week

### 13 EARTHQUAKE

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude / Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2 Possible</td>
</tr>
<tr>
<td>1</td>
<td>Negligible</td>
</tr>
</tbody>
</table>

---

14
<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>= CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2x .45)</td>
<td>+ (1x .30)</td>
<td>+ (4x .15)</td>
<td>1 x .10</td>
<td>1.9</td>
</tr>
</tbody>
</table>

**14. SUBSIDENCE**

<table>
<thead>
<tr>
<th>Probability</th>
<th>1</th>
<th>Unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnitude / Severity</td>
<td>2</td>
<td>Limited</td>
</tr>
<tr>
<td>Warning Time</td>
<td>4</td>
<td>Less than 6 hours</td>
</tr>
<tr>
<td>Duration</td>
<td>1</td>
<td>Less than 6 hours</td>
</tr>
</tbody>
</table>

**Subsidence Hazard CPRI (State of Oklahoma)**

<table>
<thead>
<tr>
<th>Probability</th>
<th>Magnitude</th>
<th>Warning Time</th>
<th>Duration</th>
<th>= CPRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1x .45)</td>
<td>+ (2x .30)</td>
<td>+ (4x .15)</td>
<td>1 x .10</td>
<td>1.75</td>
</tr>
</tbody>
</table>

**15. LANDSLIDE**

<table>
<thead>
<tr>
<th>Probability</th>
<th>1</th>
<th>Unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnitude / Severity</td>
<td>1</td>
<td>Negligible</td>
</tr>
<tr>
<td>Warning Time</td>
<td>4</td>
<td>Less than 6 hours</td>
</tr>
<tr>
<td>Duration</td>
<td>1</td>
<td>Less than 6 hours</td>
</tr>
</tbody>
</table>

**Landslide Hazard CPRI (State of Oklahoma)**

<table>
<thead>
<tr>
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<td>+ (4x .15)</td>
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</table>
Appendix H

Section Contents…

- Citizen Participation
State of Oklahoma

CITIZEN PARTICIPATION PLAN

For The State Consolidated Plan
FY 2019 – FY 2023

FY 2020 Annual Action Plan
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Purpose

The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement that combines the planning and application process for the following HUD grants: the Community Development Block Grant (CDBG), the Emergency Solutions Grants Program (ESG), the HOME Investment Partnerships Program (HOME), Housing Opportunities for People with AIDS (HOPWA), the Housing Trust Fund (HTF) and any new funding that may become available.

In effect, the Consolidated Plan examines the current housing situation, explores the housing and community development needs of the state, and sets priorities for spending the HUD grant funds. Public comment is a vital component of exploring the state's housing and community development needs and setting spending priorities. The Consolidated Plan offers the opportunity for strategic statewide planning to occur alongside citizen participation.

HUD requires development of a Citizen Participation Plan that outlines policies and procedures of how the state intends to solicit citizen participation. The primary goal is to provide citizens, especially low and moderate income residents, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The following information is to outline and define the citizen participation process.

The agency contact for the Consolidated Plan and this Citizen Participation Plan is:

Steven Hoover, Sr. Program Planner, Community Development
Oklahoma Department of Commerce
900 N. Stiles Ave.
Oklahoma City, OK 73104-3234
(405) 227-3984
steven.hoover@okcommerce.gov

Citizen Participation

The State of Oklahoma constructs a thorough citizen participation plan that encourages citizens to participate in the development of the five-year consolidated plan and subsequent annual action plans. The State’s citizen participation plan was developed in accordance with the requirements listed in 24 CFR §91.110 (Consultation; States) and 24 CFR Part §91.115 (Citizen Participation Plan for States). The plan provides citizens (including minorities, the disabled and non-English speaking persons), units of local government, and other interested parties a reasonable opportunity to comment on the plan and encourages them to do so.

Citizen Participation Consultation

When preparing the Consolidated Plan, Annual Action Plans, or the development of the Assessment of Fair Housing (AFH), consultation is made with public and private agencies that provide housing, health services and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. Consultation with state based and regionally based organizations that represent protected class members and organizations that enforce fair housing laws. This process shall also encourage the participation of local, regional, and statewide institutions including
Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations.

The Consolidated Plan, Annual Action Plans, or the Assessment of Fair Housing (AFH) will be available for public review at the Oklahoma Department of Commerce website (okcommerce.gov) and copies will be available by direct internet download or email per request. Announcements are also sent through the New Pioneer, which serves as ODOC’s Community Development newsletter. This newsletter reaches 600 communities, 77 Counties, Community Action Agencies, Public Housing Authorities, Council of Governments, and other state agencies. The New Pioneer newsletter directly emailed to approximately 6,500 email addresses. Additionally, ESG program announcements are released through the GovDelivery List serve and through Continuum of Care Networks.

The State does not anticipate a significant number of non-English speaking residents at its public hearings because the State’s population of rural, non-English speaking persons is very small. However, should the need arise, the State will provide translators during or written translations after public meetings attended by non-English speaking residents upon request.

**Public Notification**

A public meeting will be held prior to drafting of the Consolidated Plan, the Annual Action Plan, and the Assessment of Fair Housing, to gather input regarding proposed changes. The meeting(s) will either be held in person per special request (as applicable per special need facilitated) or geographically centralized handicapped accessible venues within the Oklahoma City metropolitan area. Oklahoma City serves the geographic center of the State. Notifications for the Consolidated Plan, the Annual Action Plan, and the Assessment of Fair Housing Public Input Sessions and Public Hearings will be posted to the Oklahoma Department of Commerce website (okcommerce.gov) for a minimum of thirty (30) days prior to the scheduled event.

Once drafted and before adoption, the proposed Consolidated Plan, the proposed Annual Action Plan, or the proposed Assessment of Fair Housing, will be made available to interested parties for a comment period no less than thirty (30) days. A public hearing will be conducted before the 30-day comment period to gather comments on the proposed plan. Citizens will be notified of the proposed plan’s availability via Oklahoma Department of Commerce website (okcommerce.gov) Announcements are also sent through the New Pioneer, which serves as ODOC’s Community Development newsletter.

The proposed Consolidated Plan, the proposed Annual Action Plan, and the proposed Assessment of Fair Housing will be available at the Oklahoma Department of Commerce’s website at (okcommerce.gov) for the full public comment period. Copies of the proposed plan will also be available from ODOC during the public comment period if lack of internet and/or printing service is not available.

Comments from individuals or groups received in writing or at the public meetings will be considered. A summary of the written public comments and a summary of those not accepted and the reasons therefore, will be included in the final Consolidated Plan, the final Annual Action Plan, or the final Assessment of Fair Housing as applicable.

**Citizen Participation – Consolidated Plan and Annual Action Plan**
The Consolidated Plan is designed to be a collaborative process whereby the State establishes a unified vision for community development actions. It offers the State the opportunity to shape the various housing and community development programs into effective, coordinated community development strategies. The vision outlines the state's overall policies and objectives for housing and community development throughout the state. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the state level, and serves as a management tool that helps the state, local governments, and citizens assess performance and track results.

Before the State adopts the consolidated plan, citizens, public agencies and other interested parties are given access to information about the programs involved in the plan, including the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low-to-moderate income and the plans to minimize displacement of persons and to assist any persons displaced.

For the public meeting on the Consolidated Plan and the Annual Action Plan, the State will make available to the public, residents, public agencies and other interested parties:

1. The amount of HUD assistance expected to be received by program;
2. The range of activities that can be undertaken including the estimated amount that will benefit persons of low and moderate income;
3. Plans to minimize displacement of persons and assist any persons displaced (as applicable);
4. Opportunity to identify and discuss barriers to affordable housing and impediments to fair housing choice;
5. An anticipated time schedule for receiving public comments and submission of the Consolidated Plan or Annual Action Plan to the U.S. Department of Housing and Urban Development; and
6. The State's Citizen Participation Plan.

**FY 2019 – FY 2023 Consolidated Plan (2020 Annual Update) Cycle:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tr>
<td>Apr 25, 2019</td>
<td>CDBG / Non-Housing Community Dev. Public Input Session &amp; Continuing Education Workshop, - Metro Technology Center, Springlake Campus, Oklahoma City</td>
</tr>
<tr>
<td>Apr – Oct, 2019</td>
<td>Program specific public input sessions and focus groups - Informal Meetings / Focus Groups were held during the months of July and August to discuss the annual updates on the categories of Homeless, Housing, and Non-Housing Community Development. These focus groups are program specific and created and conducted by the respective Program Managers. These optional focus groups are provided in addition to the HUD required Consolidated Plan Public Input Session and Public Hearing in order to enhance program development and provide greater program outreach. Meeting times, locations, and subsequent notification varies based the respective Program Manager.</td>
</tr>
</tbody>
</table>
Jul 8, 2019  ESG Focus Group – Tulsa County COC, Tulsa
Jul 16, 2019  ESG Focus Group – Southwest COC, McAlester
Jul 17, 2019  ESG Focus Group – Southwest COC, Lawton
Aug 1, 2019  ESG Focus Group – North Central COC, Enid
Aug 6, 2019  ESG Focus Group – Northwest COC, El Reno
Aug 13, 2019  ESG Focus Group – Norman, Cleveland County
Aug 22, 2019  ESG Focus Group – Northeast COC, Tahlequah
Jul 18, 2019  HOME, HTF, & HOPWA / Informal Public Input Session, OHFA - Oklahoma City
Aug 25, 2019  HOME, HTF, & HOPWA / Informal Public Input Session, OHFA - Oklahoma City
Sep 30, 2019  **PUBLIC INPUT SESSION** (Formal)  (CDBG, ESG, HOME, HTF, & HOPWA programs) - A formal Public Input Session was held at the Metro Technology Center, Springlake Campus in Oklahoma City where all components were discussed. Notifications were posted on the Oklahoma Department of Commerce website (okcommerce.gov) and placed in the New Pioneer newsletter published by the Oklahoma Department of Commerce inviting all interested individuals to participate. Additionally, announcements were made at the various program specific focus groups.
Oct 4, 2019  Draft of Proposed Consolidated Plan posted online for public review at: (okcommerce.gov)
Oct 16, 2019  CDBG / Non-Housing Community Dev. Public Input Session & Continuing Education Workshop, - Metro Technology Center, Springlake Campus, Oklahoma City
Oct 30, 2019  **PUBLIC HEARING** (Formal)  (CDBG, ESG, HOME, HTF, & HOPWA programs) - A formal Public Hearing was held at the Metro Technology Center, Springlake Campus in Oklahoma City. Notifications were posted on the Oklahoma Department of Commerce website (okcommerce.gov) and placed in the New Pioneer newsletter published by the Oklahoma Department of Commerce inviting all interested individuals to participate. Additionally, announcements were made at the various program specific focus groups.

Oct 30 – Dec 2, 2019
Consolidated Plan Written Public Comment Period *(Regulations mandate that the Public Comment period last at least thirty (30) days from the date of the Public Hearing)*

Feb 13, 2020 Consolidated Plan submitted to HUD *(Regulations mandate that the Plan be submitted at least forty-five (45) days in advance of program year)*

April 1, 2020 Annual program year begins

Public involvement in the development of the Consolidated Plan include: Private Citizens, Various Community Action Agencies (CAA’s); various sub-state planning districts/Councils of Governments (COG’s); various public housing authorities and emergency shelters; Governor’s Interagency Council on Homelessness (GICH); various state agencies; and others.

**Citizen Participation - Consolidated Annual Performance Evaluation Report (CAPER)**

The Consolidated Annual Performance Evaluation Report (CAPER) is used by grantees to report on accomplishments and progress towards Consolidated Plan goals. Before the CAPER is submitted to HUD, the report will be made available to interested parties for a comment period of no less than fifteen (15) days. This comment period will begin (15) days prior to the CAPER's June 30th submission date to HUD. Notice of the CAPER's availability will be posted online at the Oklahoma Department of Commerce's website (okcommerce.gov). The notification will be posted no later than the day the CAPER's comment period begins.

During the public comment period, the CAPER will be available for public review at the Oklahoma Department of Commerce website (okcommerce.gov) and copies will be available by direct internet download or email per request.

Comments will be considered from individuals or groups received in writing. A summary of the written comments and a summary of those not accepted and the reasons will be included in the final CAPER.

**Citizen Participation – Assessment of Fair Housing (AFH)**

For the public meeting on the Assessment of Fair Housing (AFH), the State will make available to the general public and interested parties:

1. Any HUD-provided data and other supplemental information the State plans to incorporate into the AFH;

2. The proposed strategies and actions for affirmatively furthering fair housing;

3. A summary of the AFH describing the content; and

4. During the public comment period, the AFH will be available for public review at the Oklahoma Department of Commerce website (okcommerce.gov) and copies will be available by direct internet download or email per request.

**Public Comment**
The State will receive comments on the proposed Citizen Participation Plan during a thirty (30) day comment period. In the event that there are substantial amendments to this Citizen Participation Plan, an additional comment period of at least fifteen (15) days will be allotted. This proposed Citizen Participation Plan (and, if necessary, the substantially amended Citizen Participation Plan) will be made available to the public before the fifteen (15) day comment period begins. As applicable, the fore-mentioned comment period standards will remain in place unless otherwise specifically altered by regulation in the Federal Register Notice such as in the case of a HUD new program.

Upon request, the Citizen Participation Plan will be made available in a format accessible to persons with disabilities special needs. The State will make reasonable accommodations in order to facilitate persons with disabilities or special needs.

The State will consider any comments or views received in writing or expressed orally at the public meeting in preparing the proposed Consolidated Plan, the proposed Annual Action Plan, or the proposed Assessment of Fair Housing. Upon receiving a comment, the State will provide a timely, substantive written response addressing the comment within a fifteen (15) working day time period. Depending on the nature of the comment and depth of the issue, an extended response time may be required by the State in order to obtain the required regulatory guidance or obtain the appropriate level of HUD staff assistance. Should an extended response time be required, the State will notify the individuals or entities making the comment of the following:

1. The comment has been received by the State;
2. The comment is of a nature that cannot be reasonably responded to within the fifteen (15) working day time period.
3. Provide an appropriate staff contact name, telephone number, and email address in order that the progress on the response/solution can be monitored or additional inquiries can be made as applicable.

The following is a compilation of all comments received as a result of the Public Hearing and the public comment period, which spanned October 30, 2019 to November 2, 2019. The comments received and their respective responses are grouped by topic and are followed by the response of the agency (either the Oklahoma Department of Commerce or the Oklahoma Housing Finance Agency).

**Community Development Block Grant Program Public Comment**

**Topic – CDBG Program Comment**

**Comment:** Barbara Albritton (INCOG) (Certified CDBG Grant Administrator) - Ms. Albritton wrote:

*The Oklahoma Department of Commerce / Community Development (ODOC/CD) appreciates INCOG’s continued support of ODOC/CD’s Community Development Block Grant (CDBG). INCOG’s CDBG performance and comments over the years have truly been an asset to the State’s CDBG Program. It goes without saying that INCOG’s partnership with ODOC/CD is very much appreciated.*
ODOC/CD is taking the opportunity to respond to the INCOG letter dated October 18, 2019 commenting on the proposed FY 2020 CDBG Program. It is important that all prospective CDBG applicants understand that ODOC/CD must consider the program from a statewide perspective. The CDBG Program must be fair and equally open to all prospective applicants. Statewide, prospective Units of General Local Governments (UGLG’s) can have very different needs and capacity limitations. With limited resources, ODOC/CD has the difficult job of prioritizing these needs and creating a uniform program that best accounts for these various capacity limitations among all prospective CDBG applicants.

For reviewing convenience, the following paragraphs have been broken down to include INCOG’s comment and followed up by ODOC/CD’s response.

1. INCOG Comment: In discussing this, as an over-arching comment, we are curious as to what has precipitated the proposed changes and why are they proposed for only certain set-asides?

ODOC/CD Response: In reference to the first part of the question regarding what has precipitated the proposed changes, the state’s CDBG Program is subject to both state related (internal/external) directives and federal regulatory interpretation from HUD. In particular, CDBG regulatory language can be vague and HUD interpretation regarding this language has increasingly become more restrictive over the years. As with any program year, these factors have some measured impact on CDBG Program and the specific CDBG set-asides within. Additionally, ODOC/CD has been subject to increased grant management requirements combined with limited staffing. The changes have been made in order to maximize impact and minimize administrative burden.

In reference to the second part of the question, “…why are they proposed for only certain set-asides”? Each CDBG set-aside is an independent program under the overall ODOC/CD CDBG funding umbrella. In reality, outside of the FY 2020 Small Cities set-aside, there are very few changes being made to the overall FY 2020 CDBG Program. As presented at the FY 2020 CDBG input session and State Consolidated Plan Public Input and Hearing sessions, in most cases, the CDBG Application Guideline language is simply being added for additional program clarification.

2. INCOG Comment: Regarding the addition of project justification (pages 11, 25, 30), why is this being proposed as a threshold item. Has ODOC funded projects that they deem unworthy? The projects submitted for funding are a result of a local process where priorities are determined. So long as the projects are eligible, ODOC should not stand in judgment of a project’s "need". In all cases for water and wastewater engineering applications, the justification is contained in the Preliminary Engineering Report thus making the addition of the justification in the project description redundant. ODOC should not be able to fail applications in the CDBG/REAP set aside as the projects are selected by the Substate Planning Districts. Lastly, ODOC program staff has indicated that the project description should be consistent from the application through the environmental review. Adding the justification would make this verbiage cumbersome. If ODOC goes ahead with this change we would suggest a separate section be added to the application rather than adding to the project description.

ODOC/CD Response: The application must sufficiently demonstrate an applicant’s need for the requested CDBG activity. Low and Moderate-Income National Objective eligibility and project need are independent of each other. ODOC/CD will not fund any CDBG project regardless of proven Low and Moderate-Income eligibility without a demonstrated need being established. The requirement to address project need has been reinforced by an Office of Inspector General monitoring and subsequent HUD monitoring visits. For any requested CDBG project, there is an
underlying “need” for such a project. It is the responsibility of the applicant to communicate to ODOC/CD why the particular CDBG activity is being requested in the application. Failure to adequately demonstrate a project need will result in a FAILED threshold application rating. The project need is communicated in the “Project Description” section of the “CDBG Application Summary” page of the online OKGrants application. Additional narratives and supporting documentation can be uploaded in the “Uploads” page of the OKGrants application if required.

The requirement of establishing a demonstrated need is not meant to be unduly burdensome. Providing a demonstrated need is not new. In most cases this need is fully documented when a prospective applicant fills out the required project description on the CDBG Application Summary page of the online OKGrants application. Historically, non-water/wastewater projects have lacked project detail because they typically don’t have the luxury of simply using project narratives from a detailed engineer’s report. The added “demonstrated need” threshold language in the CDBG Application Guidelines is required to reinforce a prospective applicant’s programmatic perspective.

3. INCOG Comment: The corrective action point reduction described on pages 15 and 27 (Water Wastewater Engineering and Community Revitalization) is a bit extreme to be applied to all applications in these set asides which need correction. Those of us at Substate Planning Districts who are responsible for reviewing and ranking application for the REAP program can empathize with the frustration of receiving applications which have glaring errors and/or omissions, but we never "FAIL" an application so long as it is an eligible project. To this point, there is a significant difference in a transposed number versus a poorly written project description. Most of us who write applications are writing multiple applications and frequently do not receive budget numbers from the consulting engineers until the last minute. Last year, there was a change in the way administrative fees were calculated which led to confusion. We have had applications returned due to miscalculation of percentages for engineering and administration, but we try to proof the budgets prior to submitting them. We have also had applications returned because the seal could not be seen on a scanned resolution. These are not flagrant errors and two points can be the difference between being funded or not. The second part of this proposal deals with the time allowed for corrections. Four days is not sufficient time particularly in the case of changes to pages which require signatures. We feel that a week is a more reasonable timeframe.

ODOC/CD Response: The corrective action point reduction has been the topic of discussion for many years both internally and at CDBG public input sessions. ODOC/CD has worked to avoid implementing a corrective action point reduction policy for many years. For one thing, this policy now requires a level of subjectivity on behalf of ODOC/CD staff. Unfortunately, this can no longer be avoided due to the sharp increases in application related errors requiring corrective actions over the past few years. Under the issues such as copy visibility issues and legitimate procedure misinterpretation, there would be no point reduction. Additionally, applicants will NOT be penalized for ODOC/CD requests for clarifying information or documentation beyond that required in the CDBG Application Guidelines or CDBG Application Guidelines errors/omissions that result in additional required corrections. The corrective action point reduction policy is targeted at frivolous errors which could have simply been avoided if a more thorough quality check had been conducted before the application was submitted through OKGrants.

Unfortunately, the number of applications requiring corrective actions has risen over the years. While this is not an issue with INCOG, there are many prospective applicants who hastily assemble or simply do not take the time to quality check their applications before submission to ODOC/CD. Over the years, prospective applicants have gained an over confident perception that
ODOC/CD will simply return an application for correction therefore little to no quality check is performed by the prospective applicant before submission in OKGrants.

ODOC/CD maintains a zero correction standard for CDBG applications. A majority of prospective applicants successfully meet this standard each year. Reluctantly, ODOC/CD must work to curb the need for application corrective actions. The time required for ODOC/CD to manage these corrections weighs heavily on overall ODOC/CD staff capacity. It is believed that many of the corrections can be avoided through increased applicant self-awareness. This corrective action point reduction policy provides the incentive to make this happen.

Upon additional consideration and addressed under the October 30, 2019 State Consolidated Plan Public Hearing, ODOC/CD is willing to reduce the initially proposed two (2) point reduction down to a one (1) point reduction for FY 2020.

The proposed four (4) working day correction maximum is actually an increase from the previous three (3) working day correction standard from previous years. Based on initial feedback of the proposed change, ODOC/CD’s earlier proposed zero tolerance corrective action time extension policy has been re-evaluated. Under extenuating circumstances, ODOC/CD will carefully consider correction related extensions provided legitimate reasons can be given for such time extensions. ODOC/CD will make the final determination if an extension is warranted. Corrective action time extensions will NOT be automatic and request for time extensions will be carefully considered by ODOC/CD. It will be the responsibility of the prospective applicant to make ODOC/CD aware of any issues that may affect the ability to meet the four (4) working day corrective action deadline. Under competitive applications, it should be noted that time extensions can have a negative impact on the respective CDBG set-aside’s funding performance since no funding awards can be made until all application reviews are finalized within the respective CDBG set-aside.

4. INCOG Comment: We are six years into the current audit requirement and it is still creating a hardship for our smaller communities. Every year just in the INCOG region we average two to three communities who are unable to meet this threshold requirement through no fault of their own. They are at the mercy of a shrinking population of auditing firms who are willing to work with small communities for a reasonable fee. The audit firms also generally put larger clients first.

ODOC/CD Response: These hardships are fully recognized; however, the current level of federal oversight combined with regulatory requirements make it necessary to keep the current ODOC/CD CDBG audit requirements in place. ODOC/CD has made efforts to be more accommodating to prospective applicants. Starting in FY 2018, the ODOC/CD CDBG audit language was amended to allow for towns and cities that have a December 31st fiscal year end date have separate audit year requirement. The general language reads as follows and is still in effect to date.

Towns and cities (counties are exempt) must submit a copy of their audit or agreed upon procedures by the application deadline. All towns and cities that have a June 30, fiscal year end dated are required to submit a copy of their FY 2019 audit and TOWNS AND CITIES THAT HAVE A DECEMBER 31, FISCAL YEAR END DATE ARE REQUIRED, AS A MINIMUM, TO SUBMIT A COPY OF THEIR FY 2018 AUDIT. No application will be considered for review or funding that does not meet the requirements stated above.

As always, we greatly appreciate your comments regarding the State’s CDBG Program.

Topic – CDBG Program Comment
Comment: Ms. Vance (Certified CDBG Administrator) - Ms. Vance wrote

The Oklahoma Department of Commerce / Community Development (ODOC/CD) appreciates your continued support of ODOC/CD’s Community Development Block Grant (CDBG). Your CDBG Program related performance and comments over the years have truly been an asset to the State’s CDBG Program. Your comments were very well written and very much appreciated by our office.

ODOC/CD is formally taking the opportunity to respond to your letter dated November 25, 2019 commenting on the proposed FY 2020 CDBG Program. It is important that all prospective CDBG applicants understand that ODOC/CD must consider the program from a statewide perspective. The CDBG Program must be fair and equally open to all prospective applicants. Statewide, prospective Units of General Local Governments (UGLG’s) can have very different needs and capacity limitations. With limited resources, ODOC/CD has the difficult job of prioritizing these needs and creating a uniform program that best accounts for these various capacity limitations among all prospective CDBG applicants.

For reviewing convenience, the following paragraphs have been broken down to include your comment followed by ODOC/CD’s structured response.

Comment: The State should reconsider eliminating the points in both the CDBG Water/Waste Water Engineering and CDBG Water/Wastewater Construction set-asides relating to the amount of CDBG grant funds requested.

ODOC/CD Response: Your letter contained some very convincing arguments for not eliminating the CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction set-aside grant request amounts. However, it should be noted that the state’s CDBG Program is subject to both state related (internal/external) directives as well as federal directives originating from HUD. In particular, the Governor’s directives firmly support making larger, fewer, strategic awards instead of many small blanket awards and increased efficiency in administrative oversight. Along with this and as stated earlier in this letter, ODOC/CD is working to create a more uniform program that best accounts for these various capacity limitations among all prospective CDBG applicants. This quest for uniformity has been exhibited through making uniform application guideline formats and scoring as appropriate and in some cases streamlining applications procedures among the various set-asides such as moving away from the previous “phased” CDBG Water/Wastewater Engineering approach to a single application and contract award. Additionally, ODOC/CD has been subject to increased federal grant management requirements combined with limited staffing.

It should be mentioned that the CDBG Water/Wastewater Construction set-aside contains scoring that allows for points relating to the level of leverage contribution. Conversely, this scoring criterion along with the grant request amount criterion are essentially working for the same result of rewarding an applicant for using the least amount of CDBG funds possible. With this said, having both in the scoring criteria is somewhat duplicative.

Based on public comment and the current levels of internal review, ODOC/CD will allow the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction set-aside grant request amount point score criterion to remain in the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction Application Guidelines. However, ODOC/CD will revise this scoring criterion for both the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction set-asides. This point
restructuring alternative will best facilitate the needs addressed in your letter and ODOC/CD’s CDBG Program goals. This revised point scale will read as follows in the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction Application Guidelines.

Grant Request Amount (0 – 3 Points)

<table>
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<th>Points</th>
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<tr>
<td>$199,999 or Less</td>
<td>3</td>
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<tr>
<td>$200,000 to $299,999</td>
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</tr>
<tr>
<td>$300,000 to $399,999</td>
<td>1</td>
</tr>
<tr>
<td>$400,000 to $450,000</td>
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</tbody>
</table>

In the future, ODOC/CD will continue to explore some alternatives that will allow for larger projects that produce a more significant impact. Should this include the need to remove this particular score criterion from the CDBG Application Guidelines, it will be done so accordingly commensurate with ODOC/CD’s CDBG Program objectives and goals. Per federal and our State Consolidated Plan guidelines, a copy of your comment and ODOC/CD’s response will be placed in the FY 2020 State Consolidated Plan and submitted to HUD as part of the formal HUD application for funding process.

As always, we greatly appreciate your comments regarding the State’s CDBG Program.

**Topic – CDBG Program Comment**

**Comment:** Ms. Clonts (Kaw City, City Administrator) - Ms. Clonts wrote

The Oklahoma Department of Commerce / Community Development (ODOC/CD) appreciates the City of Kaw City’s continued support of ODOC/CD’s Community Development Block Grant (CDBG) Program. Your comments provide valuable programmatic feedback and are very much appreciated by our office.

ODOC/CD is formally taking the opportunity to respond to your letter received November 6, 2019 commenting on the proposed FY 2020 CDBG Program. It is important that all prospective CDBG applicants understand that ODOC/CD must consider the program from a statewide perspective. The CDBG Program must be fair and equally open to all prospective applicants. Statewide, prospective Units of General Local Governments (UGLG’s) can have very different needs and capacity limitations. With limited resources, ODOC/CD has the difficult job of prioritizing these needs and creating a uniform program that best accounts for these various capacity limitations among all prospective CDBG applicants.

For reviewing convenience, the following paragraphs have been broken down to include your comment followed by ODOC/CD’s structured response.

Comment: Do not remove the point structure for CDBG grant request amount for the Engineering and Construction set aside. It is important to award points to those city and towns who request lesser than the maximum allowed grant amount. The City of Kaw City has received Community Development Block Grants by scoring enough points to be funded based on the current scoring criteria. Our grant requests have ranged from approximately $175,000.00 to $250,000.00 and I feel those entities who are requesting smaller grant amounts allow the ODOC to fund more cities and towns which in turn allows the CDBG dollars to benefit more citizens across the state.
ODOC/CD Response: Thank you for your comments regarding the CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction set-asides. The state’s CDBG Program is subject to both state related (internal/external) directives as well as federal directives originating from HUD. In particular, the Governor’s directives firmly support making larger, fewer, strategic awards instead of many small blanket awards and increased efficiency in administrative oversight. Along with this and as stated earlier in this letter, ODOC/CD is working to create a more uniform program that best accounts for these various capacity limitations among all prospective CDBG applicants. This quest for uniformity has been exhibited through making uniform application guideline formats and scoring as appropriate and in some cases streamlining applications procedures among the various set-asides such as moving away from the previous “phased” CDBG Water/Wastewater Engineering approach to a single application and contract award. Additionally, ODOC/CD has been subject to increased federal grant management requirements combined with limited staffing.

It should be mentioned that the CDBG Water/Wastewater Construction set-aside contains scoring that allows for points relating to the level of leverage contribution. Conversely, this scoring criterion along with the grant request amount criterion are essentially working for the same result of rewarding an applicant for using the least amount of CDBG funds possible. With this said, having both in the scoring criteria is somewhat duplicative.

Based on public comment and the current levels of internal review, ODOC/CD will allow the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction set-aside grant request amount point score criterion to remain in the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction Application Guidelines. However, ODOC/CD will revise this scoring criterion for both the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction set-asides. This point restructuring alternative will best facilitate the needs addressed in your letter and ODOC/CD’s CDBG Program goals. This revised point scale will read as follows in the FY 2020 CDBG Water/Wastewater Engineering and CDBG Water/Wastewater Construction Application Guidelines.

Grant Request Amount (0 – 3 Points)

<table>
<thead>
<tr>
<th>Grant Request</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$199,999 or Less</td>
<td>3</td>
</tr>
<tr>
<td>$200,000 to $299,999</td>
<td>2</td>
</tr>
<tr>
<td>$300,000 to $399,999</td>
<td>1</td>
</tr>
<tr>
<td>$400,000 to $450,000</td>
<td>0</td>
</tr>
</tbody>
</table>

In the future, ODOC/CD will continue to explore some alternatives that will allow for larger projects that produce a more significant impact. Should this include the need to remove this particular score criterion from the CDBG Application Guidelines, it will be done so accordingly commensurate with ODOC/CD’s CDBG Program objectives and goals. Per federal and our State Consolidated Plan guidelines, a copy of your comment and ODOC/CD’s response will be placed in the FY 2020 State Consolidated Plan and submitted to HUD as part of the formal HUD application for funding process.

As always, we greatly appreciate your comments regarding the State’s CDBG Program.

Topic – CDBG Program Comment
Comment: Ms. Scrapke (Ponca City, City Staff Member) - Ms. Scrapke wrote

We have been advised that the reason the State would like to limit the number of projects in a Small Cities Set-Aside program application to one project, is because it is “too time-consuming” for the State staff to administer. If the purpose of the CDBG program is to provide funding to local communities to determine the needs of their individual community and to plan and implement their programs accordingly, we believe that it is time well spent by our staff at the local level as well as staff at the State level. The City of Ponca City does everything within its power to accommodate the State planners and Program Managers to make the administration of our program as easy as possible. We do not believe that our community should be penalized for running an outstanding CDBG program, which has taken us years to build and implement because other communities are not living up to their contract obligations.

Please accept these comments from the City of Ponca City as an endorsement for the continued funding for the Small Cities Set-Aside Program and to also continue to allow our community to submit grant applications with multiple projects which we have been doing efficiently and effectively since 2002.

ODOC/CD Response: Thank you for your comments. Under the State’s CDBG Small Cities program, a Small Cities community may request up to three (3) activities under one single application. However, of the three (3) activities requested only one can be a construction type activity and the remaining two (2) can be a service type activity that is eligible under one application request. If you are unsure of the CDBG Small Cities activity combination or single activity being eligible, contact ODOC/CD before submitting an application.

Emergency Solutions Grant Program Public Comment

Topic – No Comments

Comment: NA

Response: NA

Housing Opportunities for Persons with AIDS Public Comment

Topic – No Comments

Comment: NA

Response: NA

HOME Investment Partnerships Program Public Comment

Topic – HOME & HTF Program Comment

Comment: Debruler Inc.
Thanks so very much for incorporating "visitability" as an option for new construction single-family design or rehabilitation. After consultation with professionals and advocates that empower people with disabilities to achieve independent lifestyles within the community, please consider:

a) adding the below to 2020 proposed visitability standard for New Construction Single-Family Development.

1. Interior Door criteria – lever door handles
2. Light switches, electrical outlets, thermostats and other environmental controls height placement between 15” – 48” off the ground
3. Wall reinforcement in ground floor bathroom
4. Accessible routes into and through dwelling unit – Hallways 36” wide throughout the main floor.

b) Separate points for New Construction vs. Acq/Rehab.

Thank you for the opportunity to comment.

**OHFA Response:** Thank you for your comments. After a discussion with Staff, we have chosen at this time not to add the options below. We will consider them for 2021.

**Topic – HOME Program Comment**

**Comment:** Mr. Hughes (Executive Director, Progressive Independence)

We appreciate Oklahoma Housing Finance Agency (OHFA) for incorporating "Visitability" as an option for new construction single-family design or rehabilitation.

As the federally funded Center for Independent Living (CIL), that supports people with disabilities in central Oklahoma, we encourage OHFA to consider:

a) adding the below to 2020 proposed visitability standard for New Construction Single-Family Development.

1. Interior Door criteria – lever door handles
2. Light switches, electrical outlets, thermostats and other environmental controls height placement between 15” – 48” off the ground
3. Wall reinforcement in ground floor bathroom
4. Accessible routes into and through dwelling unit – Hallways 36” wide throughout the main floor.

b) Separate points for New Construction vs. Acq/Rehab.

We also encourage OHFA to consider making the standards mandatory for new construction rather than options.

Again, we appreciate your efforts and look forward to continued support for this initiative.

**OHFA Response:** Thank you for your comments. After a discussion with Staff, we have chosen at this time not to add the options below. We will consider them for 2021.
Housing Trust Fund Public Comment

Topic – See HTF Comment with HOME Comment by Debruler Inc. Above

Comment: NA

Response: NA

Amendment Criteria

24 CFR §91.505 The following will criteria will constitute either a Substantial Amendment or Non-Substantial Amendment to the Consolidated Plan, the Annual Action Plan, or the Assessment of Fair Housing (AFH) as applicable:

1. Substantial Amendment Criteria
   a. A change in the allocation priorities or a change in the method of distribution of federal funds that was not previously discussed in the plan.
      - A change in the application process for Units of General Local Governments, non-profits, and other eligible entities.
      - A change in selection criteria.
      - An addition or deletion of a funding priority as defined in the Consolidated Plan.
   b. The addition of a funding category not previously described in the plan, using funds from any federal program covered in the plan.
   c. A material change in circumstances affecting the information on which the AFH is based, to the extent that the analysis the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

2. Non-Substantial Amendment Criteria
   a. A change in the purpose, scope, location, or beneficiaries of an individual sub-recipient activity funded by any federal program covered in the plan.
   b. CDBG Program: Re-Use Funds – Under the State’s CDBG Program, the definition of re-use is the funds available from cancellation of projects; from projects completed under budget; from funds designated but not expended; the Community Development loan repayment program income or from funds allocated by this Plan in a set-aside but not utilized. As the State cannot predict in advance the source, amount, or timing of available re-use funds, the State reserves the right to determine, based upon need, timing and amount of funds available for re-use, the most appropriate utilization of these funds. This includes but is not limited to other set-asides or federally declared disaster areas. All re-use funds must be used
for CDBG eligible activities and must comply with applicable State and Federal rules and regulations.

Based upon the above re-use statement, any funds utilized for any of the set-asides will be utilized in conformance with the guidelines established in the State CDBG Action Plan for the individual set-aside.

**Consideration of Public Comment on Amended Plans**

24 CFR §91.505 In some instances, minor changes and updates warrant non-substantive amendments to the Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing. ODOC/CD reserves the right to make non-substantive changes to the Consolidated Plan, the Annual Action Plan, and Assessment of Fair Housing without opening a public comment period. As defined in 24 CFR Part §91.505, the State may submit a copy of each amendment to HUD as it occurs, or at the end of the program year.

In the event of a Substantial Amendment to the Consolidated Plan, the Annual Action Plan, or the Assessment of Fair Housing, the proposed amended plan will be made available to interested parties for a comment period of no less than thirty (30) days unless otherwise required by regulation such as contained in the Federal Register. The notice of the public comment will be available for viewing on the Oklahoma Department of Commerce's website (okcommerce.gov) no later than one (1) day prior to the beginning of the amended plan's comment period. The amended Plans will be available for viewing and electronic download on Oklahoma Department of Commerce's website (okcommerce.gov) during the public comment period.

Comments on the amended Consolidated Plan, amended Annual Action Plan, or the amended Assessment of Fair Housing, by individuals or groups received in writing or at public meetings will be considered. A summary of the public comments on the amendments, and a summary of those not accepted and the reasons therefore, will be included in the final Consolidated Plan, the final Annual Action Plan, or the final Assessment of Fair Housing as applicable.

**Language Access Plan**

24 CFR §91.115(b)(3)(iii) In order to comply with Title VI of Civil Rights Act of 1964 and avoid discrimination on the grounds of race, color, or national origin, all HUD funded programs (CDBG, ESG, HOME, HOPWA, HTF) and associated activities administered by the Oklahoma Department of Commerce / Community Development (ODOC/CD) and Oklahoma Housing Finance Agency (OHFA) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

On August 11, 2000, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" was signed. The Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the Federal agencies work to ensure that
recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries. This Language Access Plan (LAP) defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

A Limited English Proficient (LEP) individual is defined as any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

ODOC/CD will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: IF YOU NEED A FREE INTERPRETER, PLEASE POINT TO YOUR LANGUAGE. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person’s file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person. Children will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

Four-Factor Analysis

The following four-factor analysis serves as the guide for determining which, if any, language assistance measures the ODOC/CD and OHFA will undertake to provide access to the covered programs for LEP persons.

1. **Number or proportion of LEP persons eligible to be served or likely to be encountered by ODOC/CD and OHFA or their federally funded programs.** Per the 2009-2013 5-Year American Community Survey Oklahoma’s population (5 Yrs. & Over) was 3,521,583. Approximately 96.1% of Oklahoma’s population speaks English, and only 3.9% speak English “less than very well”. Languages spoken in addition to English include the following. 6.4% of Oklahoma’s population speaks Spanish/Spanish Creole, and 1.4% speak Asian/Pacific Island languages and 0.7% speak All Other Languages to include Native American languages. No other ethnicity has a sizeable language footprint.

2. **The frequency with which the LEP persons come into contact with the program.** To date, none of the State’s HUD grants covered by the Consolidated Plan, Community Development Block Grant (CDBG), Emergency Solutions Grants Program (ESG), HOME Investment Partnerships Program (HOME), Housing Opportunities for People with AIDS (HOPWA), and the Housing Trust Fund (HTF), have received LEP related requests for assistance. As stated earlier, LEP related assistance will be provided upon request.
3. The nature and importance of the program, activity, or service provided by the program.

The State’s HUD grants covered by the Consolidated Plan, Community Development Block Grant (CDBG), Emergency Solutions Grants Program (ESG), HOME Investment Partnerships Program (HOME), Housing Opportunities for People with AIDS (HOPWA), and the Housing Trust Fund (HTF), have a rural statewide focus which by program nature doesn’t include the urban Entitlement areas of the state. Census data indicates that of the state’s 77 counties, only one county exceeds 5% of the population that speak English “less than very well”.

4. The resources available to the recipient.

Currently, internet sites can be utilized to translate some written materials. Furthermore, many of the common forms used in the project implementation are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible administrative expense. Reasonable LEP related assistance will be provided upon request. Therefore, limited LAP measures are reasonable given the limited level of identified need among the program’s service areas.

Actions Taken Based on Four-Factor Analysis

After careful consideration of the four-factors identified above, ODOC/CD and OHFA will take the following actions:

1. The State’s Consolidated Plans, Consolidated Annual Action Plans, Substantial Amendments, and subsequent program related documentation will be published in Spanish upon request as applicable.

2. ODOC/CD currently has a member on staff that is fluent in Spanish. This individual will serve as a point of contact should Spanish related LEP assistance be needed. This staff member will serve as liaison between the LEP individual and department staff.

Requirements for Local Governments Receiving CDBG Funds

Per 24 CFR §91.115(e), States are required ensure that Units of General Local Governments fully understand how Citizen Participation requirements will be met. Recipients of CDBG funds must comply with the Citizen Participation Plan requirements as found in 24 CFR §570.486. All applicants and recipients of grant funds shall be required to conduct all aspects of the program in an open manner with access to records on the proposed and actual use of funds for all interested persons. All records of applications and grants must be kept at the recipient’s offices and be available during normal business hours. Any activity of the Grantee regarding the CDBG project, with the exception of confidential matters relating to housing and economic development programs, shall be open to examination by all citizens.

Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at the various stages of the program, including at least (A.) the determination of needs, (B.) the review of the proposed activities, and (C.) the review of past program performance, in the following manner:
1. At least two public hearings shall be scheduled at times and locations felt to be most likely to make it possible for the majority of interested persons to attend without undue inconvenience, addressing the three items above. At least one hearing must be held to address items (A) and (B) above prior to the submission of the application for housing and/or non-housing needs. Item (C) must be addressed in a public hearing to review performance of the recipient in a previous program and must occur prior to closeout of any loan or grant for which performance evaluation has not occurred in a previous hearing.

2. Notification of any and all hearings shall be given a minimum of seven (7) working days in advance to allow citizens the opportunity to schedule their attendance. Notifications can be made in the form of notices placed in the local newspaper with the greatest distribution or may be conducted by posting notices where most practical for general public viewing. If notifications are posted, they must be posted in a minimum of three (3) public places. Additionally, notices may be posted via the internet by the participating Unit of General Local Government provided the website is available for public access. All hearings must be accessible to handicapped persons. Provisions for interpretation shall be made at all public hearings for non-English speaking residents if such residents are expected to be in attendance.

The chief elected official’s office shall receive and relate to appropriate persons or groups any views or proposals submitted to aforesaid office within the following decision making time. Any comment submitted in writing at any time should be answered in writing within fifteen (15) working days by the chief elected official’s office. If the complaint is not resolved, it shall be referred to the governing body for final disposition.

Technical Assistance

The State will make available technical assistance as applicable to eligible citizens, local governments, nonprofit organizations, community groups, Community Housing Development Organizations (CHDOs), and any other organization developing proposals per written request.

The State will provide the Consolidated Plan, as adopted, substantial amendments, and the performance reports to the public, including materials in a form accessible to persons with disabilities, upon request. These documents are made available to the public electronically at (okcommerce.gov).

Access to Public Records

24 CFR §91.115(g) Citizens, public agencies and other interested parties will be provided access to information and records relating to the Consolidated Plan, the Annual Action Plan, the Assessment of Fair Housing and any other uses of assistance under the programs covered in the plan. In accordance with 24 CFR §570.490, the public will be provided reasonable access to housing assistance records, subject to state and local laws regarding privacy and obligations of confidentiality. The State is subject to the Oklahoma Open Records Act (51 O.S. § 24A). A formal Open Records Request for inquiries relating to public record access will be required in accordance with the Oklahoma Open Records Act (51 O.S. § 24A).

24 CFR §570.490 Recordkeeping requirements
(a) State records. (1) The State shall establish and maintain such records as may be necessary to facilitate review and audit by HUD of the State's administration of CDBG funds under §570.493. The content of records maintained by the State shall be as jointly agreed upon by HUD and the States and sufficient to enable HUD to make the determinations described at §570.493. For fair housing and equal opportunity purposes, and as applicable, such records shall include documentation related to the State's AFH, as described in 24 CFR part 5, subpart A (§5.168). The records shall also permit audit of the States in accordance with 2 CFR 200, subpart F.

(2) The state shall keep records to document its funding decisions reached under the method of distribution described in 24 CFR 91.320(j)(1), including all the criteria used to select applications from local governments for funding and the relative importance of the criteria (if applicable), regardless of the organizational level at which final funding decisions are made, so that they can be reviewed by HUD, the Inspector General, the Government Accountability Office, and citizens pursuant to the requirements of §570.490(c).

(3) Integrated Disbursement and Information System (IDIS). The state shall make entries into IDIS in a form prescribed by HUD to accurately capture the state’s accomplishment and funding data, including program income, for each program year. It is recommended that the state enter IDIS data on a quarterly basis and it is required to be entered annually.

(b) Unit of general local government’s record. The State shall establish recordkeeping requirements for units of general local government receiving CDBG funds that are sufficient to facilitate reviews and audits of such units of general local government under §570.492 and §570.493. For fair housing and equal opportunity purposes, and as applicable, such records shall include documentation related to the State’s AFH as described in 24 CFR part 5, subpart A (§5.168).

(c) Access to records. (1) Representatives of HUD, the Inspector General, and the General Accounting Office shall have access to all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt and use of CDBG funds and necessary to facilitate such reviews and audits.

(2) The State shall provide citizens with reasonable access to records regarding the past use of CDBG funds and ensure that units of general local government provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with State or local requirements concerning the privacy of personal records.

(d) Record retention. Records of the State and units of general local government, including supporting documentation, shall be retained for the greater of three years from closeout of the grant to the state, or the period required by other applicable laws and regulations as described in §570.487 and §570.488.

Public Complaints

24 CFR §91.115(h) To comply with the requirements regarding public complaints, the State has designated an appropriate and practicable procedure to handle complaints from citizens related to the consolidated plan, amendments, and performance reports. This procedure is as follows. Upon receiving a complaint, the State will provide a timely, substantive written response to written citizen complaints within a fifteen (15) working day time period. Depending on the nature of the
complaint and depth of the issue, an extended response time may be required by the State in order to obtain the required regulatory guidance or obtain the appropriate level of HUD staff assistance. Should an extended response time be required, the State will notify the individuals or entities making the complaint of the following:

1. The complaint has been received by the State;

2. The complaint is of a nature that cannot be reasonably responded to within the fifteen (15) working day time period.

3. Provide an appropriate staff contact name, telephone number, and email address in order that the progress on the response/solution can be monitored or additional inquiries can be made as applicable.

The State takes complaints very seriously and will require that complaints be submitted in a written format to ensure the best possible clarity regarding the nature of the complaint and the circumstances or issues involved.
OHFA (Oklahoma Housing Finance Agency) posted the following announcement for the supplemental funding received from the FY 2020 CARES ACT. The announcement was posted on OHFA’s website, Twitter and Facebook accounts. The announcement was also sent out to several list serve groups. See announcement below.

This is a courtesy copy of an email bulletin sent by Holley Mangham on June 22, 2020 to the following groups of people:

Subscribers of Affordable Housing Tax Credits (Allocation), Affordable Housing Tax Credits (Compliance), FDIC Affordable Housing Disposition Program (Compliance Only), HOME Investment Partnerships Program (Allocation), HOME Investment Partnerships Program (Compliance), Multi-Family Bonds, National Housing Trust Fund Allocations, or National Housing Trust Fund Compliance, (3326 recipients)

HUD’s Office of Community Planning and Development (CPD) posted on April 1, 2020 the FY20 CARES Act supplemental funding to state and local governments, including $53.7 million in Housing Opportunities with AIDS (HOPWA) Formula Funds. CARES Act is the acronym for the “Coronavirus Aid, Relief, and Economic Security Act,” which was signed into law on March 27, 2020.

OHFA was allocated $60,649 that will be used for HIV/AIDS positive individuals who are unable to pay rent, utilities, etc. as a direct result of COVID-19.

If you have any questions or comments regarding these funds, please email danette.carr@ohfa.org by 4:00 PM on Friday, June 26.

The announcement was posted for five days as allowed by the Memorandum of Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 dated April 1, 2020.

Comments - Only one comment was received and was answered via the email shown on the following page.
Good Afternoon,

OHFA is currently reviewing a program that would assist renters and homeowners. A decision will be made in the very near future.

Danette Carr  
HDT Allocation Supervisor  
100 NW 63rd, Suite 200  
Oklahoma City, OK 73116  
Phone (405) 419-8136  
Fax (405) 419-9136

Sign up here [https://public.govdelivery.com/accounts/OKOHFANEWS/signup/14387](https://public.govdelivery.com/accounts/OKOHFANEWS/signup/14387) to receive information regarding OHFA’s Housing Dev. Programs.

See OHFA’s response to COVID-19: [http://tinyurl.com/ohfacovid19](http://tinyurl.com/ohfacovid19)

Good afternoon

Is there funding to help those in need of rental assistance that do not have AIDS/HIV? I greatly appreciate your feedback

Thank you  
Charletta M Hicks
Ms. Manser,

OHFA is currently reviewing a program that would assist existing renters or homeowners who have received past due, eviction or foreclosure notices as a result of COVID-19 pandemic. Unfortunately a decision has not been made. Please continue to check OHFA’s website for information.

Danette Carr
HDT Allocation Supervisor
100 NW 63rd, Suite 200
Oklahoma City, OK 73116
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Hi i am in need of some serious help. I am a single mom who has tried filing for unemployment since April 28th and been waiting on Tier2 to call since May 4th and still have not received any call back i am not able to file any weekly claims I have not received any thing for unemployment and i am a single mom about to loose everything i have ever worked for. I have worked all my life never been without a job and have never had to experience this as far as not paying bills and i am in desperate need of some kind any kind of help i will even work for it I just
dont know where to turn. I have emailed the Governor and several people from the senate and still nothing. I cant pay my rent, gas bill, car payment, and electric wont be paid next month. my rent is behind by 2 months and its due in 8 days and wont be paid then. My gas will be turned off in 72 hours. My car will be repoed around the 3rd of the month then i wont be able to do anything about a job. Can you help

--
Thank you, Jamie Manser
Good Afternoon Mr. Noel,

I reviewed Guiding Right’s website, and I believe a challenge of yours, with regard to receiving direct funding from OHFA, is that you do not provide any services related to housing. Please reach out to RAIN Oklahoma and see if they would be willing to coordinate with your organization in terms of providing services.

Danette Carr  
HDT Allocation Supervisor  
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Oklahoma City, OK 73116  
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Hello my name is Theodore Noel, and I'm the President/CEO of Guiding Right, Inc. an AIDS Service Organization headquartered in Oklahoma City, OK. I'm very interested in any opportunities to expand the services delivery to our clients of which many are living with HIV/AIDS. If possible I would like to ascertain any additional information in regards to this announcement that you might be able to provide. I eagerly await your response. Thank you in advance.

Warm regards,

Theodore H. Noel, II  
President/CEO  
Guiding Right, Inc.  
New Hope Wellness Center  
Office # (405) 733-0771  extension 320  
Cellular # (405) 226-5700
Good Afternoon Ms. Hobson,

The email blast sent is referencing OHFA’s HOPWA (Housing Opportunities for Persons with Aids) program. OHFA was allocated $60,649 that will be used for HIV/AIDS positive individuals who are unable to pay rent, utilities, etc. as a direct result of COVID-19.

Households that are receiving housing assistance through another program and/or the address is currently protected under the CARES Act Eviction Moratorium are not eligible to receive assistance.

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See OHFA’s response to COVID-19: http://tinyurl.com/ohfacovid19

Ms. Carr,
We have a couple of tenants who have gotten behind on the rent due to COVID 19. Are there any funds still available. Could you tell us how/ where to apply.

Sent from Mail for Windows 10

Judy Hobson , LIHTC Occupancy Mgr.
Broken Bow Housing Authority
710 E. Third Street / P.O. Box 177
Broken Bow, OK  74728
Phone (580) 584-6939 Fax (580) 584-9671
judyhobson13@hotmail.com
Good Afternoon Ms. Chapman,

RAIN and Tulsa Cares are the grantees administering this program. Please contact RAIN at 405-232-2437 for assistance in Western Oklahoma or Tulsa CARES at 918-832-4194 for assistance in Eastern Oklahoma.

Danette Carr
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Oklahoma City, OK 73116
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See OHFA’s response to COVID-19: http://tinyurl.com/ohfacovid19

WHAT IS THE PROCEDEURE FOR RENTAL ASSISTANCE THROUGH THIS PROGRAM.

SINCERELY,

Windi Chapman
405-610-4595
Good Mr. Bradley,

Information regarding HOPWA program can be found OHFA’s website [www.ohfa.org](http://www.ohfa.org). Please click on the link below.


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HDT Allocation Supervisor  
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Sign up here [https://public.govdelivery.com/accounts/OKOHFANEWS/signup/14387](https://public.govdelivery.com/accounts/OKOHFANEWS/signup/14387) to receive information regarding OHFA’s Housing Dev. Programs.

See OHFA’s response to COVID-19: [http://tinyurl.com/ohfacovid19](http://tinyurl.com/ohfacovid19)
In regards to the letter that you sent me on my email about the money used for the AIDS and HIV I am not AIDS or HIV positive I do have hepatitis I am doing I guess a vaccination for Hepatitis B on July 2nd I don't know what that has to do with anything but I am practically homeless I'm on disability I'm having a really hard time I live in a little tiny RV with two dogs and I need a home and I do have an application in pending my name is Sonya Foote and my phone number is 405-906 5433
Good Morning Ms. Foote,

I have forwarded your email to OHFA’s Rental Assistance Department. I’ve copied Tiffany Williams. Ms. Williams is the precertification clerk.

Danette Carr  
HDT Allocation Supervisor  
100 NW 63rd, Suite 200  
Oklahoma City, OK 73116  
Phone (405) 419-8136  
Fax (405) 419-9136

Sign up here https://public.govdelivery.com/accounts/OKOHFANEWS/signup/14387 to receive information regarding OHFA’s Housing Dev. Programs.

See OHFA’s response to COVID-19: http://tinyurl.com/ohfacovid19

In regards to the letter that you sent me on my email about the money used for the AIDS and HIV I am not AIDS or HIV positive I do have hepatitis I am doing I guess a vaccination for Hepatitis B on July 2nd I don't know what that has to do with anything but I am practically homeless I'm on disability I'm having a really hard time I live in a little tiny RV with two dogs and I need a home and I do have an application in pending my name is Sonya Foote and my phone number is 405-906 5433
Can you also add the comments/thoughts below to the HOPWA group comment file?

Chevelle E. Galbreath, Grant Accountant and PBCA Financial Supervisor  
Oklahoma Housing Finance Agency  
100 N.W. 63rd, Ste. 200  
Oklahoma City, Oklahoma 73116  
(405) 419-8130 ph (405) 419-9130 fax  

Good Morning,

I hope everyone is doing well.

Dan, Lisa, Kathy and I discussed the CARE Funds and how RAIN can best use these funds to benefit our clients during this time.

Most of our clients live on the edge of financial, housing and family ruin. Many clients have lost jobs at local restaurants and other small businesses as a direct result of COVID-19. Additionally, they are at increased risk of contracting COVID-19 due to their compromised immune system, IF they can keep their jobs.

RAIN Oklahoma would use additional CARES Act funding to assist HIV positive individuals who are unable to pay rent, utilities, food and transportation expenses unmet as a direct result of the COVID-19 virus. Many of our current clients have exhausted STRMU benefits and require additional funds to make it through this challenging time. Funds would strengthen our ongoing support of the HIV population through housing support; nutritional support; etc.
RAIN Oklahoma expects a negative impact on our private donations and foundation support. This additional funding would enhance the agency’s ability to continue operations (in-house and remotely) and meet the demand for an increased number of services during this challenging period.

Coordination of services through other nonprofits, state agencies and local NGOs is imperative to effective service delivery, employment, food, transportation and other basic services.

We are very interested in virtual housing inspections which are taking place in several areas. This would save time, funding and possible increased exposure to illness during inspections of TBRA.

Payment to mental health providers for 'routine' mental health issues and tele-medicine visits for additional issues related to COVID-19 is vital.

I am looking forward to a Zoom call to discuss this further. Lisa, Dan, Kathy and I are available any afternoon next week, but have a conflict May 6 and 7th the following week.

Thank you,

Julie

Julie Lovegrove  
Executive Director 
RAIN Oklahoma  
3800 N. Classen Blvd Suite 200  
Oklahoma City, OK 73118  
405-232-2437 x102 Office  
405-232-2447 Fax  
jlovegrove@rainoklahoma.org

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Appendix I

Section Contents…

- Certifications
- SF 424’s
- SF 424D’s
APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

B. **Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies. (This is the information to which jurisdictions certify).

4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here; The certification with regard to the drug-free workplace required by 24 CFR part 24, subpart F.

9. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).
STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about –
   (a) The dangers of drug abuse in the workplace;
   (b) The grantee's policy of maintaining a drug-free workplace;
   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
   (a) Abide by the terms of the statement; and
   (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted —

   (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

   (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

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

3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.
Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

__________________________  _____________________________
Signature/Authorized Official  Date

Community Development Director
Title
STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

**Affirmatively Further Fair Housing** -- The State will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** -- To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

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

3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of State** -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the State’s consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

____________________________  ________________
Signature of Authorized Official  Date

**Director, Community Development**
Title

Marshall Vogt  06/02/20
Specific Community Development Block Grant Certifications

The State certifies that:

**Citizen Participation** -- It is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

**Consultation with Local Governments --**

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

**Local Needs Identification** – It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.

2. **Overall Benefit.** In the aggregate, not less than 70 percent of the CDBG funds, including Section 108 guaranteed loans, received by the State during the following fiscal year(s) [a period designated by the State of one, two, or three specific consecutive fiscal year(s)] will be used for activities that benefit persons of low and moderate income.
ESG CERTIFICATIONS

ESG Certifications
Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

Matching Funds – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

Discharge Policy – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Confidentiality – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter. The State will ensure that its subrecipients comply with the following criteria:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.
**Homeless Persons Involvement** – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

**Consolidated Plan** – All activities the subrecipient undertakes with assistance under ESG are consistent with the State's current HUD-approved consolidated plan.

---

**Signature / Authorized Official**

---

**Date**

**Community Development Director**

**Title**
INTERIM ESG-CV Certifications (STATE)

Each State that seeks funding under the Emergency Solutions Grants Program must provide the following certifications:

**Matching Funds** – The State will obtain any matching amounts required under 24 CFR 576.201 in a manner so that its subrecipients that are least capable of providing matching amounts receive the benefit of the exception under 24 CFR 576.201(a)(2).

**Discharge Policy** – The State will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

**Confidentiality** – The State will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

The State will ensure that its subrecipients comply with the following criteria:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the building will be maintained as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the building will be maintained as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation. EXCEPTION: In accordance with the CARES Act, the certifications in this paragraph do not apply with respect to CARES Act funding that is used to provide temporary emergency shelters.

**Essential Services and Operating Costs** – If ESG funds are used for shelter operations or essential services related to street outreach or emergency shelter, the subrecipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the applicant serves the same type of persons (e.g., families with children, unaccompanied youth, veterans, disabled individuals, or victims of domestic violence) or persons in the same geographic area. EXCEPTION: In accordance with the CARES Act, the certification in this paragraph does not apply with respect to CARES Act funding that is used to provide temporary emergency shelters.
(through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to coronavirus.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Homeless Persons Involvement** – To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted ESG.

**Consolidated Plan** – All activities the subrecipient undertakes with assistance under ESG are consistent with the State’s current HUD-approved consolidated plan.

____________________  06/02/2020
Marshall Vogtz
Signature/Authorized Official  Date

Director, Community Development
Title
SPECIFIC HOME CERTIFICATIONS

The State certifies that:

**Tenant Based Rental Assistance** -- If it intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the State's consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Appropriate Financial Assistance** -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

---

Signature/Authorized Official | Date
---|---

Executive Director | 2/19/2020
Title
HOPWA CERTIFICATIONS

The State HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under the program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,

2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

---

Signature/Authorized Official: [Signature]

Executive Director: [Signature]

Date: 2/19/2020

Title: [Title]
SPECIFIC HOUSING TRUST FUND CERTIFICATIONS

The State certifies that:

**Eligible Activities and Costs** -- It is using and will use HTF funds for eligible activities and costs, as described in 24 CFR § 93.200 and that it is not using and will not use HTF funds for prohibited activities, as described in §93.204.

**Appropriate Financial Assistance** -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HTF funds in combination with other federal assistance than is necessary to provide affordable housing.

______________________________                     ____________
Signature/Authorized Official                                            Date

Executive Director

Title
CDBG
SF 424
Application for Federal Assistance SF-424

*1. Type of Submission:
☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*2. Type of Application
☐ New
☐ Continuation
☐ Revision
* If Revision, select appropriate letter(s)

5a. Federal Entity Identifier: 

5b. Federal Award Identifier: 
B-20-DC-40-0001

*5b. Federal Award Identifier: 
B-20-DC-40-0001

State Use Only:

6. Date Received by State: 

7. State Application Identifier: 

8. APPLICANT INFORMATION:

*a. Legal Name: State of Oklahoma

*b. Employer/Taxpayer Identification Number (EIN/TIN): 
73-6017987

*c. Organizational DUNS: 
824700058

d. Address:

*Street 1: 
900 N. Stiles

Street 2: 

*City: 
Oklahoma City

County: 
Oklahoma

*State: 
OK

Province: 

*Country: 
USA

*Zip / Postal Code: 
73104-3234

e. Organizational Unit:

Department Name: 
Oklahoma Department of Commerce

Division Name: 
Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: 
Mr.

*First Name: 
Marshall

Middle Name: 

*Last Name: 
Vogts

Suffix: 

Title: 
Community Development Director

Organizational Affiliation:

*Telephone Number: 
405-618-2908

Fax Number: 
405-815-5344

*Email: 
marshall.vogts@okcommerce.gov
**Application for Federal Assistance SF-424**

*9. Type of Applicant 1: Select Applicant Type:
A. State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)*

*10 Name of Federal Agency:
U.S. Department of Housing and Urban Development (HUD)*

11. Catalog of Federal Domestic Assistance Number:
14-228

CFDA Title:
Community Development Block Grant

*12 Funding Opportunity Number:


*Title:


13. Competition Identification Number:


Title:


14. Areas Affected by Project (Cities, Counties, States, etc.):
State

*15. Descriptive Title of Applicant's Project:
Community Development Block Grant / State's Program
**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

a. Applicant: 1-5 Statewide

b. Program/Project: 1-5 Statewide

**17. Proposed Project:**

a. Start Date: 4/1/2020  
b. End Date: 3/31/2021

**18. Estimated Funding ($):**

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**19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [x] a. This application was made available to the State under the Executive Order 12372 Process for review on ______
- [x] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E. O. 12372

**20. Is the Applicant Delinquent On Any Federal Debt? (If “Yes”, provide explanation.)**

- [ ] Yes  
- [x] No

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I AGREE**

**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions**

**Authorized Representative:**

Prefix: Mr.  
First Name: Marshall  
Last Name: Vogts

Title: Community Development Director

*Telephone Number: 405-618-2908  
Fax Number: 405-815-5334

*Email: marshall.vogts@okcommerce.gov

*Signature of Authorized Representative: ________________________________  
*Date Signed: 2/5/2023

Authorized for Local Reproduction  
Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102
*Applicant Federal Debt Delinquency Explanation
The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

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20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits the award of grants to recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT NAME
State of Oklahoma

TITLE
Community Development Director

DATE SUBMITTED
8/11/20
Application for Federal Assistance SF-424

*1. Type of Submission:
   ☑ Application
   ☐ Preapplication
   ☐ Changed/Corrected Application

*2. Type of Application
   ☑ New
   ☐ Continuation
   ☐ Revision

* If Revision, select appropriate letter(s)

3. Date Received: 

4. Applicant Identifier:

5a. Federal Entity Identifier: 

5b. Federal Award Identifier:
   E-20-DC-40-0001

State Use Only:

6. Date Received by State: 

7. State Application Identifier: 

8. APPLICANT INFORMATION:

*a. Legal Name: State of Oklahoma

*b. Employer/Taxpayer Identification Number (EIN/TIN):
   73-6017987

*c. Organizational DUNS:
   824700058

d. Address:
   *Street 1: 900 N. Stiles
   Street 2: 
   *City: Oklahoma City
   County: Oklahoma
   *State: OK
   Province: 
   *Country: USA
   *Zip / Postal Code: 73104-3234

e. Organizational Unit:
   Department Name: Oklahoma Department of Commerce
   Division Name: Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. 

*First Name: Marshall

Middle Name: 

*Last Name: Vogts

Suffix: 

Title: Community Development Director

Organizational Affiliation:

*Telephone Number: 405-618-2908
Fax Number: 405-815-5344

*Email: marshall.vogts.okcommerce.gov
**Application for Federal Assistance SF-424**

<table>
<thead>
<tr>
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<tr>
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Application for Federal Assistance SF-424

16. Congressional Districts Of:
   *a. Applicant: 1-5 Statewide
   *b. Program/Project: 1-5 Statewide

17. Proposed Project:
   *a. Start Date: 4/1/2020
   *b. End Date: 3/31/2021

18. Estimated Funding ($):
   *a. Federal
   *b. Applicant
   *c. State
   *d. Local
   *e. Other
   *f. Program Income
   *g. TOTAL

   $1,665,623

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
   □ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
   ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
   □ c. Program is not covered by E. O. 12372

20. Is the Applicant Delinquent On Any Federal Debt? (If “Yes”, provide explanation.)
   □ Yes  ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

   ☒ I AGREE

   ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr.  *First Name: Marshall
Middle Name: ______________________________
*Last Name: Vogts
Suffix: ______________________________

*Title: Community Development Director

*Telephone Number: 405-618-2908  Fax Number: 405-815-5334

*Email: marshall.vogts@okcommerce.gov

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Authorized for Local Reproduction  Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102
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---

**SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL**

[Signature]

**APPLICANT NAME**

State of Oklahoma

**DATE SUBMITTED**

[Date]

**TITLE**

Community Development Director

---

SF-424D (Rev. 7-97) Back
ESG
SF 424 CV
**Application for Federal Assistance SF-424**

**Version 02**

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5a. Federal Entity Identifier:  
5b. Federal Award Identifier: E-20-DC-40-0001

**State Use Only:**

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<th>7. State Application Identifier:</th>
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**8. APPLICANT INFORMATION:**

*a. Legal Name: State of Oklahoma*

*b. Employer/Taxpayer Identification Number (EIN/TIN): 73-6017987*

*c. Organizational DUNS: 824700058*

**d. Address:**

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<th>900 N. Stiles</th>
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<tr>
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**e. Organizational Unit:**

| Department Name: | Oklahoma Department of Commerce |
| Division Name: | Community Development |

**f. Name and contact information of person to be contacted on matters involving this application:**

<table>
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<tr>
<th>Prefix:</th>
<th>Mr.</th>
<th>*First Name:</th>
<th>Marshall</th>
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<tr>
<td>Middle Name:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>*Last Name:</td>
<td>Vogts</td>
<td></td>
<td></td>
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<tr>
<td>Suffix:</td>
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<tr>
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<tr>
<th>*Telephone Number:</th>
<th>405-618-2908</th>
<th>Fax Number:</th>
<th>405-815-5344</th>
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<tr>
<th>*Email:</th>
<th><a href="mailto:marshall.vogts@okcommerce.gov">marshall.vogts@okcommerce.gov</a></th>
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</table>
**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**
A. State Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

*Other (Specify)*

**10. Name of Federal Agency:**
U.S. Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**
14-231

CFDA Title:
Emergency Solutions Grant

**12. Funding Opportunity Number:**

*Title:

**13. Competition Identification Number:**

*Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**
State

**15. Descriptive Title of Applicant’s Project:**
Emergency Solutions Grant / State's Program
16. Congressional Districts Of:
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   *b. Program/Project: 1-5 Statewide

17. Proposed Project:
   *a. Start Date: 4/1/2020
   *b. End Date: 3/31/2022

18. Estimated Funding ($):

   *a. Federal $5,743,528.00
   *b. Applicant $5,743,528.00
   *c. State 
   *d. Local 
   *e. Other 
   *f. Program Income 
   *g. TOTAL $5,743,528.00

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
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   - [ ] Yes
   - [x] No

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   - [x] ** I AGREE

   ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr.  *First Name: Marshall
Middle Name: 
*Last Name: Vogts
Suffix: 

*Title: Community Development Director

*Telephone Number: 405-618-2908  Fax Number: 405-815-5334

*Email: marshall.vogts@okcommerce.gov

*Signature of Authorized Representative: Marshall Vogts  *Date Signed: 6/5/2020
*Applicant Federal Debt Delinquency Explanation

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ASSURANCES - CONSTRUCTION PROGRAMS

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2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

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10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1942 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11731; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Marshall Vogt

APPLICANT NAME

State of Oklahoma

DATE SUBMITTED

06/02/2020

SF-424D (Rev. 7-97) Back
HOME

SF 424
Application for Federal Assistance SF-424

1. Type of Submission:
   - [ ] Preapplication
   - [X] Application
   - [ ] Changed/Corrected Application

2. Type of Application
   - [X] New
   - [ ] Continuation
   - [ ] Revision
   - *If Revision, select appropriate letter(s)

   - *Other (Specify)

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:
   - M20SG400100

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

   a. Legal Name: State of Oklahoma

   b. Employer/Taxpayer Identification Number (EIN/TIN):
   - 73-0999618

   c. Organizational DUNS:
   - 066997202

   d. Address:

   - Street 1: 100 NW 63rd St. Ste 200
   - City: Oklahoma City
   - County: Oklahoma
   - State: OK
   - Country: USA
   - Zip / Postal Code: 73116-8208

   e. Organizational Unit:

   - Department Name: Oklahoma Housing Finance Agency
   - Division Name: Housing Development

   f. Name and contact information of person to be contacted on matters involving this application:

   - Prefix: Mr
   - *First Name: Darrell
   - Middle Name: 
   - *Last Name: Beavers
   - Suffix: 
   - Title: Housing Development Director
   - Organizational Affiliation: 

   - *Telephone Number: 405-419-8261
   - Fax Number: 405-419-9261

   - *Email: darrell.beavers@ohfa.org
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<td><strong>12. Funding Opportunity Number:</strong></td>
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<td><strong>13. Competition Identification Number:</strong></td>
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Application for Federal Assistance SF-424

16. Congressional Districts Of:
   *a. Applicant: 1-5 Statewide
   *b. Program/Project: 1-5 Statewide

17. Proposed Project:
   *a. Start Date: 4/1/2020
   *b. End Date: 3/31/2021

18. Estimated Funding ($):
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   *b. Applicant
   *c. State
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   *g. TOTAL

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19. Is Application Subject to Review By State Under Executive Order 12372 Process?
   □ a. This application was made available to the State under the Executive Order 12372 Process for review on
   □ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
   ☑ c. Program is not covered by E. O. 12372

20. Is the Applicant Delinquent On Any Federal Debt? (If “Yes”, provide explanation.)
   □ Yes  ☑ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
   ☑ ** I AGREE

   ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Ms.  *First Name: Deborah
Middle Name:                              
Last Name: Jenkins
Suffix:                                    

*Title: Executive Director

*Telephone Number: 405-419-8290
Fax Number: 405-419-8290

*Email: deborah.jenkins@ohfa.org

*Signature of Authorized Representative: 

*Date Signed: 2/19/2020

Authorized for Local Reproduction
*Applicant Federal Debt Delinquency Explanation
The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT NAME
State of Oklahoma

DATE SUBMITTED
2/19/2020

EXECUTIVE DIRECTOR

SF-424D (Rev. 7-97) Back
**Application for Federal Assistance SF-424**

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<th>1. Type of Submission:</th>
<th>2. Type of Application</th>
<th>If Revision, select appropriate letter(s)</th>
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**State Use Only:**

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**APPLICANT INFORMATION:**

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<th>a. Legal Name: State of Oklahoma</th>
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<tr>
<td>b. Employer/Taxpayer Identification Number (EIN/TIN): 73-0999618</td>
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<tr>
<td>c. Organizational DUNS: 066997202</td>
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<tr>
<th>d. Address:</th>
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<tbody>
<tr>
<td>Street 1: 100 NW 63rd St. Ste 200</td>
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<tr>
<td>Street 2:</td>
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<td>City: Oklahoma City</td>
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<tr>
<td>Province:</td>
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<td>Country: USA</td>
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<tr>
<td>Zip / Postal Code: 73116-8208</td>
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<td>Department Name: Oklahoma Housing Finance Agency</td>
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<td>Division Name: Housing Development</td>
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<tr>
<th>f. Name and contact information of person to be contacted on matters involving this application:</th>
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</thead>
<tbody>
<tr>
<td>Prefix: Mr</td>
</tr>
<tr>
<td>Middle Name:</td>
</tr>
<tr>
<td>Last Name: Beavers</td>
</tr>
<tr>
<td>Suffix:</td>
</tr>
<tr>
<td>Title: Housing Development Director</td>
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<tr>
<td>Organizational Affiliation:</td>
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<tr>
<th>*Telephone Number: 405-419-8261</th>
<th>Fax Number: 405-419-9261</th>
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| *Email: darrell.beavers@ohfa.org | |
|----------------------------------| |
**Application for Federal Assistance SF-424**

*9. Type of Applicant 1: Select Applicant Type:
   A. State Government
   Type of Applicant 2: Select Applicant Type:
   Type of Applicant 3: Select Applicant Type:
   *Other (Specify)*

*10 Name of Federal Agency:
   U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:
   14-239
   CFDA Title:
   Home Investment Partnerships Program

*12 Funding Opportunity Number:
   
   *Title:
   
13. Competition Identification Number:
   
   Title:
   
14. Areas Affected by Project (Cities, Counties, States, etc.):
   State

*15. Descriptive Title of Applicant’s Project:
   Home Investment Partnerships Program
16. Congressional Districts Of:
  *a. Applicant: 1-5 Statewide
  *b. Program/Project: 1-5 Statewide

17. Proposed Project:
  *a. Start Date: 4/1/2020
  *b. End Date: 3/31/2021

18. Estimated Funding ($):
  *a. Federal 8,530,193
  *b. Applicant
  *c. State
  *d. Local
  *e. Other
  *f. Program Income 150,000
  *g. TOTAL 8,680,193

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
  □ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
  □ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
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20. Is the Applicant Delinquent On Any Federal Debt? (If “Yes”, provide explanation.)
  □ Yes  ☑ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)
  ☑ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Ms. *First Name: Deborah
Middle Name: __________________________
*Last Name: Jenkins
Suffix: __________________________

*Title: Executive Director

*Telephone Number: 405-419-8290  Fax Number: 405-419-8290

* Email: deborah.jenkins@ohfa.org

*Signature of Authorized Representative:  *Date Signed: 2/19/2020
*Applicant Federal Debt Delinquency Explanation

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
SPECIFIC HOME CERTIFICATIONS

The State certifies that:

Tenant Based Rental Assistance -- If it intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Appropriate Financial Assistance -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

[Signature]
Signature/Authorized Official

[Date]
Date

[Title]
Executive Director
HOPWA
SF 424
**Application for Federal Assistance SF-424**

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e. Organizational Unit:  

| Department Name: Oklahoma Housing Finance Agency  
| Division Name: Housing Development  

f. Name and contact information of person to be contacted on matters involving this application:  

| Prefix:  
| *First Name: Darrell*  
| Middle Name:  
| *Last Name: Beavers*  
| Suffix:  

| Title: Housing Development Director  
| Organizational Affiliation:  

| *Telephone Number: 405-419-8261*  
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| *Email: darrell.beavers@ohfa.org*  
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</tbody>
</table>
Application for Federal Assistance SF-424

16. Congressional Districts Of:
   *a. Applicant: 1-5 Statewide
   *b. Program/Project: 1-5 Statewide

17. Proposed Project:
   *a. Start Date: 4/1/2020
   *b. End Date: 3/31/2021

18. Estimated Funding ($) :
   *a. Federal
   *b. Applicant
   *c. State
   *d. Local
   *e. Other
   *f. Program Income
   *g. TOTAL 416,750

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
☒ c. Program is not covered by E. O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If “Yes”, provide explanation.)
☐ Yes  ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:
Prefix: Ms.  *First Name: Deborah
Middle Name:
Last Name: Jenkins
Suffix:

*Title: Executive Director

*Telephone Number: 405-419-8290  Fax Number: 405-419-9290

*Email: deborah.jenkins@ohfa.org

*Signature of Authorized Representative: [Signature]  *Date Signed: 2/19/2020

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102
*Applicant Federal Debt Delinquency Explanation

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§5401 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1895-1896), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1606 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P. L. 91-199) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11998; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1986 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. §7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

[Signature]

APPLICANT NAME

State of Oklahoma

TITLE

Executive Director

DATE SUBMITTED

2/19/2020

SF-424D (Rev. 7-97) Back
HOPWA
SF 424 CV
### Application for Federal Assistance SF-424

**Version 02**

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| 8. APPLICANT INFORMATION: |

  **a. Legal Name:** State of Oklahoma

  **b. Employer/Taxpayer Identification Number (EIN/TIN):** 73-0999618

  **c. Organizational DUNS:** 086997202

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<th>d. Address:</th>
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| Street 1: 100 NW 63rd St, Ste 200 |

<table>
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<tr>
<th>Street 2:</th>
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| City: Oklahoma City |

| County: Oklahoma |

| State: OK |

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<th>Province:</th>
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| Country: USA |

| Zip / Postal Code 73116-8208 |

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<th>e. Organizational Unit:</th>
</tr>
</thead>
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| Department Name: Oklahoma Housing Finance Agency |

| Division Name: Housing Development |

| f. Name and contact information of person to be contacted on matters involving this application: |

| Prefix: Mr |

| *First Name: Darrell |

| Middle Name: |

| *Last Name: Beavers |

| Suffix: |

| Title: Housing Development Director |

| Organizational Affiliation: |

| *Telephone Number: 405-419-8261 |

| Fax Number: 405-419-9261 |

<p>| *Email: <a href="mailto:darrell.beavers@ohfa.org">darrell.beavers@ohfa.org</a> |</p>
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<tr>
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## Application for Federal Assistance SF-424

### 16. Congressional Districts Of:
- **a.** Applicant: 1-5 Statewide
- **b.** Program/Project: 1-5 Statewide

### 17. Proposed Project:
- **a.** Start Date: 7/1/2020
- **b.** End Date: 7/31/2023

### 18. Estimated Funding ($):
- **a.** Federal
- **b.** Applicant
- **c.** State
- **d.** Local
- **e.** Other
- **f.** Program Income
- **g.** TOTAL: $80,649

### 19. Is Application Subject to Review By State Under Executive Order 12372 Process?
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- ☐ Yes  ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
- ☒ **I AGREE

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### Authorized Representative:
- **Prefix:** Ms.  
- **First Name:** Deborah  
- **Middle Name:**  
- **Last Name:** Jenkins  
- **Suffix:**  
- **Title:** Executive Director  
- **Telephone Number:** 405-419-8290  
- **Fax Number:** 405-419-9290  
- **Email:** deborah.jenkins@ohfa.org  
- **Signature of Authorized Representative:** [Signature]  
- **Date Signed:** [Date]

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102
Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation
The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
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HTF
SF 424
**Application for Federal Assistance SF-424**

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<td>Changed/Corrected Application</td>
<td>□ Revision</td>
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* If Revision, select appropriate letter(s)

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: State of Oklahoma

b. Employer/Taxpayer Identification Number (EIN/TIN): 73-0999618
c. Organizational DUNS: 086997202

d. Address:

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f. Name and contact information of person to be contacted on matters involving this application:

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<th>Prefix:</th>
<th>Mr.</th>
<th>*First Name:</th>
<th>Darrell</th>
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*Telephone Number: 405-419-8261  Fax Number: 405-419-9261

*Email: darrell.beavers@ohfa.org
**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**
- A. State Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

*Other (Specify)*

**10 Name of Federal Agency:**
- U.S. Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**
- 14-275

**CFDA Title:**
- Housing Trust Fund

**12 Funding Opportunity Number:**

*Title:*

**13. Competition Identification Number:**

*Title:*

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

State

**15. Descriptive Title of Applicant’s Project:**

Housing Trust Fund
### Application for Federal Assistance SF-424

**Version 02**

#### 16. Congressional Districts Of:
- **a. Applicant:** 1-5 Statewide
- **b. Program/Project:** 1-5 Statewide

#### 17. Proposed Project:
- **a. Start Date:** 4/1/2020
- **b. End Date:** 3/31/2021

#### 18. Estimated Funding ($):
- **a. Federal:** $3,000,000
- **b. Applicant:**
- **c. State:**
- **d. Local:**
- **e. Other:**
- **f. Program Income:**
- **g. TOTAL:** $3,000,000

#### 19. Is Application Subject to Review By State Under Executive Order 12372 Process?
- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on ______
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
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#### 20. Is the Applicant Delinquent On Any Federal Debt? (If “Yes”, provide explanation.)
- [ ] Yes
- [x] No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

[ ] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

### Authorized Representative:

Prefix: Ms. 
*First Name: Deborah 
Middle Name: 
*Last Name: Jenkins 
Suffix: 

*Title: Executive Director 

*Telephone Number: 405-419-8290 
Fax Number: 405-419-9291 

* Email: deborah.jenkins@ohfa.org

*Signature of Authorized Representative: 

*Date Signed: 4/28/2020

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)

Prescribed by OMB Circular A-102
*Applicant Federal Debt Delinquency Explanation

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681, 1683, and 1985-1989), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§200 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11998; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1986 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

---

**SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL**

[Signature]

**APPLICANT NAME**

State of Oklahoma

**DATE SUBMITTED**

2/19/2020

**EXECUTIVE DIRECTOR**

Deborah Jenkins

---

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Appendix J

Section Contents…

- Impediments to Fair Housing / Affirmatively Furthering Fair Housing
State of Oklahoma

Analysis of Impediments to Fair Housing Choice

Prepared in Support of Oklahoma’s

Five-Year State Consolidated Plan
April 1, 2019 to March 30, 2023
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I. Executive Summary

The Analysis of Impediments to Fair Housing Choice (AI) is a review of impediments or barriers that affect the rights of fair housing choice. It covers public policies, practices, and procedures affecting housing choice. Impediments to fair housing choice are defined as any actions, omissions, or decisions that restrict, or have the effect of restricting, the availability of housing choices, based on race, color, religion, sex, disability, familial status, or national origin. The AI serves as the basis for fair housing planning, provides essential information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates, and assists in building public support for fair housing efforts. Conducting an analysis of impediments is a required component of certification and involves the following:

- A review of a State or Entitlement jurisdiction’s laws, regulations, and administrative policies, procedures, and practices;
- An assessment of how those laws affect the location, availability, and accessibility of housing;
- An evaluation of conditions affecting fair housing choice for all protected classes; and
- An assessment of the availability of affordable, accessible housing in a range of unit sizes.

Data for this Analysis of Impediments to Fair Housing Choice is comprised from multiple cited sources to include both the Decennial and five-year American Community Survey (ACS) from the U.S. Census Bureau.

This Analysis of Impediments to Fair Housing Choice is also comprised in part by the Statewide Affordable Housing Market Study and Fair Housing Survey commissioned by the Oklahoma Department of Commerce (ODOC) in partnership with the Oklahoma Housing Finance Agency (OHFA).

II. Introduction

The availability of housing, especially in rural areas, has been a significant issue to Oklahomans. The importance of home ownership continues to play a motivating role in the lives of all Oklahomans regardless of ethnic or economic circumstances. Programs are developed at the state and local level to address the need to serve a cross-section of the population particularly low-income individuals and families.

In 1968, following the enactment of the Federal Fair Housing Act, the Oklahoma State Legislature adopted its initial Fair Housing Law. This law directed the Oklahoma Human Rights Commission to administer all fair housing related issues. Subsequently, the Oklahoma law has been amended several times, most significantly in 1991, at which time Oklahoma’s Fair Housing Law became substantially equivalent to the Federal Fair Housing Amendments Act of 1988.

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

A strong commitment to affirmatively further fair housing is not only one of the Department of Housing & Urban Development’s (HUD) guiding principles; it is a requirement for participating in HUD’s many housing and community development programs. This strong commitment to furthering fair housing is shared equally
by the State of Oklahoma. The Fair Housing Act specifies that the Secretary of Housing and Urban Development shall administer programs and activities relating to housing and urban development in a manner that affirmatively furthers the policies outlined in section 808 (e) 5. This responsibility is assigned to HUD funded recipients as well, through the:

- State Consolidated Plan
- Public Housing Agency Plans

As identified in the State Consolidated Plan, HUD Community Planning and Development (CPD) programs include:

- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- Home Investment Partnership (HOME)
- Housing Trust Fund (HTF)
- Housing Opportunities for Persons with AIDS (HOPWA)

HUD funded grant recipients are obligated under federal law not to discriminate in housing or services directly or indirectly on the basis of race, color, religion, sex, national origin, age, familial status, or disability. HUD’s non-discrimination requirements are compiled from several different federal laws designed to protect each individual's right to fair housing and equal opportunity.

Some examples of ways to carry out these requirements include:

- Establishing fair housing enforcement organizations in areas where there are no such organizations;
- For public housing agencies, starting a counseling program to help housing choice voucher recipients to find housing outside of minority and/or poverty concentrated areas;
- Outreach to housing providers in non-minority and poverty concentrated areas; Marketing available housing to persons less likely to apply for housing in a metropolitan statistical area;
- Encouraging banks and other lending organizations to operate in areas that are underserved and to provide services to underserved populations; and
- Encouraging banks and other lenders to use non-traditional methods for evaluating credit and loan amount terms, based on cultural differences and other individual factors.

The Housing and Community Development Act of 1974, as amended, is the dominant statute behind the Analysis of Impediments to Fair Housing. It requires that each federal grantee certify to HUD’s satisfaction that (1) the awarded grant will be carried out and administered according to the Fair Housing Act, and (2) the grantee will work diligently to affirmatively further fair housing. This certification to HUD is implemented through the Consolidated Plan process.

Under the Consolidated Plan, HUD funded recipients are required to: (1) examine and attempt to alleviate housing discrimination within their jurisdiction; (2) promote fair housing choice for all persons; (3) provide opportunities for all persons to reside in any given housing development, regardless of race, color, religion,
sex, disability, familial status, or national origin; (4) promote housing that is accessible to and usable by persons with disabilities; (5) and comply with the non-discrimination requirements of the Fair Housing Act.

Certification of Affirmatively Furthering Fair Housing:

State and Entitlement recipients are required to sign a certification to affirmatively further fair housing. As part of the jurisdiction’s Consolidated Plan, these recipients are required to undertake fair housing planning. Fair Housing Planning consists of the following: (1) an Analysis of Impediments (AI) to fair housing choice; (2) actions to cover the effects of the identified impediments; and (3) maintenance of records to support the affirmatively furthering fair housing certification.

The major purpose of this analysis is to present a discussion of the currently identified factors which may affect or limit the availability of fair housing in rural Oklahoma areas state-wide which fall under the jurisdiction of the CDBG, ESG, HOME, HTF, and HOPWA grant programs. Additionally, potential remedies for minimizing or eliminating such impediments, when feasible, will be addressed.

III. State Funded Jurisdiction (CDBG, ESG, HOME, HTF, HOPWA)

For the purpose of this analysis, it is important to first recognize the State’s jurisdictional responsibility. In terms of the CDBG, ESG, HOME, HTF, and HOPWA grant allocations, the State is responsible for the remaining state-wide area which falls outside the boundaries of Oklahoma’s ten HUD designated entitlement jurisdictions in what can appropriately be denoted as ‘Balance of State’. Oklahoma’s entitlement jurisdictions are comprised of Edmond, Enid, Lawton, Midwest City, Moore, Norman, Oklahoma City, Shawnee, and Tulsa as well as the units of local government participating in the Tulsa County Urban County Designation 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

‘Entitlements’ are required to prepare both a Consolidated Plan and an Analysis of Impediments to Fair Housing Choice for their respective jurisdictions. In addition, the Metropolitan Tulsa HOME Consortium which was formed in 1995 is also required to prepare both a Consolidated Plan and an Analysis of Impediments to Fair Housing Choice.

The ‘Balance of State’ jurisdiction encumbered by the State of Oklahoma, according to the population estimates provided by the US Census Bureau, the population for the State of Oklahoma, is 3,930,834. Of that total, 1,607,441 or 41% represents the sum of the populations (City Limits) of all the entitlement cities/county and the Tulsa Consortium. Therefore, it is important to note that this analysis will focus primarily on the remaining 2,143,910 or 57% of the state’s population. This effectively denotes those who reside in rural Oklahoma.

Under Oklahoma law, municipalities are divided into two categories: cities, defined as having more than 1,000 residents, and towns, with fewer than 1,000 residents. Both have legislative, judicial, and public power within their boundaries, but cities can choose between a mayor-council, council-manager, or strong mayor form of government, while towns operate through an elected officer system.

A majority of the state’s 598 communities have fewer than 1,000 inhabitants. Thus, it is important to note that this analysis will concentrate on jurisdictions with extremely small populations which are predominantly
rural in terms of geographic setting. The scope of housing choices of any type, especially affordable housing, is therefore somewhat more limited than those more readily found in major metropolitan areas.

The state is divided into seventy-seven (77) counties that govern locally, each headed by a three-member council of elected commissioners, a tax assessor, clerk, court clerk, treasurer, and sheriff. While each municipality operates as a separate and independent local government with executive, legislative and judicial power, county governments maintain jurisdiction over both incorporated cities and non-incorporated areas within their boundaries, but have executive power but no legislative or judicial power. Both county and municipal governments collect taxes, employ a separate police force, hold elections, and operate emergency response services within their jurisdiction. Other local government units include school districts, technology center districts, community college districts, rural fire departments, rural water districts, and other special use districts.

Thirty-nine (39) Native American tribal governments are based in Oklahoma, each holding limited powers within designated areas. While Indian reservations typical in most of the United States are not present in Oklahoma, tribal governments hold land granted during the Indian Territory era, but with limited jurisdiction and no control over state governing bodies such as municipalities and counties. Tribal governments are recognized by the United States as quasi-sovereign entities with executive, judicial, and legislative powers over tribal members and functions, but are subject to the authority of the United States Congress to revoke or withhold certain powers. The tribal governments are required to submit a constitution and any subsequent amendments to the United States Congress for approval.

It is important to note when speaking in terms of jurisdictional responsibility that many Native American tribal governments in Oklahoma qualify for and receive funding directly from the Federal government under the Indian Community Development Block Grant (ICDBG) program. This program is run directly through HUD and the State plays no role in ICDBG administration. The ICDBG program provides eligible grantees (comprising of Native American tribes, bands, groups, or nations which have established a relationship to the Federal government as defined in the program regulations) with direct grants for use in housing rehabilitation, land acquisition to support new housing construction, and under limited circumstances, new housing construction primarily for low and moderate income persons.

IV. Funding Structure (CDBG, ESG, HOME, HTF, HOPWA)

With the definition of the State’s jurisdiction established, it is now important to address the level or extent of influence on housing in regards to the respective CDBG, ESG, HOME, HTF, and HOPWA programs.

The State’s affordable housing programs, which include the HOME Program, the National Housing Trust Fund and the coordination of the Section 8 Rental Assistance program, are administered by OHFA. OHFA serves as the primary housing vehicle among all the fore-mentioned HUD programs. ODOC, OHFA, and the Oklahoma Association of Community Action Agencies (OACAA) supported legislation enacted to establish a State Housing Trust Fund. In 1998, the Oklahoma Legislature passed HB 3065, which established a trust fund to meet rural Oklahoma’s affordable housing needs. OHFA administers the trust fund.

The State’s homeless issues are addressed essentially by the Governor’s Interagency Council on Homelessness (GICH). The group does not have regulatory powers but serves in advisory roles and makes recommendations to State agencies and nonprofit organizations which administer individual programs. As stated previously, OHFA administers the HOPWA program. A listing of the Inventory of Homeless Service Providers, which includes several homeless advocacy groups, is included in the Appendix of the Five-Year Strategic Plan.
In the area of non-housing community development, ODOC serves as the major resource for economic development for the State. Through the administration of CDBG program, ODOC assists non-entitlement communities to reach self-sufficiency by funding eligible activities that enhance their capacity, improve outdated infrastructure, and encourage capital planning. Many groups – including several Federal and State agencies, as well as private business and nonprofit entities – share the desire and responsibility for appropriate community development.

**Additional Housing Supportive Services:**

Oklahoma has a network of public and private nonprofit organizations that deliver housing and supportive service needs. Many federal as well as State resources are provided through these entities directly to populations with supportive needs.

To attract and incorporate the programs and products offered through the supportive services network with the provision of affordable housing, many public intervention and private affordable housing resource providers encourage the use of development partnerships in their project selection systems. The State intends to continue its coordination of appropriate supportive services with its affordable housing activities through the use of funding selection methodologies.

In terms of the rural reaches of the state, the Oklahoma Community Action Agencies (CAA’s) play a pivotal role in housing and supportive services. The State’s Community Action Agencies, established under the Economic Opportunity Act of 1964, are locally controlled non-profit organizations that work to improve the lives of low-income individuals by creating opportunities for increased self-sufficiency and greater participation in the community. These Community Action Agencies serve all of Oklahoma’s seventy-seven (77) counties and are in important partner with the State.

One of the strengths of CAA’s is their local control and local decision-making. A tripartite board of directors governs each CAA. Each board has at least one-third of its membership representing low-income residents, one-third local elected officials or their designees, and the remainder representing local business, civic organizations, faith-based group, and similar interests in the community. The board’s structure allows each local Community Action Agency to determine the most effective programs based on the needs of communities in its service area.

Each Community Action Agency operates a wide variety of programs that are based upon the needs of each local community which are identified through a needs assessment. Of these many programs, housing support components include:

- Homebuyer Education
- Housing Development
- Housing Rehabilitation
- Down Payment Assistance
- Emergency Home Repair

The local CAA responds to the specific needs of each community the availability and degree of service will be relative to the determined need of the individual CAA’s jurisdiction. CAA’s receive funding from federal and state appropriations as well as private funding sources. The Federal Community Services Block Grant provides core support funding. It provides administrative and program support to enable Community Action Agencies to partner with other community organizations to provide the needed services.
The following list contains programs administered by the State that bear a direct link to housing.

STATE of OKLAHOMA PROGRAMS (Housing Linked):

1. Single Family (State Level)

   New Construction
   OHFA Home Investment Partnership Program (HOME)
   OHFA Oklahoma Housing Trust Fund
   Oklahoma Local Development Act
   Oklahoma Rural Housing Incentive District

   Rehabilitation
   ODOC Weatherization Assistance Program
   OHFA Home Investment Partnership Program (HOME)
   OHFA Oklahoma Housing Trust Fund
   Oklahoma Local Development Act
   Oklahoma Rural Housing Incentive District

2. Multifamily Rental (State Level)

   New Construction
   OHFA Home Investment Partnership Program (HOME)
   OHFA National Housing Trust Fund (HTF)
   OHFA Oklahoma Housing Trust Fund
   OHFA Federal Affordable Housing Tax Credits
   OHFA State Affordable Housing Tax Credits
   Oklahoma Local Development Act
   Oklahoma Rural Housing Incentive District

   Rehabilitation
   OHFA Home Investment Partnerships Program (HOME)
   OHFA National Housing Trust Fund (HTF)
   OHFA Oklahoma Housing Trust Fund
   OHFA Federal Housing Tax Credits
   OHFA State Affordable Tax Credits
   Oklahoma Local Development Act
   Oklahoma Rural Housing Incentive District

3. Homeownership (State Level)

   OHFA Advantage
   OHFA Home Investment Partnerships Program (HOME)
   OTC Credit or Refund for Property Tax
   REI Mortgage Credit Certificate Program
   REI Taxable Single Family Mortgage Revenue Bond Program

4. Elderly and Disabled (State Level)

   ODOC Community Services Block Grant
   OHFA Home Investment Partnerships Program (HOME)
V. Demographic Profile

A demographic profile analyzes the composition of the population in need of housing. This can be comprised of such information relating to age groups, racial and ethnic status, educational attainment, household income, number of low-income households, people in poverty, elderly and persons with disabilities, etc.

Data reported from the 2010 US Census Bureau shows that Oklahoma has a population count of 3,751,351 residents and a total land area of 68,667 square miles. From a national perspective, Oklahoma ranks as the 28th most populous and the 20th largest state in terms of land area. Oklahoma City and Tulsa serve as Oklahoma's primary population centers with nearly 58% of Oklahomans living within their respective metropolitan statistical areas.

The state’s population grew by 300,697 persons during the past decade; an 8.7% growth rate as compared to the previous decade (1990 – 2000) Oklahoma grew 9.7%. This closely mirrors that of the national average in terms of overall population growth.

<table>
<thead>
<tr>
<th>Census</th>
<th>Pop.</th>
<th>%±</th>
</tr>
</thead>
<tbody>
<tr>
<td>1890</td>
<td>258,657</td>
<td>—</td>
</tr>
<tr>
<td>1900</td>
<td>790,391</td>
<td>205.6%</td>
</tr>
<tr>
<td>1910</td>
<td>1,657,155</td>
<td>109.7%</td>
</tr>
<tr>
<td>1920</td>
<td>2,028,283</td>
<td>22.4%</td>
</tr>
<tr>
<td>1930</td>
<td>2,396,040</td>
<td>18.1%</td>
</tr>
<tr>
<td>1940</td>
<td>2,336,434</td>
<td>−2.5%</td>
</tr>
<tr>
<td>1950</td>
<td>2,233,351</td>
<td>−4.4%</td>
</tr>
<tr>
<td>1960</td>
<td>2,328,284</td>
<td>4.3%</td>
</tr>
<tr>
<td>1970</td>
<td>2,559,229</td>
<td>9.9%</td>
</tr>
<tr>
<td>1980</td>
<td>3,025,290</td>
<td>18.2%</td>
</tr>
<tr>
<td>1990</td>
<td>3,145,585</td>
<td>4.0%</td>
</tr>
<tr>
<td>2000</td>
<td>3,450,654</td>
<td>9.7%</td>
</tr>
<tr>
<td>2010</td>
<td>3,751,351</td>
<td>8.7%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau; 2010 Census

Historical events have greatly influenced Oklahoma’s population growth. The Dust Bowl conditions during the 1930’s created an exodus from states like Oklahoma, Texas, and the surrounding Great Plains to adjacent regions which is reflective in the following 1940 decennial census. Notably, the state’s population growth soared during the 1980’s and significantly slowed during the 1990’s. The State suffered a major downturn in the oil industry during the 1980’s. According to US Census data, Oklahoma has 598
incorporated places including three cities over 100,000 in population and forty-three over 10,000. Two of
the fifty largest cities in the United States are located in Oklahoma, Oklahoma City and Tulsa, and
approximately 58% of Oklahomans live within their metropolitan areas, or spheres of economic and social
influence defined by the US Census Bureau as a metropolitan statistical area (MSA). Oklahoma City, the
state’s capital and largest city, has the largest metropolitan area in the state, with 1,269,907 people, and
the metropolitan area of Tulsa has 905,755 residents.

Of the state’s ten largest cities, only three are outside the metropolitan areas of Oklahoma City and Tulsa,
and only Lawton has a metropolitan statistical area of its own as designated by the US Census Bureau,
although the metropolitan statistical area of Fort Smith, Arkansas extends into the state. Oklahoma’s ten
largest cities include:

Table-2  State Population Concentration by City

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>HUD Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oklahoma City</td>
<td>579,999</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>2. Tulsa</td>
<td>391,906</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>3. Norman</td>
<td>110,925</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>4. Broken Arrow</td>
<td>98,850</td>
<td>(Tulsa Urban County Entitlement)</td>
</tr>
<tr>
<td>5. Lawton</td>
<td>96,867</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>6. Edmond</td>
<td>81,405</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>7. Moore</td>
<td>55,081</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>8. Midwest City</td>
<td>54,371</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>9. Enid</td>
<td>49,379</td>
<td>(Entitlement)</td>
</tr>
<tr>
<td>10. Stillwater</td>
<td>45,688</td>
<td>(State Jurisdiction)</td>
</tr>
</tbody>
</table>

Source: US Census Bureau; 2010 Census

Table-3  Oklahoma Demographic Composition

<table>
<thead>
<tr>
<th>STATE OF OKLAHOMA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Population estimates, July 1, 2018, (V2018)</td>
<td>3,943,079</td>
</tr>
<tr>
<td>Population estimates base, April 1, 2010, (V2018)</td>
<td>3,751,583</td>
</tr>
<tr>
<td>Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)</td>
<td>5.10%</td>
</tr>
<tr>
<td>Population, Census, April 1, 2010</td>
<td>3,751,351</td>
</tr>
<tr>
<td>Persons under 5 years, percent</td>
<td>6.70%</td>
</tr>
<tr>
<td>Persons under 18 years, percent</td>
<td>24.40%</td>
</tr>
<tr>
<td>Persons 65 years and over, percent</td>
<td>15.30%</td>
</tr>
<tr>
<td>Female persons, percent</td>
<td>50.50%</td>
</tr>
<tr>
<td>White alone, percent</td>
<td>74.30%</td>
</tr>
<tr>
<td>Black or African American alone, percent</td>
<td>7.80%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone, percent</td>
<td>9.20%</td>
</tr>
<tr>
<td>Asian alone, percent</td>
<td>2.30%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone, percent</td>
<td>0.20%</td>
</tr>
<tr>
<td>Two or More Races, percent</td>
<td>6.10%</td>
</tr>
<tr>
<td>Hispanic or Latino, percent</td>
<td>10.60%</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino, percent</td>
<td>65.70%</td>
</tr>
<tr>
<td>Veterans, 2013-2017</td>
<td>276,948</td>
</tr>
<tr>
<td>Category</td>
<td>2013-2017</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Foreign born persons, percent</td>
<td>5.90%</td>
</tr>
<tr>
<td>Housing units, July 1, 2018</td>
<td>1,743,069</td>
</tr>
<tr>
<td>Owner-occupied housing unit rate, 2013-2017</td>
<td>65.70%</td>
</tr>
<tr>
<td>Median value of owner-occupied housing units, 2013-2017</td>
<td>$125,800</td>
</tr>
<tr>
<td>Median selected monthly owner costs -with a mortgage, 2013-2017</td>
<td>$1,181</td>
</tr>
<tr>
<td>Median selected monthly owner costs -without a mortgage, 2013-2017</td>
<td>$383</td>
</tr>
<tr>
<td>Median gross rent, 2013-2017</td>
<td>$766</td>
</tr>
<tr>
<td>Building permits, 2017</td>
<td>11,092</td>
</tr>
<tr>
<td>Households, 2013-2017</td>
<td>1,468,971</td>
</tr>
<tr>
<td>Persons per household, 2013-2017</td>
<td>2.58</td>
</tr>
<tr>
<td>Living in same house 1 year ago, percent of persons age 1 year+</td>
<td>82.80%</td>
</tr>
<tr>
<td>Language other than English spoken at home, percent of persons age 5 years+</td>
<td>10.10%</td>
</tr>
<tr>
<td>Households with a computer, percent, 2013-2017</td>
<td>84.90%</td>
</tr>
<tr>
<td>Households with a broadband Internet subscription, percent, 2013-2017</td>
<td>72.80%</td>
</tr>
<tr>
<td>High school graduate or higher, percent of persons age 25 years+</td>
<td>87.50%</td>
</tr>
<tr>
<td>Bachelor’s degree or higher, percent of persons age 25 years+</td>
<td>24.80%</td>
</tr>
<tr>
<td>With a disability, under age 65 years, percent</td>
<td>11.40%</td>
</tr>
<tr>
<td>Persons without health insurance, under age 65 years, percent</td>
<td>16.60%</td>
</tr>
<tr>
<td>In civilian labor force, total, percent of population age 16 years+</td>
<td>60.80%</td>
</tr>
<tr>
<td>In civilian labor force, female, percent of population age 16 years+</td>
<td>55.50%</td>
</tr>
<tr>
<td>Total accommodation and food services sales, 2012 ($1,000)</td>
<td>7,121,153</td>
</tr>
<tr>
<td>Total health care and social assistance receipts/revenue, 2012 ($1,000)</td>
<td>22,795,438</td>
</tr>
<tr>
<td>Total manufacturers’ shipments, 2012 ($1,000)</td>
<td>74,295,394</td>
</tr>
<tr>
<td>Total merchant wholesaler sales, 2012 ($1,000)</td>
<td>71,892,946</td>
</tr>
<tr>
<td>Total retail sales, 2012 ($1,000)</td>
<td>50,256,231</td>
</tr>
<tr>
<td>Total retail sales per capita, 2012</td>
<td>$13,174</td>
</tr>
<tr>
<td>Mean travel time to work (minutes), workers age 16 years+</td>
<td>21.5</td>
</tr>
<tr>
<td>Median household income (in 2017 dollars), 2013-2017</td>
<td>$49,767</td>
</tr>
<tr>
<td>Per capita income in past 12 months (in 2017 dollars), 2013-2017</td>
<td>$26,461</td>
</tr>
<tr>
<td>Persons in poverty, percent</td>
<td>15.80%</td>
</tr>
<tr>
<td>Total employer establishments, 2016</td>
<td>93,232</td>
</tr>
<tr>
<td>Total employment, 2016</td>
<td>1,360,379</td>
</tr>
<tr>
<td>Total annual payroll, 2016 ($1,000)</td>
<td>57,193,626</td>
</tr>
<tr>
<td>Total employment, percent change, 2015-2016</td>
<td>-0.80%</td>
</tr>
<tr>
<td>Total nonemployer establishments, 2016</td>
<td>280,292</td>
</tr>
<tr>
<td>All firms, 2012</td>
<td>327,229</td>
</tr>
<tr>
<td>Men-owned firms, 2012</td>
<td>174,395</td>
</tr>
<tr>
<td>Women-owned firms, 2012</td>
<td>105,168</td>
</tr>
<tr>
<td>Minority-owned firms, 2012</td>
<td>64,875</td>
</tr>
<tr>
<td>Nonminority-owned firms, 2012</td>
<td>249,027</td>
</tr>
</tbody>
</table>
The following narratives identify minority concentrations throughout the state. Each identified federally protected class is examined and the highest ten (10) counties will be identified in each class. These top ten concentrations could also be viewed as an identified “priority” area in terms of this Analysis to Impediments to Fair Housing Choice.

**American Indian or Alaskan Native:**

The **American Indian or Alaskan Native** demographic ranks as the largest of all the federally identified racial census minority classes (one race) having a census population of 321,687 persons living within the State. Oklahoma has a substantial number of Native American residents when compared to the US overall. The **American Indian or Alaskan Native** class comprises 9.2% of the State’s overall population while only comprising 0.9% of the overall US population.

Counties having the greatest number and percentage of the **American Indian or Alaskan Native** demographic are illustrated in Table-4 and graphically illustrated by county breakout on Figure-2. Notably, both the American Indian and Black demographics in Oklahoma remain very close in terms of total population. Unlike the other minority classes in Oklahoma, the **American Indian or Alaskan Native** demographic is considerably more spread throughout the state although the highest concentrations still exist within the Oklahoma City and Tulsa MSA’s. Counties in the northeastern part of the state exhibit the highest concentrations located outside of the Oklahoma City and Tulsa MSA’s. A more evenly patterned distribution is then followed through the southwestern and southeastern parts of the state.

<table>
<thead>
<tr>
<th>Table-4</th>
<th>Minority Concentration – American Indian or Alaskan Native</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Population Percentage %</td>
</tr>
<tr>
<td>1. Adair</td>
<td>43.3%</td>
</tr>
<tr>
<td>2. Cherokee</td>
<td>34.0%</td>
</tr>
<tr>
<td>3. Caddo</td>
<td>24.5%</td>
</tr>
<tr>
<td>4. Delaware</td>
<td>22.4%</td>
</tr>
<tr>
<td>5. Mayes</td>
<td>21.4%</td>
</tr>
<tr>
<td>6. Sequoyah</td>
<td>20.8%</td>
</tr>
<tr>
<td>7. Latimer</td>
<td>20.4%</td>
</tr>
<tr>
<td>8. Craig</td>
<td>20.4%</td>
</tr>
<tr>
<td>9. Okfuskee</td>
<td>19.7%</td>
</tr>
<tr>
<td>10. Nowata</td>
<td>19.1%</td>
</tr>
</tbody>
</table>

Source: US Census Bureau; 2010 Census

**Black or African American:**

The **Black or African American** demographic ranks as the 2nd largest of all the federally identified racial census minority classes (one race) having a census population of 277,644 persons living within the State. Oklahoma has a lower percentage of **black or African American** residents on average when compared to the US overall. The **Black or African American** class only comprises 7.8% of the State’s overall population while comprising 12.6% of the overall US population.
Counties having the greatest number and percentage of the *Black or African American* class are illustrated in Table-4 and graphically illustrated by county breakout on Figure-1. As noted in earlier discussion, the majority of this demographic resides within either the Oklahoma City or Tulsa MSA’s. One notable exception to this lies with Comanche County. The county contains the City of Lawton as well as the Army’s Ft. Sill military installation.

**Table-5  Minority Concentration – Black or African American**

<table>
<thead>
<tr>
<th>County</th>
<th>Population Percentage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Comanche</td>
<td>17.5%</td>
</tr>
<tr>
<td>2. Oklahoma</td>
<td>15.4%</td>
</tr>
<tr>
<td>3. Osage</td>
<td>11.4%</td>
</tr>
<tr>
<td>4. Muskogee</td>
<td>11.3%</td>
</tr>
<tr>
<td>5. Choctaw</td>
<td>10.9%</td>
</tr>
<tr>
<td>6. Tulsa</td>
<td>10.7%</td>
</tr>
<tr>
<td>7. Logan</td>
<td>9.1%</td>
</tr>
<tr>
<td>8. Okmulgee</td>
<td>8.7%</td>
</tr>
<tr>
<td>9. McCurtain</td>
<td>8.7%</td>
</tr>
<tr>
<td>10. Okfuskee</td>
<td>8.3%</td>
</tr>
</tbody>
</table>

*Source: US Census Bureau; 2010 Census*

**Asian:**

The *Asian* demographic ranks as the 2nd smallest of all the federally identified racial census *minority* classes (one race) having an estimated 65,076 persons living within the State. Oklahoma has a lower percentage of *Asian* residents on average when compared to the US overall. The *Asian* class comprises only 2.3% of the State’s overall population while comprising 4.8% of the overall US population.

Counties having the greatest number and percentage of the *Asian* class are illustrated in Table-6 and graphically illustrated by county breakout on Figure-3. Oklahoma City has the largest concentrated Asian population in the state. Outside of the Oklahoma City and Tulsa MSA’s, data indicates that this class tends to be more dominate in areas that are in close proximity to higher educational facilities or in close proximity to military installations.

**Table-6  Minority Concentration - Asian**

<table>
<thead>
<tr>
<th>County</th>
<th>Population Percentage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cleveland</td>
<td>3.8%</td>
</tr>
<tr>
<td>2. Payne</td>
<td>3.5%</td>
</tr>
<tr>
<td>3. Canadian</td>
<td>3.0%</td>
</tr>
<tr>
<td>4. Oklahoma</td>
<td>3.0%</td>
</tr>
<tr>
<td>5. Tulsa</td>
<td>2.3%</td>
</tr>
<tr>
<td>6. Comanche</td>
<td>2.2%</td>
</tr>
<tr>
<td>7. Texas</td>
<td>1.6%</td>
</tr>
<tr>
<td>8. Wagoner</td>
<td>1.4%</td>
</tr>
<tr>
<td>9. Delaware</td>
<td>1.3%</td>
</tr>
<tr>
<td>10. Jackson</td>
<td>1.2%</td>
</tr>
</tbody>
</table>

*Source: US Census Bureau; 2010 Census*

**Native Hawaiian or Pacific Islander:**
The Native Hawaiian or Pacific Islander demographic ranks as the smallest of all the federally identified racial census minority classes (one race) having an estimated 4,369 persons living within the State. Oklahoma mirrors the percentage of Native Hawaiian or Pacific Islander residents on average when compared to the US overall. The Native Hawaiian or Pacific Islander class comprises 0.1% of the State’s overall population while comprising 0.2% of the overall US population. Counties having the greatest number and percentage of the Native Hawaiian or Pacific Islander class include:

Counties having the greatest number and percentage of the Native Hawaiian or Pacific Islander class are illustrated in Table-7 and graphically illustrated by county breakout on Figure-4. Outside of the Oklahoma and Tulsa MSA’s, data indicates that this class tends to be more dominate in areas that are in close proximity to higher educational facilities or in close proximity to military installations although this assumption is generally harder to make given the extremely low population counts present.

Table-7 Minority Concentration – Native Hawaiian or Pacific Islander

<table>
<thead>
<tr>
<th>County</th>
<th>Population Percentage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Garfield</td>
<td>1.8%</td>
</tr>
<tr>
<td>2. Ottawa</td>
<td>0.9%</td>
</tr>
<tr>
<td>3. Comanche</td>
<td>0.6%</td>
</tr>
<tr>
<td>4. Jackson</td>
<td>0.2%</td>
</tr>
<tr>
<td>5. Cotton</td>
<td>0.2%</td>
</tr>
<tr>
<td>6. Texas</td>
<td>0.2%</td>
</tr>
<tr>
<td>7. Okfuskee</td>
<td>0.1%</td>
</tr>
<tr>
<td>8. Craig</td>
<td>0.1%</td>
</tr>
<tr>
<td>9. Oklahoma</td>
<td>0.1%</td>
</tr>
<tr>
<td>10. Greer</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

Source: US Census Bureau; 2010 Census

Hispanic or Latino:

Hispanics or Latinos are those who classified themselves in one of the specific Spanish, Hispanic, or Latino categories listed on the US Census questionnaire -"Mexican, Mexican Am., Chicano," "Puerto Rican," or "Cuban"-as well as those who indicate that they are "other Spanish/Hispanic/Latino." Persons who indicated that they are "other Spanish/Hispanic/Latino" include those whose origins are from Spain, the Spanish-speaking countries of Central or South America, the Dominican Republic or people identifying themselves generally as Spanish, Spanish-American, Hispanic, Hispano, Latino, and so on.

Hispanic or Latino origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States.

People who identify their origin as Spanish, Hispanic, or Latino may be of any race. Thus, the percent Hispanic are not be added to percentages for racial categories. NonHispanic White persons are those who responded "No, not Spanish/Hispanic/Latino" and who reported "White" as their only entry in the race question located on the 2010 US Census questionnaire.

Those who report as Hispanic or Latino had an estimated 332,007 persons living within the State. The Hispanic or Latino origin population more than doubled from 86,160 in 1990 to 179,304 in 2000. This dramatic increase continued from 2000 to 2010. The 2010 Census shows that the Hispanic or Latino origin population has again almost doubled climbing from 179,304 in 2000 to 332,007 in 2010. Hispanics comprise 10.6% of the State’s overall population while comprising 16.3% of the overall US population. The State’s largest concentrations of Hispanics or Latinos are located in counties which border Texas. Counties
having the greatest number and percentage of the Hispanic ethnicity are illustrated in Table-8 and graphically illustrated by county breakout on Figure-5.

### Table-8 Minority Concentration – Hispanic or Latino

<table>
<thead>
<tr>
<th>County</th>
<th>Population Percentage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Texas</td>
<td>42.0%</td>
</tr>
<tr>
<td>2. Harmon</td>
<td>25.9%</td>
</tr>
<tr>
<td>3. Blaine</td>
<td>24.1%</td>
</tr>
<tr>
<td>4. Tillman</td>
<td>22.3%</td>
</tr>
<tr>
<td>5. Jackson</td>
<td>20.9%</td>
</tr>
<tr>
<td>6. Cimarron</td>
<td>20.8%</td>
</tr>
<tr>
<td>7. Beaver</td>
<td>20.1%</td>
</tr>
<tr>
<td>8. Harper</td>
<td>17.5%</td>
</tr>
<tr>
<td>9. Oklahoma</td>
<td>15.1%</td>
</tr>
<tr>
<td>10. Marshall</td>
<td>14.0%</td>
</tr>
</tbody>
</table>

Source: US Census Bureau; 2010 Census

Table below provides a breakdown Hispanic ethnicity in terms of overall composition. The US Census shows that Hispanic ethnicity in Oklahoma comprises four major groups. These four groups consist of Mexican heritage, Puerto Rican heritage, Cuban heritage, and an “Other” category which incorporates all remaining Hispanic or Latino ethnicities.

### Table-9 Hispanic Ethnicity Breakdown

<table>
<thead>
<tr>
<th></th>
<th>Mexican</th>
<th>Puerto Rican</th>
<th>Cuban</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.0%</td>
<td>15.0%</td>
<td>1.0%</td>
<td>3.0%</td>
<td></td>
</tr>
</tbody>
</table>

Source: US Census Bureau; Census 2010

**Handicapped or Disabled:**

The US Census Bureau American Community Survey (ACS) defines disability as a “long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home alone or to work at a job or business.” From this definition, it should be pointed out that a disability may not necessarily manifest in an outwardly identifiable condition. In addition to affordability issues, this protected class additionally often suffers from accessibility issues as well.

According to the National Fair Housing Alliance (NFHA), the Handicapped or Disabled protected class suffers from the highest rate of discrimination nationally out of all the protected classes, even surpassing racial discrimination complaints. The NFHA further cites that half of all HUD complaints regarding discrimination of the protected classes are Handicapped or Disabled related. A majority of these stem from rental related complaints. The NFHA suggests that there are several reasons for this. First, a landlord’s or rental owner’s reluctance or refusal to provide handicapped modifications for disabilities is easier to detect than other forms of discrimination. Second, according to the NFHA, millions has been spent funding the HUD supported Fair Housing Accessibility FIRST program which attempts to educate architects and builders about their Fair Housing responsibilities by providing comprehensive and detailed instruction programs, useful online web resources, and a toll-free information line for technical guidance and support.

**Elderly:**
According to the US Department of Health & Human Service’s Association on Aging (AOA), almost 37.9 million Americans nationally were age 65 and over. Three in five people in this age group are women. The AOA predicts that over the next forty years, the number of people age 65 and older is expected to double and the number of people age 85 and older is expected to triple. This is due in part to gains in the average life expectancy. Oklahoma has total of 603,291 citizens who are age 65 and over. Oklahoma is proportionally equal to the percentage of age 65 and over residents on average when compared to the US overall. This class comprises 15.3% of the State’s overall population.

Poverty:

The US Census Bureau classifies poverty thresholds based on family size and number of related children under the age of eighteen years. A typical family comprised of a family size of four with two children would be classified as in poverty with an annual income of $24,860. Based on 2017 US Census Bureau, American Community Survey (ACS) estimates, Oklahoma exceeds the 12.3% national average in terms of poverty (all ages) with an estimated 15.8%. These figures indicate that poverty continues to be on the rise in Oklahoma. According to these estimates, 603,864 of Oklahomans live in poverty.

Although widespread throughout the State, the greatest concentration of poverty outside of the Oklahoma City, Tulsa, and Lawton MSA’s occurs in the eastern part of the State with the I-35 corridor serving as a line of division.

The percentage of working-age men (ages 18-64) who had incomes below the poverty line in 2017 was 13.2% and the percentage of working-age women (ages 18-64) who had incomes below the poverty line was 17.2%. The percentage of children under 18 in related families who had incomes below the poverty line rates at 21.2%. For persons over the age of 65, the poverty rate in Oklahoma is 17.9%, which is slightly higher than the state's overall poverty rate.
Figure – 1

Oklahoma Black or African American Population Percentage by County

Source: US Census Bureau; 2010 Census
Figure – 2
Oklahoma American Indian or Alaskan Native Population by County

Native American %
- 0.8% - 3.5%
- 3.6% - 8.9%
- 9.0% - 15.5%
- 15.6% - 24.5%
- 24.6% - 43.3%

Source: US Census Bureau; 2010 Census
Figure - 3

Oklahoma Asian Population Percentage by County

Source: US Census Bureau; 2010 Census
Figure – 4

Oklahoma Native Hawaiian or Pacific Islander by County

Source: US Census Bureau; 2010 Census
Figure - 5
Oklahoma Hispanic Ethnicity Population by County

Source: US Census Bureau; 2010 Census
VI. Housing Profile

Data indicates many renters in Oklahoma are extremely low income. Extremely low-income households are identified as households with income less than the poverty guideline or 30% of the area median income (AMI), whichever is higher. There is a deficit of rental homes both affordable and available to extremely low-income households, many of whom face significant housing cost burdens. The National Low Income Housing Coalition using U.S. Census ACS data shows that 34% of the households Oklahoma are rental units. Approximately, 134,675 or 26% of these renter households are extremely low income. The annual income that a full-time worker must earn to afford a two-bedroom rental unit at HUD’s Fair Market Rent is $30,732. Roughly, 65% of the extremely low renter households are classified as having a severe cost burden.

Overall, the following affordable and available rental units composition is as follows:

- Income at or below 30% AMI - shortage 69,768 units
- Income at or below 50% AMI - shortage 65,592 units
- Income at or below 80% AMI - surplus 17,353 units

Household Income

The Oklahoma State Comprehensive Housing Affordability Strategy (CHAS) table follows and outlines facts concerning the target market. Income classifications are as follows:

- Extremely Low Income = 30% of Area Median Income
- Very Low Income = 31% - 50% of Area Median Income
- Low Income= 51% - 80% of Area Median Income
- Middle Income= 81% - 100% of Area Median Income

The CHAS data combine ACS microdata with HUD-adjusted Median Family Incomes (HAMFIs) to create estimates of the number of households that would qualify for HUD assistance. The CHAS data also incorporate household characteristics (such as race and ethnicity, age, and family size) and housing unit characteristics (such as number of bedrooms and rent or owner costs). These characteristics are combined into a series of cross-tabulations, each of which has a particular focus. CHAS data is comprised of a series of tables that estimate the affordability of the housing stock and the extent to which affordable units are available to lower income households.

The following tables incorporate specific data for households in three Median Family Income (MFI) brackets: less than 30% MFI, 31% to 50% MFI and 51% to 80% MFI. Each of these three classes is designated as low income. The Comprehensive Housing Affordability Strategy (CHAS) data series provided by HUD was the primary source of data used.

Table-10 Income Distribution Overview

<table>
<thead>
<tr>
<th>Income Distribution Overview</th>
<th>Owner</th>
<th>Renter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>66,095</td>
<td>115,250</td>
<td>181,345</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>90,515</td>
<td>92,995</td>
<td>183,510</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>152,900</td>
<td>105,720</td>
<td>258,620</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>99,210</td>
<td>50,395</td>
<td>149,605</td>
</tr>
</tbody>
</table>
In the table below, the four identified housing problems are: incomplete kitchen facilities; incomplete plumbing facilities; more than 1 person per room; and cost burden greater than 30%.

Table-11 Housing Problems Overview

<table>
<thead>
<tr>
<th>Housing Problems Overview</th>
<th>Owner</th>
<th>Renter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household has at least 1 of 4 Housing Problems</td>
<td>197,590</td>
<td>211,525</td>
<td>409,115</td>
</tr>
<tr>
<td>Household has none of 4 Housing Problems</td>
<td>758,925</td>
<td>261,870</td>
<td>1,020,795</td>
</tr>
<tr>
<td>Cost burden not available - no other problems</td>
<td>8,060</td>
<td>12,150</td>
<td>20,210</td>
</tr>
<tr>
<td>Total</td>
<td>964,575</td>
<td>485,545</td>
<td>1,450,115</td>
</tr>
</tbody>
</table>

In the table below, the four identified severe housing problems are: incomplete kitchen facilities; incomplete plumbing facilities; more than 1 person per room; and cost burden greater than 50%.

Table-12 Severe Housing Problems Overview

<table>
<thead>
<tr>
<th>Severe Housing Problems Overview</th>
<th>Owner</th>
<th>Renter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household has at least 1 of 4 Severe Housing Problems</td>
<td>89,025</td>
<td>121,575</td>
<td>210,600</td>
</tr>
<tr>
<td>Household has none of 4 Severe Housing Problems</td>
<td>867,490</td>
<td>351,820</td>
<td>1,219,310</td>
</tr>
<tr>
<td>Cost burden not available - no other problems</td>
<td>8,060</td>
<td>12,150</td>
<td>20,210</td>
</tr>
<tr>
<td>Total</td>
<td>964,575</td>
<td>485,545</td>
<td>1,450,115</td>
</tr>
</tbody>
</table>

Housing Affordability

In general, housing is considered “affordable” if the tenants pay no more than 30% of their household income toward housing costs. Many of the CHAS tables use this standard approach to affordability and provide estimates of the number of households with cost burden (paying more than 30% of income for housing) or severe cost burden (paying more than 50% of income for housing). In the table below, cost burden is the ratio of housing costs to household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs" which includes mortgage payment; utilities; association fees; insurance; and real estate taxes.

Table-13 Housing Cost Burden Overview

<table>
<thead>
<tr>
<th>Housing Cost Burden Overview</th>
<th>Owner</th>
<th>Renter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Burden &lt;=30%</td>
<td>777,465</td>
<td>279,030</td>
<td>1,056,495</td>
</tr>
<tr>
<td>Cost Burden &gt;30% to &lt;=50%</td>
<td>111,500</td>
<td>95,830</td>
<td>207,330</td>
</tr>
<tr>
<td>Cost Burden &gt;50%</td>
<td>67,345</td>
<td>97,570</td>
<td>164,915</td>
</tr>
<tr>
<td>Cost Burden not available</td>
<td>8,265</td>
<td>13,105</td>
<td>21,370</td>
</tr>
<tr>
<td>Total</td>
<td>964,575</td>
<td>485,545</td>
<td>1,450,115</td>
</tr>
</tbody>
</table>
### Table-14  Income by Housing Problems (Owners and Renters)

<table>
<thead>
<tr>
<th>Income by Housing Problems (Owners and Renters)</th>
<th>Household has at least 1 of 4 Housing Problems</th>
<th>Household has none of 4 Housing Problems</th>
<th>Cost Burden not available - no other housing problems</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>131,535</td>
<td>29,600</td>
<td>20,210</td>
<td>181,345</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>113,775</td>
<td>69,735</td>
<td>0</td>
<td>183,510</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>92,480</td>
<td>166,140</td>
<td>0</td>
<td>258,620</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>28,625</td>
<td>120,975</td>
<td>0</td>
<td>149,605</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>42,700</td>
<td>634,345</td>
<td>0</td>
<td>677,040</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>409,115</strong></td>
<td><strong>1,020,795</strong></td>
<td><strong>20,210</strong></td>
<td><strong>1,450,115</strong></td>
</tr>
</tbody>
</table>

### Table-15  Income by Housing Problems (Renters Only)

<table>
<thead>
<tr>
<th>Income by Housing Problems (Renters Only)</th>
<th>Household has at least 1 of 4 Housing Problems</th>
<th>Household has none of 4 Housing Problems</th>
<th>Cost Burden not available - no other housing problems</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>85,505</td>
<td>17,595</td>
<td>12,150</td>
<td>115,250</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>69,265</td>
<td>23,730</td>
<td>0</td>
<td>92,995</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>41,235</td>
<td>64,485</td>
<td>0</td>
<td>105,720</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>7,780</td>
<td>42,610</td>
<td>0</td>
<td>50,395</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>7,740</td>
<td>113,450</td>
<td>0</td>
<td>121,185</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>211,525</strong></td>
<td><strong>261,870</strong></td>
<td><strong>12,150</strong></td>
<td><strong>485,545</strong></td>
</tr>
</tbody>
</table>

### Table-16  Income by Housing Problems (Owners Only)

<table>
<thead>
<tr>
<th>Income by Housing Problems (Owners Only)</th>
<th>Household has at least 1 of 4 Housing Problems</th>
<th>Household has none of 4 Housing Problems</th>
<th>Cost Burden not available - no other housing problems</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>46,030</td>
<td>12,005</td>
<td>8,060</td>
<td>66,095</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>44,510</td>
<td>46,005</td>
<td>0</td>
<td>90,515</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>51,245</td>
<td>101,655</td>
<td>0</td>
<td>152,900</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>20,845</td>
<td>78,365</td>
<td>0</td>
<td>99,210</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>34,960</td>
<td>520,895</td>
<td>0</td>
<td>555,855</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>197,590</strong></td>
<td><strong>758,925</strong></td>
<td><strong>8,060</strong></td>
<td><strong>964,575</strong></td>
</tr>
</tbody>
</table>
Table-17  Income by Cost Burden (Owners and Renters)

<table>
<thead>
<tr>
<th>Income by Cost Burden (Owners and Renters)</th>
<th>Cost burden &gt; 30%</th>
<th>Cost burden &gt; 50%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>128,085</td>
<td>101,845</td>
<td>181,345</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>108,375</td>
<td>41,335</td>
<td>183,510</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>82,890</td>
<td>14,945</td>
<td>258,620</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>23,500</td>
<td>3,395</td>
<td>149,600</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>29,400</td>
<td>3,405</td>
<td>677,040</td>
</tr>
<tr>
<td>Total</td>
<td>372,250</td>
<td>164,925</td>
<td>1,450,115</td>
</tr>
</tbody>
</table>

Table-18  Income by Cost Burden (Renters Only)

<table>
<thead>
<tr>
<th>Income by Cost Burden (Renters Only)</th>
<th>Cost burden &gt; 30%</th>
<th>Cost burden &gt; 50%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>83,260</td>
<td>69,700</td>
<td>115,250</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>66,125</td>
<td>22,580</td>
<td>92,995</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>35,690</td>
<td>3,995</td>
<td>105,720</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>5,300</td>
<td>835</td>
<td>50,395</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>3,025</td>
<td>460</td>
<td>121,185</td>
</tr>
<tr>
<td>Total</td>
<td>193,400</td>
<td>97,570</td>
<td>485,545</td>
</tr>
</tbody>
</table>

Table-19  Income by Cost Burden (Owners Only)

<table>
<thead>
<tr>
<th>Income by Cost Burden (Owners Only)</th>
<th>Cost burden &gt; 30%</th>
<th>Cost burden &gt; 50%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>44,820</td>
<td>32,140</td>
<td>66,095</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>42,245</td>
<td>18,750</td>
<td>90,515</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>47,195</td>
<td>10,945</td>
<td>152,900</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>18,210</td>
<td>2,565</td>
<td>99,210</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>26,375</td>
<td>2,945</td>
<td>555,855</td>
</tr>
<tr>
<td>Total</td>
<td>178,845</td>
<td>67,345</td>
<td>964,575</td>
</tr>
</tbody>
</table>

Mobility and Self-Care Limitation

The following chart summarizes housing problems for households that are classified as having mobility and self-care limitations. According to HUD, this category includes all households in which one or more persons has a long-lasting condition that substantially limits one or more basic physical activities, such as walking, climbing stairs, reaching, lifting, or carrying and/or a physical, mental, or emotional condition lasting more than six months that creates difficulty with dressing, bathing, or getting around inside the home.
Table-20  Income and Disability Status

<table>
<thead>
<tr>
<th>Income and Disability Status</th>
<th>Household Member - Hearing or Vision Impairment</th>
<th>Household Member - Ambulatory Limitation</th>
<th>Household Member - Cognitive Limitation</th>
<th>Household Member - Self-Care or Independent Living Limitation</th>
<th>Household Member - None of the Above Limitations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>32,940</td>
<td>50,590</td>
<td>35,280</td>
<td>35,950</td>
<td>107,190</td>
<td>261,950</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>36,395</td>
<td>50,320</td>
<td>28,780</td>
<td>35,025</td>
<td>110,765</td>
<td>261,285</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>44,700</td>
<td>53,845</td>
<td>32,960</td>
<td>37,775</td>
<td>172,800</td>
<td>342,080</td>
</tr>
<tr>
<td>Household Income &gt;80% HAMFI</td>
<td>108,040</td>
<td>111,415</td>
<td>63,885</td>
<td>71,900</td>
<td>621,975</td>
<td>977,215</td>
</tr>
<tr>
<td>Total</td>
<td>222,075</td>
<td>266,170</td>
<td>160,905</td>
<td>180,650</td>
<td>1,012,730</td>
<td>1,842,530</td>
</tr>
</tbody>
</table>

Elderly

The following tables summarize housing problems for households that are classified as elderly. According to HUD, “Elderly” households are defined as 1 or 2 member households with either person between 62 and 74 years old. “Extra Elderly” households include 1 or 2 member households with either person 75 years or older.

Table-21  Income: Elderly Occupants (Renters Only)

<table>
<thead>
<tr>
<th>Income: Elderly Occupants (Renters Only)</th>
<th>Household contains at least 1 person age 62 – 74 but no one age 75+</th>
<th>Household contains at least 1 person age 75+</th>
<th>Household contains no one age 62+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>12,820</td>
<td>7,620</td>
<td>97,270</td>
<td>117,710</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>12,400</td>
<td>9,760</td>
<td>71,810</td>
<td>93,970</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>11,305</td>
<td>71,810</td>
<td>78,485</td>
<td>161,600</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>4,840</td>
<td>2,690</td>
<td>43,935</td>
<td>51,465</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>11,045</td>
<td>4,595</td>
<td>107,860</td>
<td>123,500</td>
</tr>
<tr>
<td>Total</td>
<td>52,410</td>
<td>96,475</td>
<td>399,360</td>
<td>548,245</td>
</tr>
</tbody>
</table>
Table-22  Income: Elderly Occupants (Owners Only)

<table>
<thead>
<tr>
<th>Income: Elderly Occupants (Owners only)</th>
<th>Household contains at least 1 person age 62 – 74 but no one age 75+</th>
<th>Household contains at least 1 person age 75+</th>
<th>Household contains no one age 62+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income &lt;= 30% HAMFI</td>
<td>16,985</td>
<td>14,625</td>
<td>36,900</td>
<td>68,510</td>
</tr>
<tr>
<td>Household Income &gt;30% to &lt;=50% HAMFI</td>
<td>27,835</td>
<td>24,665</td>
<td>39,810</td>
<td>92,310</td>
</tr>
<tr>
<td>Household Income &gt;50% to &lt;=80% HAMFI</td>
<td>43,400</td>
<td>31,730</td>
<td>88,835</td>
<td>163,965</td>
</tr>
<tr>
<td>Household Income &gt;80% to &lt;=100% HAMFI</td>
<td>26,960</td>
<td>14,925</td>
<td>56,270</td>
<td>98,155</td>
</tr>
<tr>
<td>Household Income &gt;100% HAMFI</td>
<td>134,215</td>
<td>44,650</td>
<td>370,370</td>
<td>549,235</td>
</tr>
<tr>
<td>Total</td>
<td>249,395</td>
<td>130,595</td>
<td>592,185</td>
<td>972,175</td>
</tr>
</tbody>
</table>

Racial Disparities
An analysis of CHAS tables for the Oklahoma State Program (HOME) for five different minority races/ethnicities shows disproportionately greater need for persons in certain categories. The following table summarizes the CHAS data, for owners and renters, for all household sizes.

A note regarding racial composition data for housing: According to HUD’s 3-5 Year Strategic Plan Guidance, under Housing Needs (91.205) item number ‘2’ states “to the extent that any racial or ethnic group has a disproportionately greater need for any income category in comparison to the needs of that category as a whole, the jurisdiction must complete an assessment of that specific need. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.”

The data used to compile the table was the most recent CHAS data available for the State of Oklahoma, so there is confidence that it is both current and accurate. The information used was provided from several different CHAS tables and, rather than providing many confusing charts with only pieces of applicable information, an attempt was made to build a table in a similar format where all of the information could be displayed together in one place. The CHAS gave data for five specific racial/ethnic groups. They were Black non-Hispanic, Hispanic, Native American non-Hispanic, Asian non-Hispanic, and Pacific Islander non-Hispanic. The applicable information from each of these tables was gathered and presented together in the Table 1 format and then the “ten percent” analysis was run on it. The HUD guidance instructs to point out those whose housing problems were ten percent greater than the category as a whole (10% test), which for this purpose would be the State of Oklahoma as a whole. Therefore, the narrative accompanying this table only pointed out those that qualified under this criterion and showed the percentage amount of the difference. For example, it was stated that Hispanic renters with incomes greater than 50% but less than 80% MFI have 11.9% greater housing problems than the populace as a whole. This can be seen on the chart when you find that under the Renter Households table the Hispanic 50 to 80% with any housing problems row (under line item #4) shows this category at 37.9% whereas the same line item under the “All Households” column, (the State as a whole) is at 26.0%. The 11.9% difference (37.9% minus 26.0%) is what was stated in the narrative.
### Table-23  Minority Renter & Owner Households

#### Renter Households

<table>
<thead>
<tr>
<th></th>
<th>All Households</th>
<th>Black, Non-Hispanic</th>
<th>Hispanic</th>
<th>Native-American</th>
<th>Asian</th>
<th>Pacific Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Household Income &lt;=50% MFI</td>
<td>87,914</td>
<td>7,434</td>
<td>3,571</td>
<td>9,073</td>
<td>1,119</td>
<td>34</td>
</tr>
<tr>
<td>2. Household Income &lt;=30% MFI</td>
<td>46,957</td>
<td>4,391</td>
<td>1,853</td>
<td>5,140</td>
<td>766</td>
<td>16</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>66.9%</td>
<td>68.6%</td>
<td>68.9%</td>
<td>68.2%</td>
<td>57.6%</td>
<td>75.0%</td>
</tr>
<tr>
<td>3. Household Income &gt;30 to &lt;=50% MFI</td>
<td>40,957</td>
<td>3,043</td>
<td>1,718</td>
<td>3,933</td>
<td>353</td>
<td>418</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>57.7%</td>
<td>64.9%</td>
<td>60.6%</td>
<td>52.0%</td>
<td>67.1%</td>
<td>77.8%</td>
</tr>
<tr>
<td>4. Household Income &gt;50 to &lt;=80% MFI</td>
<td>46,032</td>
<td>2,905</td>
<td>2,382</td>
<td>4,524</td>
<td>382</td>
<td>47</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>26.0%</td>
<td>31.6%</td>
<td>23.9%</td>
<td>23.9%</td>
<td>36.6%</td>
<td>61.7%</td>
</tr>
<tr>
<td>5. Household Income &gt;80% MFI</td>
<td>75,740</td>
<td>3,802</td>
<td>3,223</td>
<td>6,883</td>
<td>762</td>
<td>20</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>8.6%</td>
<td>8.5%</td>
<td>23.7%</td>
<td>11.2%</td>
<td>19.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>6. Total Households</td>
<td>209,686</td>
<td>14,141</td>
<td>9,176</td>
<td>20,480</td>
<td>2,263</td>
<td>101</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>35.1%</td>
<td>44.1%</td>
<td>43.4%</td>
<td>36.2%</td>
<td>42.6%</td>
<td>54.5%</td>
</tr>
</tbody>
</table>

#### Owner Households

<table>
<thead>
<tr>
<th></th>
<th>All Households</th>
<th>Black, Non-Hispanic</th>
<th>Hispanic</th>
<th>Native-American</th>
<th>Asian</th>
<th>Pacific Islander</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Household Income &lt;=50% MFI</td>
<td>106,244</td>
<td>4,138</td>
<td>2,662</td>
<td>10,081</td>
<td>227</td>
<td>24</td>
</tr>
<tr>
<td>2. Household Income &lt;=30% MFI</td>
<td>47,605</td>
<td>2,205</td>
<td>1,213</td>
<td>4,887</td>
<td>113</td>
<td>8</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>65.5%</td>
<td>69.5%</td>
<td>74.4%</td>
<td>64.8%</td>
<td>69.9%</td>
<td>100.0%</td>
</tr>
<tr>
<td>3. Household Income &gt;30 to &lt;=50% MFI</td>
<td>58,639</td>
<td>1,933</td>
<td>1,449</td>
<td>5,194</td>
<td>114</td>
<td>16</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>43.9%</td>
<td>48.1%</td>
<td>58.5%</td>
<td>43.1%</td>
<td>56.1%</td>
<td>75.0%</td>
</tr>
<tr>
<td>4. Household Income &gt;50 to &lt;=80% MFI</td>
<td>94,307</td>
<td>2,791</td>
<td>2,396</td>
<td>7,509</td>
<td>220</td>
<td>16</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>29.6%</td>
<td>32.4%</td>
<td>42.9%</td>
<td>29.4%</td>
<td>60.9%</td>
<td>50.0%</td>
</tr>
<tr>
<td>5. Household Income &gt;80% MFI</td>
<td>355,335</td>
<td>7,563</td>
<td>5,962</td>
<td>23,149</td>
<td>1,263</td>
<td>88</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>8.5%</td>
<td>11.3%</td>
<td>19.8%</td>
<td>11.1%</td>
<td>19.4%</td>
<td>25.0%</td>
</tr>
<tr>
<td>6. Total Households</td>
<td>555,866</td>
<td>14,492</td>
<td>11,020</td>
<td>40,739</td>
<td>1,710</td>
<td>128</td>
</tr>
<tr>
<td>% with any housing problems</td>
<td>20.7%</td>
<td>29.1%</td>
<td>35.9%</td>
<td>25.0%</td>
<td>30.5%</td>
<td>39.1%</td>
</tr>
</tbody>
</table>

MFI = Median Family Income

**Renters with Incomes <=30% MFI:**
There is no significantly greater need among minority races/ethnicities in this income group among renters.

**Renters with Incomes >30 to <=50% MFI:**
In this income category, Pacific Islander households have 20.1% greater housing problems than the populace as a whole.

**Renters with Incomes >50 to <=80% MFI:**
In this income category, Hispanic households have 11.9% greater housing problems than the populace as a whole. Asian households have 10.6% greater problems, and Pacific Islander households have 35.7% greater problems.

**Total Renter Households:**
Among all income categories Pacific Islander households have 19.4% greater housing problems than the populace as a whole.

**Owners with Incomes <=30% MFI:**
In this income category, Pacific Islander households have 34.5% greater housing problems than the populace as a whole.

**Owners with Incomes >30 to <=50% MFI:**
In this income category, Hispanic households have 14.6% greater housing problems than the populace as a whole. Asian households have 12.2% greater housing problems, and Pacific Islander households have 31.1% greater problems.

**Owners with Incomes >50 to <=80% MFI:**
In this income category, Hispanic households have 13.3% greater housing problems than the populace as a whole. Asian households have 31.3% greater housing problems, and Pacific Islander households have 20.4% greater problems.

**Total Owner Households**
Among all income categories Hispanic households have 15.2% greater housing problems than the populace as a whole. Pacific Islander households have 18.4% greater problems.

**VII. Disparities in Access to Community Assets – Fair Housing**

Having access to good schools, safe streets, quality jobs, effective public transportation, recreation and other social services helps facilitate a good quality of life and improved life outcomes. Unfortunately, research has shown that racial and ethnic minorities, individuals with disabilities, and other protected classes often have less ability to access these vital amenities.

As stated earlier, this Analysis of Impediments to Fair Housing Choice (AI) is comprised in part of a Statewide Affordable Housing Market Study commissioned by the Oklahoma Department of Commerce (ODOC) in partnership with the Oklahoma Housing Finance Agency (OHFA). It was funded by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant – Disaster Recovery program (CDBG-DR). This study was conducted by a public/private partnership between Integra Realty Resources – Tulsa/OKC, the University of Oklahoma College of Architecture, Division of Regional and City Planning, and DeBruler Inc. IRR-Tulsa/OKC.

The data for this report was compiled from a variety of sources including the United States Census, the University of Oklahoma Center for Spatial Analysis, and primary data collected as part of ongoing research efforts at the University of Oklahoma. The complete report can be accessed on the Oklahoma Housing Finance Agency website located at: [http://www.ohfa.org](http://www.ohfa.org) or at [http://oklahomahousingneeds.org](http://oklahomahousingneeds.org). The following narratives are directly taken or summarized from this report.

The findings from the report are intended to aid the Oklahoma Housing Finance Agency (OHFA) determine the location of new affordable housing in relation to vulnerable populations and explore ways to expand the opportunities available to help communities of existing affordable housing achieve self-sufficiency.

**Key Findings:**

- 70% of affordable housing units are located in census tracts marked by poverty.
- 62% of affordable housing is located in census tracts where a majority of the residents are not white.
- 13% of affordable housing units have no access to transit services and 56% have access to limited service to on-demand transit.
- 7.8% of affordable housing units are located in food deserts.
- 2.6% of affordable housing units have limited access to a hospital.

**Recommendations:**

The report emphasized that continued efforts to improve the quality of life for affordable housing residents and reduce discrimination associated with affordable housing will likely need to include strategies that integrate new affordable housing as well as support existing communities of affordable housing. Furthermore, the report states that this will likely include public policies and funding designed to integrate low-income and workforce housing into a more diverse set of communities. Additionally, those living in existing affordable housing communities need increased opportunities to stay in place, become self-sufficient, and participate in determining the future of their neighborhood. OHFA may consider partnering with other state, non-profit, and for-profit agencies to explore strategies for helping communities thrive economically, socially, and environmentally.

In Oklahoma, a combination of federal and state programs work to support the opportunities provided to individuals and families in an apartment or home. Publicly available data is used for units that are part of the Low Income Housing Tax Credit (LIHTC) Program, the Rural Rental Housing Loans, or OHFA administered programs such as Oklahoma Affordable Housing Tax Credit (AHTC), the HOME investment partnership program, the Section 8 Housing Choice Voucher Program, and multi-family bonds. Collectively, these programs represent state efforts to assist individuals who are unable to afford housing.

**Findings Overview:**

1. **Urban/Rural:** A majority of the affordable housing in Oklahoma is situated in rural communities. Urban communities including Edmond, Lawton, Norman, Oklahoma City, and Tulsa are home to just over 1/3 of the affordable housing units in the state.

2. **Poverty:** Approximately 70% of affordable housing units in Oklahoma are located in census tracts where the number of residents living in poverty is above the state average. About half of these units are located in areas of extreme poverty.

3. **Non-White Enclaves:** Just over 60% of affordable housing units in Oklahoma are located in census tracts where a majority of the residents are non-white. With just fewer than 24% of the total affordable housing units in census tracts heavily populated with residents who are not white.

4. **Immigrant Enclaves:** One-third of affordable housing units in Oklahoma are located in census tracts where more than the average number of residents are immigrants. About half of these units are located in areas dense with immigrants.
5. Limited English Proficiency: Almost 17,000 existing affordable housing units in Oklahoma are located in census tracts where more residents than average do not speak English very well. A little more than half of these units are located in areas dense with individuals with limited English proficiency.

6. Disability: Almost 60% of existing affordable housing units in Oklahoma are located in census tracts where more residents than average have a disability. A little more than half of these units are located in areas dense with individuals with a disability.
7. Hospital Access: There are no affordable housing units more than 30 miles from a hospital. Approximately 2.6% of affordable housing units are farther than 15 miles from the nearest hospital. As indicated by the larger percentage of Rural Rental Housing Loan units, most of these are located in rural areas.

8. Grocery Store Access: Approximately 7.8% of affordable housing units are in areas that are classified as food deserts. According to the United States Department of Agriculture, food deserts exist in urban environments further than 1 mile from a grocery store and in rural environments further than 10 miles from a grocery store.
9. Transit Access: A little over 69% of affordable housing in Oklahoma is located in a census tract with limited or no access to transit services. This includes 8,367 affordable housing units in areas that lack public transit services all together as well as 36,363 units that are situated in areas that have on-demand transportation services that often have limited operation times and may only serve elderly and disabled populations or those going to a medical appointment.

VIII. Demographic and Housing Data Conclusions:

In rural areas of Oklahoma, especially as distances from Metropolitan Statistical Areas become more distant, the various combinations of population, income, poverty, education, employment, and housing appear to impact each other to a greater degree.

While fair housing issues continue to be brought to the attention of local jurisdictions by state and federal government agencies, the availability of affordable housing stocks still remains the primary concern of local officials. However, affordable housing and fair housing choice do have a direct relationship with one another.
Community Action Agencies (CAAs) and Community Housing Development Organizations (CHDOs) have been identified as the principal non-profit organizations delivering low-income housing through a network of providers that covers all seventy-seven (77) of Oklahoma's counties through such programs as the Home Investment Partnerships Program (HOME).

Based on relevant data: (1) Housing needs, both new construction and rehabilitation of existing units, are high but cost prohibitive; (2) The income levels of a majority of residents in towns of less than 5,000 cannot support new housing starts or upward mobility from renter to home-owner; (3) Economic development opportunities are directly impacted by limited housing; (4) In small, rural communities, household income levels play an integral role as either an advantage or an obstacle to housing options.

Oklahoma faces an affordable housing supply problem. Having a range of affordable housing options for all segments of the population should be a primary concern for all Oklahoma communities.

Regardless of future economic conditions in Oklahoma, the need for affordable housing will not disappear. Housing costs continue to rise, and affordable housing vacancy rates are low. Finding solutions to this housing challenge requires collaboration among a great many stakeholders.

**IX. State Impediments to Fair Housing Choice Survey**

In an attempt to go beyond what conclusions might be drawn from the demographic, economic and housing data available, the Oklahoma Housing Finance Agency (OHFA) and the Oklahoma Department of Commerce (ODOC) conducted a survey of their stakeholders in April of 2018. Links to the electronic survey were directly sent to 285 housing related entities as well as linked via the OHFA website and Facebook.

The survey asked respondents to give specific examples of impediments to fair housing choice, and to choose the most important and challenging impediments from a comprehensive list. The specific examples given closely matched the greatest obstacles identified from the comprehensive list. Eighty-five (85) stakeholders responded to the survey.

The respondents could choose multiple impediments to fair housing choice from the comprehensive list, but were asked to try to focus on the main impediments. The most frequently cited impediments are listed below. It should be noted that the percentages do not total to 100%, since respondents could select multiple answers:

1. A lack of affordable housing for rent 68.2%
2. Financial cost burden of low incomes or high rents 61.5%
3. Unemployment or underemployment 56.8%
4. A lack of accessible housing (for the disabled) 44.6%
5. A lack of affordable housing in general 39.2%
6. Racial bias, prejudice or stereotyping 25.7%

(All other possible impediments were chosen by less than 25% of respondents)
The survey reinforces the conclusions that have been drawn from the available demographic, economic and housing data. It is clear that the availability of affordable housing and the ability of low-income individuals to pay the rents and utilities of even the most affordable units both have a direct and profound impact on most individuals and households that fall within the protected classes under the Fair Housing Act. Minorities, families with children (including single-parent families), and persons with disabilities are overrepresented in low-income data and are most in need of affordable housing. As a result, all barriers to affordable housing can in turn be understood to be impediments to fair housing choice.

A question and response breakdown of the impediments survey is included below. Each question is presented and summary results are presented followed by a narrative comment regarding the results. It should be noted as mentioned earlier, the survey counts may not total 100% in all instances due to some respondents skipping certain questions or providing multiple answers which is the case in survey question number four (4).

**Survey Question #1: Name, Organization, and Contact Information.**

The survey reached a wide variety of people and organizations. Responses were received by:

- Community Action Agencies
- Housing Authorities
- Housing Service Consultants
- Multiple Towns and Cities
- Mental Health Centers
- Aging Service Providers
- Faith Based Organizations
- Youth Services
- Family Crisis Centers
- Housing Management Organizations
- Housing Developers
- Misc. Non-Profits
- Realtors
- Private Citizens

**Survey Question #2: Do you believe that significant impediments or barriers to Fair Housing choice exist in the State of Oklahoma?**

<table>
<thead>
<tr>
<th>Response</th>
<th>Response %</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>58.23%</td>
<td>46</td>
</tr>
<tr>
<td>No</td>
<td>41.77%</td>
<td>33</td>
</tr>
</tbody>
</table>

The survey response here clearly shows the top response was “YES” to the question among respondents. The 58.23% “YES” response is significant. However, the difference between the two responses is only 16.46%.

**Survey Question #3: Please list any impediments or barriers that you are aware of.**

This was an open ended survey question intended to gain insight into any additional impediments that the State was not currently aware of. The answers to this question varied greatly among respondents,
however; a majority of the responses reinforced housing and economic related issues (affordable housing, financial cost burden, unemployment, etc.) as the leading impediments or barriers to Fair Housing.

**Survey Question #4: What do you believe to be the main cause or causes of impediments to Fair Housing choice? Select all that apply, but please focus on the main causes:**

<table>
<thead>
<tr>
<th>Impediment</th>
<th>Response %</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of affordable housing for rent</td>
<td>64.00%</td>
<td>48</td>
</tr>
<tr>
<td>Financial cost burden due to low incomes and/or high rents</td>
<td>61.33%</td>
<td>46</td>
</tr>
<tr>
<td>Lack of accessible housing</td>
<td>48.00%</td>
<td>36</td>
</tr>
<tr>
<td>Lack of affordable housing for sale</td>
<td>48.00%</td>
<td>36</td>
</tr>
<tr>
<td>Unemployment or underemployment</td>
<td>29.33%</td>
<td>22</td>
</tr>
<tr>
<td>Lack of information regarding Fair Housing laws and protections</td>
<td>28.00%</td>
<td>21</td>
</tr>
<tr>
<td>Language or cultural issues</td>
<td>26.67%</td>
<td>20</td>
</tr>
<tr>
<td>Racial bias, prejudice or stereotyping</td>
<td>26.67%</td>
<td>20</td>
</tr>
<tr>
<td>Bias against individuals with disabilities</td>
<td>22.67%</td>
<td>17</td>
</tr>
<tr>
<td>Lack of job training opportunities</td>
<td>17.33%</td>
<td>13</td>
</tr>
<tr>
<td>Lending practices</td>
<td>17.33%</td>
<td>13</td>
</tr>
<tr>
<td>Insufficient data collection</td>
<td>14.67%</td>
<td>11</td>
</tr>
<tr>
<td>Actions of Homeowners Associations</td>
<td>13.33%</td>
<td>10</td>
</tr>
<tr>
<td>Age Discrimination</td>
<td>12.00%</td>
<td>9</td>
</tr>
<tr>
<td>Gender bias</td>
<td>5.33%</td>
<td>4</td>
</tr>
<tr>
<td>Local regulations</td>
<td>5.33%</td>
<td>4</td>
</tr>
<tr>
<td>Foreclosure practices</td>
<td>2.67%</td>
<td>2</td>
</tr>
</tbody>
</table>

This question served as the most insightful among all other survey questions in terms of overall impediment identification. The respondents could choose multiple impediments to fair housing choice from the comprehensive list, but were asked to try to focus on the main impediments. The most frequently cited impediments are listed below. Please note that the percentages do not total to 100% since respondents could select multiple answers:

1. Lack of affordable housing for rent 64.00%
2. Financial cost burden due to low incomes and/or high rents 61.33%
3. Lack of accessible housing 48.00%
4. Lack of affordable housing for sale 48.00%
5. Unemployment or underemployment 29.33%
6. Lack of information regarding Fair Housing laws and protections 28.00%
7. Language or cultural issues 26.67%
8. Racial bias, prejudice or stereotyping 26.67%

(All other listed impediments received less than a 25% response rate)

Survey Question #5: Are you personally aware of any situation that appeared to restrict the free and equal access to housing in Oklahoma?

<table>
<thead>
<tr>
<th>Response</th>
<th>Response %</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>29.17%</td>
<td>21</td>
</tr>
<tr>
<td>No</td>
<td>70.83%</td>
<td>51</td>
</tr>
</tbody>
</table>

Survey Question #6: (If yes), Please briefly describe the situation.

Again, as with question #3, this was an open ended question intended to gain insight into any additional impediments that the State was not currently aware of. The answers to this question, as with question #3, varied greatly among respondents. However, a majority of the responses reinforced economic related issues (affordable housing, unemployment, etc.) as the leading impediments or barriers to Fair Housing.

Survey Question #7: Are you aware of where to go to get assistance with Fair Housing questions and/or concerns?

<table>
<thead>
<tr>
<th>Response</th>
<th>Response %</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>77.27%</td>
<td>17</td>
</tr>
<tr>
<td>No</td>
<td>22.73%</td>
<td>5</td>
</tr>
</tbody>
</table>

The percentage or strength of the positive “YES” response to this question would indicate that clearly most respondents know how to get Fair Housing assistance. However, given the 77.27% response, it can be concluded that there is a need for continuing education efforts in regard to Fair Housing.

Survey Question #8: Please share the names of any organizations you are aware of that assist with Fair Housing issues.

This open ended survey question provided some good feedback on avenues of Fair Housing assistance used. Not surprisingly, HUD was the most common response. Metro Fair Housing and Housing Agencies rounded out most of the remainder of the list of responses. While most did not have actual fair housing enforcement capacity, they were reliable sources that could further direct complaints to either HUD or other legal resources.

Survey Question #9: Please share any additional information that you believe would help OHFA and ODOC understand the impediments and/or barriers to Fair Housing in the State of Oklahoma.

This open ended survey question provided feedback regarding several Fair Housing related incidents or situations. Results varied greatly. Again, the results under question number four (4) were further reinforced by the respondents’ answers.
X. Impediments to Fair Housing Choice (State Jurisdictional Review)

The Housing Priorities and Strategies component in the State's Consolidated Plan identifies the need to minimize barriers to affordable housing from the state perspective. Before there is further discussion regarding the impediments of fair housing choice, one must first understand that the availability of and the ability to obtain affordable housing has a direct impact on those classified as ‘protected classes’ under the Fair Housing Act. Demographic, employment, and income data show that minorities, families with children (including single parent families), and persons with disabilities are proportionally overrepresented in low-income data and constitute those who are most often in need of affordable housing. It is this connection that one should understand that many barriers to affordable housing can in turn be understood to be an impediment to fair housing choice.

Conclusions drawn from the survey, demographic, economic, and housing related information reveal that these areas share some common themes which also qualify as impediments to fair housing. A discussion of these impediments (deterrents) follows. Each discussion concludes with an action plan outlining what steps the State of Oklahoma will take to try to diminish or eliminate these impediments.

A. Impediment – Lack of Affordable of Housing for Rent

Although the economy has mostly recovered from the recession that began in 2008, lending standards remain fairly strict, making it more difficult to obtain home loans. In addition, while the unemployment level is historically low, incomes haven’t risen enough to keep pace with rising housing costs. These conditions have driven more families into rental housing, especially low income families. In addition, younger families, especially those of the Millennial Generation, seem less inclined to view homeownership as a way to build wealth and stability, leading them to stay as renter households longer. Thus they are occupying units that would otherwise be available for rent to low income families.

The primary funding source for affordable rental housing over the last several decades has been the federal Affordable Housing Tax Credit Program, formerly known as the Low Income Housing Tax Credit Program. While this program has helped ease the severe shortage of affordable rental housing to some degree, the available funding has been far less than what has been needed to meet the increasing demand for such housing. For years now OHFA has received three to five times the number of applications than it has had the available credits to fund.

✔ Action - (Lack of Affordable of Housing for Rent)

The bipartisan federal funding bill for Fiscal Year 2018 will provide additional funding for two of the programs that help produce affordable rental housing, the Affordable Housing Tax Credit Program and the HOME Investment Partnerships Program (HOME Program). The Affordable Housing Tax Credit Program will receive a 12.5% increase for the next five years. The HOME Investment Partnerships Program will see a 43% increase for 2018. For Program Year 2017 OHFA received approximately $5.7 million. For Program Year 2018 OHFA anticipates receiving approximately $8 million.

OHFA will continue to use as much as possible of the HOME Program funds for rental housing projects. This emphasis has been in place since the HOME Program funding was reduced a number of years ago. OHFA strongly encourages the production of rental housing through the HOME Program, including pairing the funds with Affordable Housing Tax Credits to produce more units. OHFA also permits eligible nonprofit organizations to use HOME funds for Tenant Based
Rental Assistance. The current Final Rule for the HOME Program places a strong emphasis on rental housing.

OHFA will also make every effort to encourage builders and developers to use Oklahoma Housing Trust Fund (OHTF) monies as part of their development funding for rental properties. The OHTF provides very low interest construction financing for both rental and homeownership projects, especially in the rural areas of the State. OHFA has made recent changes to the OHTF Program to allow for larger loans that allow eligible developers to build bigger, more cost-effective properties. All of the changes to the OHTF have been made to encourage more rental housing production. Once again, the amount of these funds is extremely limited, and the State legislature is no longer providing ongoing funding for the program. OHFA has only the existing funds, less than $5 million, to assist these projects.

B. Impediment – Financial Cost Burden of Low incomes or High Rents

This impediment is another one that was heavily emphasized in both surveys. Financial cost burden has been identified in prior analyses as a major impediment to fair housing choice. Incomes have not been rising at the same rate as rents, causing rental housing to be less affordable every year.

Financial cost burden can pose a substantial impediment to the protected classes. Affordable units are generally defined as housing available to households at a cost that is no more than 30% of the total household income. Paying more than 30% of monthly income, sometimes substantially more, for rent/mortgage payments and utilities severely handicaps the members of the protected classes, who predominantly tend to have only lower income opportunities.

Local property tax has been identified as increasing the cost of housing for many Oklahomans across the state. Local governments are placing an increasing portion of the total tax burden on property taxes. This tax shift is occurring because the property tax is the only tax most local governments and school districts have flexibility to modify. High property taxes affect the cost of housing for both renters and homeowners.

Rental assistance and utility assistance payments represent the only viable way to alleviate the situation. However, all of the public housing authorities (PHAs) in the State of Oklahoma are oversubscribed in the area of rental and utility assistance. Most if not all of the PHAs have very long waiting lists for this assistance, and have closed their waiting lists due to the length of time it would take any new applicant to receive assistance. In light of the current political and economic climate, it is not anticipated that there will be any increase in the Section 8 Housing Choice Voucher Program, or any of the other federal and/or State sources of rental and utility assistance.

Action – (Financial Cost Burden of Low incomes or High Rents)

OHFA has very limited resources available to use to relieve the high cost of rent. OHFA will make available HOME Program funding for Tenant Based Rental Assistance, which can be used by eligible nonprofit organizations to provide help with rent and utilities. For the National Housing Trust Fund Program (HTF), OHFA gives priority to developments that have some form of rental assistance for the tenants. Funding for the Housing Opportunities for Persons With Aids Program (HOPWA) has been increased by about 15% over the last few years, providing rental assistance to this limited population. The Veterans Affairs Supportive Housing Program (VASH) has recently provided additional rental assistance for low-income military veterans and their families.

C. Impediment - General Lack of Affordable Housing
This impediment is closely tied to Impediment ‘A’, a lack of affordable rental housing. It is evident from the survey responses and from the demographic, economic and housing data that all types of affordable housing are in short supply. Although rental housing appears to be the greatest need, affordable housing units for homeownership are also greatly needed.

Construction costs are rising, forcing the cost of homes for sale to increase. The average cost of homes for sale has risen at a greater rate than incomes have increased. To make matters worse, stricter lending practices still in place since the last recession have made it much more difficult for households with small down-payments and less than stellar credit to be approved for the purchase of a home. The protected classes are disproportionately represented in the lower income strata, and are more likely to face great difficulties in becoming homeowners due to the conditions mentioned.

✓ Action – (General Lack of Affordable Housing)

Due to the limited amount of HOME Program funds available, and the changes that will be proposed to the HOME Program set-asides in order to address other impediments to fair housing choice, it will not be possible to use HOME funds to address the lack of affordable housing for homeownership. As previously mentioned, OHFA will propose using HOME funds to help alleviate the shortage of other forms of affordable housing, such as housing units for rent.

To address the shortage of affordable housing for homeownership, OHFA will make every effort to educate the public regarding its Single Family Homeownership Program (SFHP). OHFA Homebuyer Down-payment Assistance is a program offered through the SFHP Program. OHFA Homebuyer Down-payment Assistance offers 30 year, fixed rate, low-interest home loans with 3.5% or 5.00% down payment assistance to homebuyers, Statewide. These products are available for eligible homebuyers to purchase any new or existing home: Gold (most homebuyers), OHFA Shield (Police Officers & Fire Fighters) and OHFA 4Teachers (Educators). To qualify for OHFA Homebuyers Down-payment Assistance, households need only contact a participating lender. Homebuyers must meet income, purchase price and credit score guidelines. The maximum purchase price is $276,100 and a minimum credit score of 640.

OHFA will also make every effort to encourage builders and developers to make use of the previously mentioned Oklahoma Housing Trust Fund. The OHTF provides low-interest construction loan financing for both affordable housing for sale and affordable housing for rent. The HTF is an especially good source of funding for affordable housing for sale, since it can finance 100% of the construction costs of homes for sale.

D. Impediment – Lack of Accessible Housing for the Disabled

Affordable, accessible housing is not readily available for many people with developmental disabilities. People who need accessible housing often have trouble finding it or obtaining the funds to modify existing housing. The lack of affordable housing in general only makes this situation worse. Many Oklahomans with developmental disabilities have Supplemental Security Income (SSI) as their only source of income. SSI payments are inadequate to pay market rents, and there are long waiting lists for housing subsidies. Many individuals with developmental disabilities require some support services to enable them to live independently. For a number of reasons, it is frequently difficult to fund appropriate levels of flexible services to provide this support.

Oklahomans with developmental disabilities who need accessible housing have a difficult time finding appropriate units. Many developers, including developers of public housing, are only willing to develop accessible units if there is specific demand at the time the units are built. Furthermore, landlords often are
not willing to leave accessible units open for those who need them, and will rent those units to people who do not need accessible housing. These actions contribute to a shortage of accessible housing.

Even low-income housing is frequently too expensive for people with developmental disabilities who live on SSI. Section 8 Housing vouchers have provided the primary subsidy for very low-income individuals living in community housing. Unfortunately, decreasing support for low income housing programs at the local, state, and federal level have made the problem of finding affordable housing for people with developmental disabilities even worse.

- **Action - (Lack of Accessible Housing for the Disabled)**

Developers of AHTC properties are not required to provide any accessible units, as the AHTC Program does not mandate compliance with Section 504 of the Rehabilitation Act, which requires a certain minimum number of accessible units. However, the AHTC Application awards points to developers who provide accessible units to persons with mental or physical disabilities. These points are often necessary in order to receive AHTC funding. OHFA has added this point category in order to address the lack of accessible housing for the disabled. This means that many new rental developments that will place in service over the next several years will have accessible units for disabled individuals or households.

The availability of units is only part of the problem, however. Disabled households must be able to pay the cost of rent and utilities for those units. As previously mentioned, OHFA makes available part of its HOME Program allocation for TBRA. OHFA will look at requiring any TBRA activity to give preference to disabled individuals and households, similar to the preference given to such individuals and households by the Section 8 Housing Choice Voucher Program currently administered by OHFA.

**E. Impediment - Unemployment or Underemployment**

This impediment ties directly to Impediment ‘B’ listed above. Unemployment and underemployment contribute to the financial cost burden of rent, mortgage payments and/or utilities facing individuals or households in the protected classes. If the able-bodied adult members of these households are unable to find employment at a salary equivalent to their skills and abilities, or are unable to find employment of any kind, the problem of financial cost burden becomes much worse. Larger amounts of assistance are required to help these families.

All of the public housing authorities (PHAs) in the State of Oklahoma are oversubscribed in the area of rental and utility assistance. Most if not all of the PHAs have very long waiting lists for this assistance, and have closed their waiting lists due to the length of time it would take any new applicant to receive assistance. In light of the current economic slump and the political situation at the federal level, it is not anticipated that there will be any increase in the Section 8 Housing Choice Voucher Program, or any of the other federal and/or State sources of rental and utility assistance.

- **Action – (Unemployment or Underemployment)**

OHFA makes part of its HOME Program allocation available for Tenant Based Rental Assistance as previously stated. The HOPWA Program provides most of its funding for short-term rent and utility assistance. Unless the Section 8 Housing Choice Voucher Program receives additional funding, the State does not have any other funding sources available for rent and utility assistance. For the National Housing Trust Fund, the State incentivizes the provision of local sources of rent
and utility assistance by giving preference to those applicants who find and provide such sources of rent and utility assistance to their tenants.

F. Impediment - Racial bias, Prejudice or Stereotyping

Racial bias, prejudice or stereotyping impediments can be most difficult to address and can originate by various means. The lack of knowledge or education regarding fair housing laws and protections can sometimes serve as an impediment source for protected class members. This can include both those persons offering housing and persons seeking housing. Typically, a landlord’s only sources of information regarding fair housing issues are general media reports, or possibly occasional housing presentations. Although many housing groups provide education to their members, not all of the landlords belong to these groups. This is holds especially holds true in the rural areas served by the State. Additionally, a vast majority of fair housing claims emanate from the two largest cities, thus indicating that residents in more remote communities (1) are less familiar with fair housing laws and complaint procedures; (2) are unwilling to travel the distances required to pursue action; and (3) perceive that the laws apply only to the metropolitan areas.

There have been many changes to fair housing law since 1968 and the information that many have been using may simply be out of date. The problem of outdated information affects not only private parties, but also has impacted some local government agencies charged with enforcing fair housing laws. Outdated information may result persons seeking housing to become victims of misinformation or result in a lack of information about their housing rights. It is difficult to combat housing discrimination if people who are discriminated against are not aware that the practice is illegal.

Action – (Racial bias, Prejudice or Stereotyping)

 ✓ **Action:** As stated before, while unlawful, prejudice and stereotyping can be the most pervasive and are difficult to correct. Bigotry is not hereditary but a learned behavior stemming from early childhood or through negative life experiences. Educational awareness as mentioned previously is the best available tool but it ultimately remains up to the individual to act upon the new behavior. The State will continue to train funding recipients to recognize housing discrimination or direct clients who encounter housing problems and then to refer them to agencies that can help them remedy the issue or file a complaint with HUD or the OHRC.

 ✓ **Action:** Community Action Agencies and/or other community-based non-profit organizations are encouraged to remain proactive in regard to fair housing. These agencies are more readily accessible at the local level and are key players in rural housing advocacy. These local resources are encouraged to develop media campaigns which recognize the most opportune methods of reaching rural citizens, such as weekly or bi-weekly newspapers, county extension programs, or posters at the county fairgrounds, for example. Such public relations efforts might emphasize the concept that fair housing is indeed an issue on a statewide basis and not just limited to the most highly populated areas.

 ✓ **Action:** The State is now using online survey technology as part of its overall public outreach strategy. This allows for a more direct method to reach rural Oklahoma in order to identify existing impediments. The initial results of using online survey methodology have been very promising. This online survey method provides many benefits over older postal mailing methods. First, emailing surveys or links to online survey questionnaires is very cost effective in an era of diminishing federal funding. Second, it is anticipated that the ease of use and accessibility to the survey will generate more responses than through previous postal mailing formats. The State sees this as a continually evolving process. As technology changes, survey delivery will adapt and change accordingly.
Additionally, the questions themselves will change and be refined based on previous survey responses. Simply put, there is a continuous learning curve built in which will allow improved targeting and provide for getting the most accurate fair housing related data possible.

✓ **Action:** Programs which are administered by ODOC all require that grantees certify their compliance with fair housing laws, regulations, and standards. Implementation manuals which accompany the programs include the following requirements in regard to fair housing provisions for state-funded jurisdictions. By contractual requirement; contractors shall administer the program to affirmatively further fair housing in compliance with Public Law 88-352, Public Law 90-284, and 24 CFR Part 570.601 and 570.904(c). Fair housing requirements apply to all communities irrespective of size, with or without minority residents. For each fiscal year the contractor has received a contract from ODOC, the contractor must provide documentation of the steps taken to affirmatively further fair housing.

The following excerpt below is incorporated into the CDBG monitoring checklists. It verifies that grantees have met the following conditions in regards to fair housing.

- a. Does Grant Recipient have an Ordinance? [_____] or Resolution? [_____]
  
  Date: ______________________________
  
  How Enforced? ______________________________

- b. Have Complaints been received? [_______]
  
  Is there documentation describing process to handle discrimination complaints (i.e. complaint form)? [__________________________]

- c. Identify steps taken to further fair Housing (there must be one (1) step for each FY CDBG’s have been received).

  Year _____ Step _____ Year _____ Step _____

  Year _____ Step _____ Year _____ Step _____

- d. Were CDBG funds expended to further fair housing? [_______]

  Findings/Comments: ______________________________

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**XI. Fair Housing Act**

HUD has played a lead role in administering the Fair Housing Act since its adoption in 1968. The 1988 amendments, however, have greatly increased the Department's enforcement role. First, the newly protected classes have proven significant sources of new complaints. Second, HUD's expanded enforcement role took the Department beyond investigation and conciliation into the area of mandatory enforcement.

Complaints filed with HUD are investigated by the Office of Fair Housing and Equal Opportunity (FHEO). If the complaint is not successfully conciliated, FHEO determines whether reasonable cause exists to believe that a discriminatory housing practice has occurred. Where reasonable cause is found, the parties to the complaint are notified by HUD's issuance of a Determination, as well as a Charge of Discrimination, and a hearing is scheduled before a HUD administrative law judge. Either party - complainant or respondent - may cause the HUD scheduled administrative proceeding to be terminated by electing instead to have the matter litigated in Federal court. Whenever a party has so elected, the Department of Justice takes over HUD's role as counsel seeking resolution of the charge on behalf of aggrieved persons, and the matter proceeds as a civil action. Either form of action – HUD's Administrative Law Judge's (ALJ) proceeding or the civil action in Federal court - is subject to review in the U.S. Court of Appeals.
Significant Recent Changes

The Housing for Older Persons Act of 1995 (HOPA) makes several changes to the 55 and older exemption. Since the 1988 Amendments, the Fair Housing Act has exempted from its familial status provisions properties that satisfy the Act's 55 and older housing condition.

First, it eliminates the requirement that 55 and older housing have "significant facilities and services" designed for the elderly. Second, HOPA establishes a "good faith reliance" immunity from damages for persons who in good faith believe that the 55 and older exemption applies to a particular property, if they do not actually know that the property is not eligible for the exemption and if the property has formally stated in writing that it qualifies for the exemption. HOPA retains the requirement that senior housing must have one person who is 55 years of age or older living in at least 80 percent of its occupied units. It also still requires that senior housing publish and follow policies and procedures that demonstrate housing intent for 55 and older. An exempt property will not violate the Fair Housing Act if it includes families with children, but it does not have to do so. Of course, the property must meet the Act's requirements that at least 80 percent of its occupied units have at least one occupant who is 55 or older, and that it publish and follow policies and procedures that demonstrate intent for 55 and older housing.

A Department of Housing and Urban Development rule published in the April 2, 1999, Federal Register implements the Housing for Older Persons Act of 1995, and explains in detail those provisions of the Fair Housing Act that pertain to senior housing. Changes were made to enhance law enforcement, including making amendments to criminal penalties in section 901 of the Civil Rights Act of 1968 for violating the Fair Housing Act. Changes were made to provide incentives for self-testing by lenders for discrimination under the Fair Housing Act and the Equal Credit Opportunity Act. See Title II, subtitle D of the Omnibus Consolidated Appropriations Act, 1997, P.L. 104 - 208 (9/30/96).

What Housing Is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members.

Units Covered by the Fair Housing Act

The Fair Housing Act design and construction requirements apply to "covered multifamily dwellings" designed and constructed "for first occupancy" after March 13, 1991. A building was not designed or constructed for first occupancy if:

- It was occupied by March 13, 1991
- If the last building permit or renewal of a building permit was issued on or before June 15, 1990 Buildings where the last building permit was issued on or before June 15, 1990 are not covered by the design and construction requirements. Even if the last building permit was issued after June 15, 1990, if the property was occupied before March 13, 1991, it is not covered. HUD adopted these dates to allow time for the requirements to be considered during the design and construction phase of new properties.

The "first occupancy" language in the statute has been defined in HUD's Fair Housing Act regulations as "a building that has never before been used for any purpose." This means buildings that are rehabilitated...
are not covered by the design and construction requirements even if the rehabilitation occurs after March 13, 1991 and even if it is substantial rehabilitation.

A dwelling unit includes:

- A single-family unit in buildings with four or more units
- An apartment
- A room in which people sleep even if they share kitchens or bathrooms, like transitional housing
- The design and construction requirements apply to "covered multifamily dwellings". Covered multifamily dwellings are:
  - All dwelling units in buildings containing four or more dwelling units if the buildings have one or more elevators AND
  - All ground floor units in other buildings containing four or more units, without an elevator. This includes housing that is for rental or for sale and applies whether the housing is privately or publicly funded.

Condominiums and apartment buildings are covered by the design and construction requirements. So are time-shares, dormitories, transitional housing, homeless shelters that are used as a residence, student housing, assisted living housing, and others.

**What Is Prohibited?**

**In the Sale and Rental of Housing:** No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale, or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.

**In Mortgage Lending:** No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap (disability):

- Refuse to make a mortgage loan
- Refuse to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan or
- Set different terms or conditions for purchasing a loan.

**In Addition:** It is illegal for anyone to:
• Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
• Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

Additional Protection if You Have a Disability

If you or someone associated with you:
• Have a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
• Have a record of such a disability or
• Are regarded as having such a disability

your landlord *may not*:

• Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if you agree to restore the property to its original condition when you move.)
• Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.
  Example: A building with a "no pets" policy must allow a visually impaired tenant to keep a guide dog.
  Example: An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if necessary to assure that she can have access to her apartment.

However, housing need not be made available to a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

General Fair Housing Requirements

In order to be in compliance with the Fair Housing Act, there are seven basic *design and construction requirements* that must be met. These requirements are:

1. An accessible building entrance on an accessible route

All covered multifamily dwellings must have at least one accessible building entrance on an accessible route unless it is impractical to do so because of the terrain or unusual characteristics of the site.

An accessible route means a continuous, unobstructed path connecting accessible elements and spaces within a building or site that can be negotiated by a person with a disability who uses a wheelchair, and that is also safe for and usable by people with other disabilities.

An accessible entrance is a building entrance connected by an accessible route to public transit stops, accessible parking and passenger loading zones, or public streets and sidewalks.
2. Accessible public and common use areas.

Covered housing must have accessible and usable public and common-use areas. Public and common-use areas cover all parts of the housing outside individual units. They include -- for example -- building-wide fire alarms, parking lots, storage areas, indoor and outdoor recreational areas, lobbies, mailrooms and mailboxes, and laundry areas.

3. Usable doors (usable by a person in a wheelchair).

All doors that allow passage into and within all premises must be wide enough to allow passage by persons using wheelchairs.

4. Accessible route into and through the dwelling unit.

There must be an accessible route into and through each covered unit.

5. Light switches, electrical outlets, thermostats and other environmental controls in accessible locations.

Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations.

6. Reinforced walls in bathrooms for later installation of grab bars.

Reinforcements in bathroom walls must be installed, so that grab bars can be added when needed. The law does not require installation of grab bars in bathrooms.

7. Usable kitchens and bathrooms.

Kitchens and bathrooms must be usable - that is, designed and constructed so an individual in a wheelchair can maneuver in the space provided. These requirements for new buildings do not replace any more stringent standards in State or local law.

**Housing Opportunities for Families**

Unless a building or community qualifies as housing for older persons, it may not discriminate based on familial status. That is, it may not discriminate against families in which one or more children under 18 live with:

- A parent

- A person who has legal custody of the child or children or the designee of the parent or legal custodian, with the parent or custodian's written permission.

Familial status protection also applies to pregnant women and anyone securing legal custody of a child under 18.

Exemption: Housing for older persons is exempt from the prohibition against familial status discrimination if:

The HUD Secretary has determined that it is specifically designed for and occupied by elderly persons under a Federal, State or local government program; or it is occupied solely by persons who are 62 or
older; or it houses at least one person who is 55 or older in at least 80 percent of the occupied units and adheres to a policy that demonstrates intent to house persons who are 55 or older.

A transition period permits residents on or before September 13, 1988, to continue living in the housing, regardless of their age, without interfering with the exemption.

XII. Fair Housing Enforcement and Advocacy

Housing discrimination based on your race, color, national origin, religion, sex, family status, or disability is illegal by federal law. Anyone who has been trying to buy or rent a home or apartment and believes their rights have been violated may file a fair housing complaint. Fair Housing enforcement will be examined at both the State and Federal level.

A. State Level Fair Housing Enforcement

In 1968, following the enactment of the Federal Fair Housing Act, the Oklahoma State Legislature adopted its initial Fair Housing Law. This law directed the Oklahoma Human Rights Commission (OHRC) to administer all fair housing related issues for the state. Subsequently, the Oklahoma law has been amended several times, most significantly in 1991, at which time Oklahoma's Fair Housing Law became substantially equivalent to the Federal Fair Housing Amendments Act of 1988.

The Oklahoma Fair Housing Law (Title 25, article 4A, Section 1451 through article 5, Section 1508) prohibits discrimination in the rental, sales, financing, appraisal, insurance of housing and other housing-related transactions based on the following categories or "protected classes" including race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). The Oklahoma Fair Housing Law also has "Age" as a "protected class".

The Oklahoma Office of the Attorney General is the state agency empowered to enforce the Oklahoma Fair Housing Law through the Office of Civil Rights Enforcement (OCRE). To file a complaint under the state fair housing law, call (405) 521-2029, or download the applicable employment, housing, or public accommodation related complaint form at http://oag.publishpath.com/.

Upon receipt of a filed complaint, the OCRE reviews the complaint to determine if it was timely filed and if it states a legal claim that warrants investigation. If it is untimely or fails to state a valid legal claim, OCRE will issue a notice of dismissal.

If the complaint is timely and states a valid claim, the OCRE must send a copy of the complaint to the respondent, which is the party accused of wrongdoing. The OCRE will also promptly assign an investigator to investigate the complaint. The investigator will contact the complainant as soon as possible to assist the complainant in preparing a formal “Charge of Discrimination.” A Charge of Discrimination is a legal document signed by the complainant under oath that summarizes the complainant’s factual allegations and legal claims.

The OCRE will send a copy of the Charge of Discrimination to each respondent. The OCRE will also request that the respondent submit a “statement of position” in response to the complainant’s allegations and claims, along with evidence that supports the respondent’s position.
The investigator will interview witnesses identified by the complainant and the respondent; will gather evidence from the complainant, respondent, and other relevant sources; will analyze the evidence; and will determine whether there is reasonable cause to believe discrimination occurred.

Once the investigator has made a determination, the parties will receive notice of the determination. If the investigator finds there is not sufficient evidence to conclude there is reasonable cause to believe discrimination occurred, then the parties will receive notice of dismissal of the complaint.

If the OCRE finds that the evidence establishes reasonable cause to believe discrimination occurred, the OCRE will notify the parties of its determination. At that point, the OCRE may issue the parties notice of the complainant’s right to file suit in State court or the OCRE may elect to file its own enforcement action to obtain appropriate relief on behalf of the State of Oklahoma and the victim of discrimination.

At any time in during the investigative process, the parties may attempt to settle the complaint through free conciliation or mediation facilitated by the OCRE and the Attorney General’s Office. By law, the OCRE must review and approve the terms and conditions of all settlement agreements entered into by the parties.

B. Private Non-Profit Fair Housing Enforcement and Advocacy

Metropolitan Fair Housing Council of Oklahoma, Inc.

Since 1979, the Metropolitan Fair Housing Council (MFHC) has served as a qualified, full-service, private non-profit, 501(c)(3) fair housing enforcement and advocacy organization serving alleged victims of housing discrimination as their fair housing advocate in the state of Oklahoma. MFHC’s founder, the late Kathleen A. (Kathy) Silovsky and a group of housing rights activists in Oklahoma established MFHC in 1978, after participating in a national audit to measure housing discrimination practices titled “Measuring Racial Discrimination in American Housing, the Housing Market Practices Study.” Kathy was hired to supervise the audit or study in the greater metropolitan Oklahoma City Statistical Area OKC/MSA), which was one of 40 sites chosen by HUD. As a result of the findings of the HUD Audit that showed a disparity in treatment in rental and sales practices based on race (Black) in the metropolitan Oklahoma City MSA, the Urban League Housing Sub-Committee attempted to establish a fair housing organization to address housing discrimination by opening the Urban League Housing Assistance Program (ULHAP) from September to December 1977. Unable to secure fair housing funding, ULHAP closed its doors in January 1978 while the Urban League continued on with its housing counseling services. Kathy however, continued as well on her fight for equal and open housing by founding MFHC.

In August 1978, Kathy was chosen as Executive Director and on and on December 12, 1978 MFHC submitted Articles of Incorporation and By-Laws to the Oklahoma Office of Secretary of State for certification. In May 1979, MFHC received approval from the Internal Revenue Service as a 501 (c)(3) private non-profit fair housing enforcement and advocacy organization and began fair housing operation primarily in central Oklahoma with Kathy in the leadership role until October 1987, when she joined HUD’s Oklahoma City Office of Fair Housing & Equal Opportunity as an Equal Opportunity Specialist.

In 2009, MFHC amended its name to Metropolitan Fair Housing Council of Oklahoma, Inc., to reflect its ability to provide fair housing advocacy throughout the state of Oklahoma, thanks to funding from a HUD Fair Housing Initiatives Program, Private Enforcement Initiatives grant.

MFHC has worked to “affirmatively further fair housing” by providing fair housing enforcement remedies to consumers in Oklahoma, including providing counseling on rights and remedies under the Fair Housing Act (FHA) - Title VIII of the Civil Rights Act of 1968 (1988 Amendments) and other federal and state housing
acts and executive orders. MFHC is led by a diverse and long-serving board of directors and a team of diverse, trained fair housing staff.

MFHC conducts fair housing testing and other evidence gathering methods during investigations of allegations of unfair housing practices and serves as the alleged victim’s advocate by filing Housing Discrimination Complaints/Enforcement Proposals with HUD under the FHA and/or providing legal resources including mediation and litigation through our law department. For almost forty (40) years, MFHC has responded to complaints of unfair treatment by housing providers from low-income persons, the elderly, the disabled, families with children, LGBT persons, minorities, persons with English as a second language and historically segregated and underserved persons from low-opportunity areas throughout Oklahoma.

The Cities of Oklahoma City, Edmond, Moore, Norman and Midwest City are (5) five Oklahoma CDBG Entitlement cities that support the need for fair housing enforcement and equal opportunity advocacy by funding MFHC under their CDBG grants to eliminate barriers to fair housing choice as reflected in their Consolidated Plans and Analysis of Impediments to Fair Housing Choice.

HUD is a “facially neutral third-party” and does not serve as advocate for the Complaining Party (CP) or alleged victim of housing discrimination. MFHC, as the advocate, assists alleged victims through conducting fair housing testing (where volunteers pose as persons needing to rent or buy a dwelling), systemic and complaint-based investigations, fair housing counseling with the alleged victim, filing complaints with HUD where we serve as their fair housing advocate throughout the HUD process, as Complaining Parties (CP) generally do not have financial access to attorneys and we provide legal resources through our Cooperating Attorney Referral Program, where attorneys in private practice agree to accept a claim of housing discrimination for litigation. MFHC serves as the “link” in bringing fair housing enforcement to underserved communities and underserved persons.

Metropolitan Fair Housing Council of Oklahoma, Inc.

Address: 312 NE 28th Street, Suite 112, Oklahoma City, OK 73105
Telephone: Local (405) 232-3247
Toll Free 1-866-677-7541
Website: www.metrofairhousing.org

MFHC’s Enforcement Activities (FY 2004 to Current)

- MFHC staff processed thirteen thousand seven-hundred sixty-five (13,765) Housing Complaint Intakes/Inquiries from consumers throughout the state of Oklahoma with complaints of unfair treatment in a housing-related transaction. Fair housing intakes/inquiries receive fair housing counseling, investigation by MFHC enforcement staff to establish standing under the FHA and other laws, processed and referred in-house for Fair Housing Testing, preparation and submission of Requests for Reasonable Accommodation or Reasonable Modification to housing providers (landlords) for disabled persons. Bona Fide Complaints were filed with HUD FHEO and/or referred to an MFHC Cooperating Attorney for litigation efforts or other remedies covered under the FHA. MFHC provides fair housing counseling through individual telephone sessions or through walk-in counseling sessions.
MFHC staff filed more than seven hundred forty-seven (747) Housing Discrimination Complaints on behalf of Oklahomans alleging unfair treatment in a housing-related transaction with HUD FHEO for processing under the FHA and other applicable laws. MFHC serves as the fair housing representative for the Complaining Party (CP) until resolution.

MFHC’s enforcement efforts have secured more than one million ninety-nine thousand, nine-hundred sixty-four dollars ($1,099,964.00) in Monetary Recovery for victims of housing discrimination. This number includes $850,000.00 through litigation conducted by MFHC Cooperating Attorneys, $138,698 through HUD Conciliations (Settlements) and $111,266.00 through mediations conducted by MFHC staff. MFHC Cooperating Attorneys recover their fees from the lawsuit. The MFHC Legal Revolving Fund (LRF) is available to cooperating attorneys to assist with costs associated with litigation, with fund reimbursement to the LRF upon successful recovery. MFHC’s Law Clerks assist MFHC Cooperating Attorneys with legal research upon request.

MFHC staff recruited and trained four hundred sixty-one (461) diverse volunteers to serve as fair housing testers during the investigation of housing discrimination complaints. Those volunteers conducted more than one-thousand three-hundred (1300) fair housing tests.

MFHC staff prepared and submitted more than seven-hundred (700) Requests for Reasonable Accommodation or Reasonable Modification to housing providers (landlords) for disabled persons to allow them equal opportunity to use and enjoy their dwelling and prevent homelessness. Section 804(f)(3)(B) of the Fair Housing Act defines one type of discrimination against disabled persons as “a refusal to make reasonable accommodations in rules, policies, practices or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling...” In summary, a housing provider is required by federal law to make reasonable accommodations in rules, policies, and procedures, to allow disabled persons equal opportunity to use and enjoy their dwelling. Section 804(f)(3)(A) of the Fair Housing Act requires a housing provider to allow a disabled tenant, at their expense, to make reasonable modifications of existing premises if they may be necessary to afford such person full enjoyment of the premises or dwelling. Modification means a change to a structure that will allow physical access to a person with a disability. This requirement is applicable to the interior of a disabled person’s dwelling as well as public and common use areas of an apartment complex. Such modifications may be requested at any time; it is not necessary that they be requested at the beginning of a tenancy. Note: The Fair Housing Act makes clear that such modifications will be the financial responsibility of the disabled person making the request. A person seeking reasonable modifications must seek approval from their housing provider before making the modifications. In addition, a housing provider can require the following before approving the modification.

MFHC’s Fair Housing Education and Outreach Activities

- Fair Housing Month Events: - Oklahomans celebrated the 50th Anniversary of the Civil Rights Act of 1968 (the Fair Housing Act) at the fourth annual Fair Housing & Health Equity and Regional Housing Forum on April 19, 2018 at the Oklahoma History Center in Oklahoma City and in Enid, Oklahoma at the Central National Bank Event Center on May 17, 2018. The Oklahoma Health Equity Network, Metropolitan Fair Housing Council, Progressive Independence Center for Independent Living, the Oklahoma Coalition for Affordable Housing and the City of Enid, Oklahoma Community Development Department partnered to produce the training events, along with the Tulsa Area Fair Housing Partnership which produced a Fair Housing FIRST Accessibility Policy Training in Tulsa on May 1, 2018. A collaboration of Oklahoma public and private groups,
organizations and government departments served as partners or sponsors of these free regional housing forums, including the Community Development Block Grant Programs (CDBG) from the Cities of Oklahoma City, Norman, Edmond, Midwest City, and Moore, Oklahoma, the Oklahoma Housing Finance Agency, Oklahoma City Housing Authority, Neighborhood Housing Services, Community Action Agencies of Oklahoma City and Oklahoma & Canadian Counties, Hispanic Chamber of Commerce, Project G.R.A.C.E., Oklahoma Chapter of the National Association of Housing & Redevelopment Officials (NAHRO), Oklahoma Public Health Association, Midwest City-Del City-Moore Board of REALTORS, Central Oklahoma Commercial Association of REALTORS, Midwest Housing Equity Group, SDG Architects, Humphrey Abstract, LW Architects, Northwest Oklahoma Association of REALTORS, Oklahoma City Branch NAACP, Prime Lending, Guarantee Abstract, DeBruler, Inc., Legal Aid Services of Oklahoma, Tulsa Area Fair Housing Partnership and Civil Rights Enforcement Unit Office of the Oklahoma Attorney General.

- MFHC conducts fair housing-fair lending training at first-time homebuyer’s workshops presented by the Oklahoma Housing Finance Agency, Community Action Agency of Oklahoma and Canadian County and Neighborhood Housing Services.

- MFHC conducts fair housing training to landlords participating in Section 8 (Housing Choice Voucher Program) presented by the Oklahoma Housing Finance Agency, Oklahoma City Housing Authority, and the Tulsa Housing Authority. MFHC also conducts fair housing educational seminars for consumers and recipients or holders of Section 8 Vouchers and residents in public housing to advise them on their housing rights and remedies under state and federal laws.

- MFHC began as a community-based organization and we conduct fair housing educational workshops in partnership with community organizations, social service and faith-based organizations. MFHC also partners with organizations such as the Oklahoma Coalition for Affordable Housing and the Oklahoma National Association of Redevelopment Officials (NAHRO) to provide fair housing education to those involved in the housing industry to prevent housing discrimination claims.

C. Federal Level Fair Housing Enforcement

From a federal perspective, HUD is committed to assist with any problem involving housing discrimination. Complaints filed with HUD are investigated by the Office of Fair Housing and Equal Opportunity (FHEO). If the complaint is not successfully conciliated, the FHEO determines whether reasonable cause exists to believe that a discriminatory housing practice has occurred. Anyone who believes their rights have been violated has several options available in which to file a complaint. Those who feel that they have been discriminated against may complete an online complaint form and submit, or write HUD a letter, or simply telephone the HUD office nearest to them. Regardless of the method of contact, all complaints must be filed on later than one year after an alleged violation. HUD encourages all complaints to be filed it as soon as possible.

The following information was taken directly from HUD’s website located at: www.hud.gov and outlines HUD’s Fair Housing complaint process.

**Required Information by HUD:**

- Name and address (Your contact Information)
- The name and address of the person the complaint is against (the respondent)
- The address or other identification to the housing involved
• A short description to the alleged violation (the event that caused you to believe your rights were violated)
• The date(s) of the alleged violation

Contact Information:

Send the Housing Discrimination Complaint form or a letter to the nearest HUD office or call that office directly. For Oklahoma, Arkansas, Louisiana, New Mexico, and Texas:

Fort Worth Regional Office of FHEO
US Department of Housing and Urban Development
801 Cherry Street, Unit #45 Suite 2500
Fort Worth, Texas 76102
Telephone - (817) 978-5900, Toll Free 1-800-669-9777 or TTY (817) 978-5595

Disabled Contact Information:

HUD also provides a toll-free TTY phone for the hearing impaired: 1-800-927-9275. HUD can provide interpreters along with furnishing tapes and Braille materials as required.

Complaint Process:

HUD will notify you when it receives your complaint. Normally, HUD also will:

• Notify the alleged violator of your complaint and permit that person to submit an answer
• Investigate your complaint and determine whether there is reasonable cause to believe the Fair Housing Act has been violated
• Notify you if it cannot complete an investigation within 100 days of receiving your complaint

Conciliation

HUD will try to reach an agreement with the person your complaint is against (the respondent). A conciliation agreement must protect both you and the public interest. If an agreement is signed, HUD will take no further action on your complaint. However, if HUD has reasonable cause to believe that a conciliation agreement is breached, HUD will recommend that the Attorney General file suit.

Complaint Referrals

If HUD has determined that your State or local agency has the same fair housing powers as HUD, HUD will refer your complaint to that agency for investigation and notify you of the referral. That agency must begin work on your complaint within 30 days or HUD may take it back.

What if You Need Help Quickly?

If you need immediate help to stop a serious problem that is being caused by a Fair Housing Act violation, HUD may be able to assist you as soon as you file a complaint. HUD may authorize the Attorney General to go to court to seek temporary or preliminary relief, pending the outcome of your complaint, if:

• Irreparable harm is likely to occur without HUD’s intervention
• There is substantial evidence that a violation of the Fair Housing Act occurred
Example: A builder agrees to sell a house but, after learning the buyer is black, fails to keep the agreement. The buyer files a complaint with HUD. HUD may authorize the Attorney General to go to court to prevent a sale to any other buyer until HUD investigates the complaint.

What Happens after a Complaint Investigation?

If, after investigating your complaint, HUD finds reasonable cause to believe that discrimination occurred, it will inform you. Your case will be heard in an administrative hearing within 120 days, unless you or the respondent wants the case to be heard in Federal district court. Either way, there is no cost to you.

The Administrative Hearing:

If your case goes to an administrative hearing HUD attorneys will litigate the case on your behalf. You may intervene in the case and be represented by your own attorney if you wish. An Administrative Law Judge (ALA) will consider evidence from you and the respondent. If the ALA decides that discrimination occurred, the respondent can be ordered:

- To compensate you for actual damages, including humiliation, pain and suffering.
- To provide injunctive or other equitable relief, for example, to make the housing available to you.
- To pay the Federal Government a civil penalty to vindicate the public interest. The maximum penalties are $16,000 for a first violation and $65,000 for a third violation within seven years.
- To pay reasonable attorney's fees and costs.

Federal District Court

If you or the respondent chooses to have your case decided in Federal District Court, the Attorney General will file a suit and litigate it on your behalf. Like the ALA, the District Court can order relief, and award actual damages, attorney's fees and costs. In addition, the court can award punitive damages.

You May File Suit: You may file suit, at your expense, in Federal District Court or State Court within two years of an alleged violation. If you cannot afford an attorney, the Court may appoint one for you. You may bring suit even after filing a complaint, if you have not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

Other Tools to Combat Housing Discrimination:

If there is noncompliance with the order of an Administrative Law Judge, HUD may seek temporary relief, enforcement of the order or a restraining order in a United States Court of Appeals. The Attorney General may file a suit in a Federal District Court if there is reasonable cause to believe a pattern or practice of housing discrimination is occurring.

XIII. Fair Housing Laws & Executive Orders:

A. Fair Housing Laws

Fair Housing Act

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national
origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

**Title VI of the Civil Rights Act of 1964**

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

**Section 504 of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

**Section 109 of Title I of the Housing and Community Development Act of 1974**

Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.

**Title II of the Americans with Disabilities Act of 1990**

Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

**Architectural Barriers Act of 1968**

The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.

**Age Discrimination Act of 1975**

The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

**Title IX of the Education Amendments Act of 1972**

Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

**B. Fair Housing Related Presidential Executive Orders:**

**Executive Order 11063**

Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

**Executive Order 11246**
Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin.

**Executive Order 12892**

Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The Order also establishes the President's Fair Housing Council, which will be chaired by the Secretary of HUD.

**Executive Order 12898**

Executive Order 12898 requires that each federal agency conduct its program, policies, and activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.

**Executive Order 13166**

Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs and activities.

**Executive Order 13217**

Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.

**XIV. Final Comments**

The various data and survey results presented earlier in this AI clearly demonstrate that Oklahoma needs additional affordable housing and this especially holds true for the protected classes. Given this, the Federal government should, as a minimum, seek to maintain current program funding levels if not to increase program funding. Understandably, given the nation’s debt crisis and continual budgetary issues, the hope for additional funding is probably not a reality in the foreseeable future. Identification of housing needs and Fair Housing impediments serves little purpose if adequate funding is not available to address such issues.

It has been identified that both the Oklahoma Department of Commerce (ODOC) and Oklahoma Housing Finance Authority (OHFA) have limited authority within the State of Oklahoma’s governmental structure. Both ODOC and OHFA have no direct fair housing enforcement capacity. As indicated earlier in this AI, the State of Oklahoma Attorney General’s Office has the responsibility for fair housing enforcement within the State. Therefore, the identification of impediments to fair housing choice and plan of action is limited to those areas that are within ODOC’s and OHFA’s jurisdiction. However, within the parameters that ODOC and OHFA operate, both ODOC and OHFA are working and will continue to work in order to improve Fair Housing Choice in Oklahoma.

Given the limited enforcement authority and diminishing federal and state funding resources as discussed earlier, local officials and residents living in rural communities throughout Oklahoma must come to terms
with the realization that they also play a pivotal role in regard to housing issues within their respective rural communities. Local officials need to foster the development of comprehensive affordable housing strategies and need to encourage their respective residents to work together in order to address housing shortfalls. Ultimately this will provide for a better identification of community needs and resources, reliable data collection, community backing to deter NIMBYism (Not In My Backyard) through complete public access to the decision-making process, and participation of citizens at various levels.
REFERENCES:


## APPENDIX – A

Oklahoma Association of Community Action Agencies:

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Counties Served</th>
<th>Website</th>
<th>Counties Served (Services)</th>
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<tr>
<td>Big Five Community Services</td>
<td>1502 N. First St., P.O. Box 1577, Durant, OK 74702</td>
<td>(580) 924-5331, Fax: (580) 920-2004, <a href="http://www.bigfive.org">www.bigfive.org</a></td>
<td>Bryan, Carter, Coal, Love and Pontotoc</td>
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<td>Community Action Resource &amp; Development</td>
<td>522 W. Will Rogers, Claremore, OK 74018</td>
<td>(918) 341-5000, Fax: (918) 343-3663, <a href="http://www.cardcaa.org">www.cardcaa.org</a></td>
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<td>308 S.W. 2nd, Lindsay, OK 73052</td>
<td>(405) 756-1100, Fax: (405) 756-1104</td>
<td>Counties Served: Garvin, McClain and Stephens</td>
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<td>Northeast Oklahoma Community Action Agency</td>
<td>856 E. Melton Dr., Suite C, Jay, OK 74346</td>
<td>(918) 253-4683, Fax: (918) 253-6059, <a href="http://www.neocaa.org">www.neocaa.org</a></td>
<td>Counties Served: Craig, Delaware and Ottawa</td>
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<td>Community Development Support Association</td>
<td>2615 E. Randolph, Enid, OK 73701</td>
<td>(580) 242-6131, Fax: (580) 242-3554</td>
<td>Counties Served: Garfield and Grant</td>
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<td>Great Plains Improvement Foundation</td>
<td>2 S.E. Lee, P.O. Box 926, Lawton, OK 73502</td>
<td>(580) 353-2364, Fax: (580) 353-1952, <a href="http://www.gpifcaa.org">www.gpifcaa.org</a></td>
<td>County Served: Comanche</td>
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<tr>
<td>Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties</td>
<td>319 S.W. 25th, Oklahoma City, OK 73109</td>
<td>(405) 232-0199, Fax: (405) 232-9074, <a href="http://www.caaofokc.org">www.caaofokc.org</a></td>
<td>Counties Served: Canadian and Oklahoma</td>
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<td>INCA Community Services</td>
<td>202. S. Capitol St., Suite 2, Tishomingo, OK 73460</td>
<td>(580) 371-2352, Fax: (580) 371-0277</td>
<td>Counties Served: Atoka, Johnston, Marshall and Murray</td>
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<tr>
<td>Community Action Development Corporation</td>
<td>105 S. Main St., Frederick, OK 73542</td>
<td>(580) 335-5588, Fax: (580) 335-3092, <a href="http://www.cadconnection.com">www.cadconnection.com</a></td>
<td>Counties Served: Beckham, Cotton, Jefferson, Kiowa, Roger Mills, Tillman and Washita</td>
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<td>Deep Fork Community Action Foundation</td>
<td>223 W. 6th St., Okmulgee, OK 74447</td>
<td>(918) 756-2826, Fax: (918) 756-6829, <a href="http://www.deepforkcommunityaction.org">www.deepforkcommunityaction.org</a></td>
<td>Counties Served: Hughes, McIntosh, Okfuskee and Okmulgee</td>
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<td>KI BOIS Community Action Foundation</td>
<td>200 S.E. A St., Stigler, OK 74462</td>
<td>(918) 967-3325, Fax: (918) 967-8660, <a href="http://www.kibois.org">www.kibois.org</a></td>
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<td>United Community Action Program</td>
<td>501 Sixth St., Pawnee, OK 74058</td>
<td>(918) 762-3041, Fax: (918) 762-3418</td>
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<td>Washita Valley Community Action Council</td>
<td>205 W. Chickasha Ave.</td>
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<td>Hugo, OK 74743</td>
<td>Chickasha, OK 73023</td>
<td>2800 N.W. 36th St., Suite 221</td>
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<td>(580) 326-3351</td>
<td>(405) 224-5831</td>
<td>Oklahoma City, OK 73112</td>
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<tr>
<td>Fax: (580) 326-2305</td>
<td>Fax: (405) 222-4303</td>
<td>(405) 949-1495 Fax: (405) 949-0955</td>
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<td>Counts Served: Choctaw, McCurtain and Pushmataha</td>
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Counties Served: Choctaw, McCurtain and Pushmataha

Counties Served: Caddo and Grady
### APPENDIX – B

Oklahoma Population of Race & Ethnicity by County

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<tr>
<th>Geography</th>
<th>Total Population</th>
<th>White Alone</th>
<th>Black or African American alone</th>
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<th>Total Population</th>
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Source: US Census Bureau; 2010 Census, Redistricting Data