

# CDBG-DR 2022 Application Handbook



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## Welcome Message to CDBG-DR 2022 Applicants

Welcome to the 2022 Community Development Block Grant Disaster Recovery (CDBG-DR) Application Handbook. On behalf of the Oklahoma Department of Commerce Community Development Division (ODOC/CD), we are excited to work with our fellow Oklahomans to rebuild following a disaster and aid in the recovery process.

The CDBG-DR team consists of staff ready to assist you throughout the process. Please feel free to contact us if you have any questions or concerns.

Jade Shain, Program Manager, [Jade.Shain@okcommerce.gov](mailto:Jade.Shain@okcommerce.gov)  
Shannon Yarbrough, Program Representative, [Shannon.Yarbrough@okcommerce.gov](mailto:Shannon.Yarbrough@okcommerce.gov)  
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Michael Carter, Programs Representative, [Michael.Carter@okcommerce.gov](mailto:Michael.Carter@okcommerce.gov)

Please note that the CDBG-DR 2022 Application is an approval and associated funding decisions will be made through the evaluation of threshold criteria and scoring related to the grant application and subject to funding availability. Applications will be scored based on how they meet the objectives of the 2022 CDBG-DR Action Plan, HUD regulations, and ODOC Policies and Procedures. Each program will be scored separately; however, the Voluntary Buyout Program will not be scored. Consent Orders and Notice of Violations that can be tied back to the disaster will also be taken into consideration. Please see the Threshold Criteria & Scoring section.

### 2022 CDBG-DR Action Plan

The Oklahoma CDBG-DR Action Plan is located on the 2022 Disaster Recovery website

<https://www.okcommerce.gov/reporting-compliance/cdbg-disaster-recovery-2022/> . This

Action Plan details how the State intends to fund disaster recovery. It is essential that the applicant read the Action Plan carefully before applying.

## What You Need to Know Before Applying

Before applying for the 2022 CDBG-DR Grant, ensure that you meet the following requirements:

- Your audits must be up-to-date. If you are behind on your audits due to financial reasons, there are grants available through other funding sources to assist you in getting them caught up. ORWA RIG Grant will pay for audits. <https://orwa.org/rig/>
- Your OKGrants account is up-to-date, and the individuals that are on your account have the correct responsibilities. **DO NOT** use any personal email addresses or share your login information.
- Your SAM.gov registration is current.
- Make sure your application is complete; incomplete applications will be rejected.
- Ensure enough time is provided for notices of public hearings. When posting, DO NOT count the day of posting, but the day after as day one (1). If the posting is not posted as instructed, a failed application will result.
- You have the staff capacity to carry out the grant.
- Do not enter into any contracts until you have received your approved grant award contract.

## OKGrants Website

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

URL	Description
<a href="https://www.okcommerce.gov/community-development/local-governments-edos/okgrants-guides-logout/">https://www.okcommerce.gov/community-development/local-governments-edos/okgrants-guides-logout/</a>	Main page for the OKGrants Grant Management System.
<a href="https://www.okcommerce.gov/assets/files/grants/assistance/OKGrants_for_New_Users.pdf">https://www.okcommerce.gov/assets/files/grants/assistance/OKGrants_for_New_Users.pdf</a>	Overview of the OKGrants system for new users.
<a href="https://www.okcommerce.gov/assets/files/grants/assistance/OKGrants_FAQ.pdf">https://www.okcommerce.gov/assets/files/grants/assistance/OKGrants_FAQ.pdf</a>	<i>Read this to reset the username and password to OKGrants</i>  This page contains information on frequently asked

	questions and troubleshooting.
<a href="https://www.okcommerce.gov/assets/files/grants/assistance/Status_Glossary.pdf">https://www.okcommerce.gov/assets/files/grants/assistance/Status_Glossary.pdf</a>	Status glossary and definitions.
<a href="https://www.okcommerce.gov/assets/files/grants/assistance/Subgrantee_User_Manual.pdf">https://www.okcommerce.gov/assets/files/grants/assistance/Subgrantee_User_Manual.pdf</a>	In-depth user manual for OKGrants.

## Eligible Applicants

For CDBG-DR funding, eligible applicants are Units of General Local Government (UGLG). UGLGs are incorporated into towns, cities, and counties. Applicants can also be non-profits, state agencies, or tribal nations. Applicants must have proposals that tie back to the disaster period May 2, 2022 – May 8, 2022 (DR-4657 – DR-4670) and the geographic area described in the Presidential Declared Disaster (DR-4657 and DR-4670). Each project must describe in detail how the storms from May 2 to May 8, 2022, impacted the project. All applications must directly connect to DR-4706 or DR-4776, or the application will be rejected.

Within eligible areas, the Federal Register Notice requires that a minimum of \$5,978,400 or 80% of the total State's \$7,473,000 CDBG-DR funding allocation must be expended on CDBG-eligible disaster-related activities in the Most Impacted and Distressed (MID) Areas Okmulgee County and Muscogee County (Creek). The remaining funding will be available for CDBG eligible disaster related activities in eligible counties as defined by Disaster Declaration 4657 and 4670. The remaining funds will be expended on Planning and Administration.

## How to Apply to the 2022 CDBG-DR Program

Applicants are strongly encouraged to meet with ODOC first to discuss their proposal. Applicants who apply without meeting with ODOC first may not be eligible for the 2022 CDBG-DR program. During this meeting, the applicant and ODOC will discuss eligibility

checks (applicant, activity, qualified area, and incident period), proposed project and budget, leverage fund(s), past performance on CDBG-DR programs, and applicant staff capacity. To schedule a meeting with ODOC, email Jade Shain at [jade.shain@okcommerce.gov](mailto:jade.shain@okcommerce.gov) with the subject line “DR 2022 Pre-Application Meeting Request.”

Eligible applicants must apply through the OKGrants website. Paper applications will not be accepted under any circumstances. The OKGrants website is found [here](#). If an applicant does not already have a user account registered with OKGrants, the applicant must click “Agency Administrator Registration” under the login button and follow the onscreen instructions. After the applicant has logged into OKGrants, the next step is to complete the OKGrants forms, upload the required documentation, and submit the application for ODOC’s review.

## Eligible Activities

Eligible activities are authorized under Title 1 of the Housing and Community Development Act of 1974. They must be related to housing and infrastructure restoration, long-term recovery, economic revitalization, and disaster relief. Only eligible activities associated with the disaster in Oklahoma from May 2 – 8, 2022 (DR- 4657 and DR-4670) are eligible for CDBG-DR funds. Some of the specific CDBG DR Program-eligible activities that HUD has identified include the following:

1. Acquisition of real property;
2. Acquisition, rehabilitation, and construction of public works and facilities;
3. Buyouts;
4. Relocation assistance;
5. Reconstruction and rehabilitation of residential properties;
6. Reconstruction and rehabilitation of public housing;
7. Repair or rehabilitation of infrastructure;
8. Americans with Disabilities Act improvements;
9. Homeownership counseling and assistance;

## Ineligible CDBG-DR Activities

Ineligible activities are typically those not included under Title 1 of the Housing and Community Act or do not directly relate to the disaster that occurred from the presidentially declared disaster from May 2 - 8, 2022. Such activities include:

1. Duplicate Projects;
2. Projects that do not comply with city, state, or federal regulations;
3. Income Payments;
4. Projects unrelated to the disaster;
5. Political Activities;
6. Purchase of Construction Equipment;
7. Mitigation efforts not part of the recovery or rebuilding process tied to the disaster;
8. Maintenance, repair, or improvements to public facilities;
9. Operating costs for public facilities.

## Activity Delivery Costs (ADC)

ADCs are those allowable costs incurred for implementing and carrying out a specific CDBG-DR activity. These costs shall be included in the total activity cost when a subrecipient manages the project. Here is a non-exhaustive list of examples of eligible Activity Delivery Costs:

- Site-specific environmental costs
- Engineering/design/architecture services for a project
- Applicant intake/eligibility screening in specific program
- Project underwriting/selection
- Staff Costs

Costs must be reasonable. If the only CDBG-DR investment in the project is ADC, the project is still subject to all CDBG-DR requirements. ADCs count toward the LMI overall benefit threshold and meet national objectives in the same proportion as the projects they are tied to.

## Income Limits

HUD requires that 70% of the CDBG-DR program benefit Low-to-Moderate-Income (LMI) individuals. To determine LMI, please refer to Attachment 6. HUD also publishes income limits that can be located here: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

## Technical Assistance Available

Technical assistance regarding eligible projects, project concepts, application guidelines, and other information about the CDBG DR Program is available upon request. Applicants are encouraged to contact the ODOC/CD DR staff anytime with any questions regarding program requirements, project conceptualization, or any portion of the application process and guidelines. After a contract is executed, Technical Assistance (TA) is available to all sub-recipients and consultants. To start the process, please e-mail Jade Shain at [Jade.Shain@okcommerce.gov](mailto:Jade.Shain@okcommerce.gov), please also copy [DisasterRecovery@okcommerce.gov](mailto:DisasterRecovery@okcommerce.gov) with the subject line: Technical Assistance Request.

## Application Deadline

The 2022 CDBG-DR application window will be open for 85 calendar days from November 11, 2025. Applicants must submit complete applications on or by January 30<sup>th</sup>, 2026, at 5:00 PM. Incomplete applications will not be considered.

## Where to Go for Help

ODOC offers Technical Assistance on various topics, including, but not limited to, OKGrants, the application process, and other requirements for the CDBG-DR program. As mentioned above, please contact anyone on the DR team, and we will be happy to assist you.

## Required Application Materials

The applicant to the 2022 CDBG-DR program must complete several web forms within the OKGrants application and upload several documents. **\* Please note that incomplete applications will not be accepted.**

### Item 1: Application Summary and Certification

The Application Summary requests general information about the applicant and a brief project summary. If you have a Consent Order or Notice of Violation, please provide a short description in this section. The Certification section attests to the application's accuracy and completeness.

### Item 2: Detailed Line-Item Budget

The Detailed Line-Item Budget identifies the applicant's budget to complete the proposed activity. The budget must include all Leverage Sources and include a break-down that corresponds with the cost estimate. For example: construction, engineering, inspection, construction costs, and staking. See the example below.

#### CDBG-DR DETAILED LINE ITEM BUDGET

##### Instructions:

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

	CDBG-DR Funds	Leverage Source 1	Leverage Source 2
Activity Type	CDBG-DR Grant	HMGP Advanced Assistance	
Single Family Housing			
Buyout/Acquisition			
Rehabilitation/Reconstruction			
Reimbursement			
Total Single Family Housing	\$0	\$0	\$0
Multi-Family Housing			

Rehabilitation/Reconstruction			
Total Multi-Family Housing:	\$0	\$0	\$0
Public Infrastructure	\$8,294,671.49		
Public Facilities			
Housing-Supported Infrastructure			
Planning			
Administration (Activity Delivery Costs)	\$22,033.70	\$25,766.30	
Engineering	\$895,739.01	\$410,402.33	
Other			
Soil Testing	\$50,000.00		
Right-of-Way Acquisition	\$9,529.10	\$98,149.90	
Bidding & Construction Services	\$54,711.70		
Inspection	\$75,000.00		
Total Other:	\$189,240.80	\$98,149.90	\$0
Total Project Costs:	\$9,401,685.00	\$534,318.53	\$0

If at any time you are unsure of how to categorize your expenses, please reach out to ODOC DR staff. Complete the web form and click “Save” when done. This OKGrants web form should be as specific as possible, as it will provide the basis of the applicant’s contract and project budget should the applicant be approved to receive funding.

### Item 3: Audit

Towns, cities, non-profits, and tribal nations (counties and state agencies are exempt) must submit a copy of their latest audit by the application deadline. All applicants with a June 30 fiscal year-end date must submit a copy of their FY24 audit, and applicants with a December 31 fiscal year-end date must submit a copy of their FY24 audit. The audit may also be submitted via postal mail to:

Oklahoma Department of Commerce  
Financial Services  
900 N. Stiles Ave.  
Oklahoma City, OK 73104

Note: The Audit must be postmarked on or before the application deadline. Audits postmarked after the deadline will be rejected. General audit inquiries and questions regarding audit submissions should be directed to Financial Services at the Oklahoma Department of Commerce:

Financial Services  
800-879-6552, ext. 5312 or 405-815-5312

## Attachment 1: Application Forms Checklist

A checklist with all the required attachments for a 2022 CDBG-DR application. Complete the checklist and upload it to OKGrants.

## Attachment 2: Applicant Resolution

Applications must include a resolution passed by the current governing body<sup>1</sup> requesting CDBG-DR assistance. Upload the approved resolution to OKGrants.

## Attachment 3: Citizen Participation Plan

The Citizen Participation Plan describes how the applicant will comply with federal Citizen Participation Requirements.

- 1.** Before applying to the 2022 CDBG-DR program, applicants must officially adopt the provided Citizen Participation Plan and hold a 2022 CDBG-DR application public hearing regarding the application to the program.
  - 1.1.** Applicants are eligible to readopt Citizen Participation Plans that have been completed previously, provided the previous plan has been reviewed and updated to support the proposed project.
- 2.** Documentation of the “application phase” Public Hearing is also an application requirement. Acceptable documentation consists only of the Affidavit of Publication. ODOC/CD requires that no less than fifteen (15) working days be given as advance notice of the application phase Public Hearing or any subsequent public meetings to discuss project activities related to the CDBG-DR grant funds. All written Citizen Participation Plans must explain how an applicant unit of local government will:
  - 2.1.** Provide for and encourage citizen participation, particularly by low and moderate-income people who reside in areas where CDBG-DR funds are proposed to be used.

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<sup>1</sup> For cities and towns, this involves the adoption by the City Council. For counties, this consists of the adoption by the Board of County Commissioners. For non-profit organizations, this consists of the adoption by the Board.

- 2.2.** Ensure citizens will be given reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of the CDBG-DR funds, including, but not limited to, the following:
- 2.2.1.** The amount of CDBG-DR funds expected to be made available for the current fiscal year if the project is approved;
  - 2.2.2.** The range of activities that may be undertaken with CDBG-DR funds;
  - 2.2.3.** The estimated amount of CDBG-DR funds proposed to be used for activities that will meet the National Objective of benefit to low and moderate-income persons;
  - 2.2.4.** The proposed CDBG-DR activities are likely to result in displacement and the sponsoring unit of the local government's anti-displacement and relocation plans developed following Section 104(d)(1) and (2) of the Act.
  - 2.2.5.** The basis on which the sponsoring applicant may provide technical assistance to groups representative of persons of low and moderate-income who may request assistance in developing proposals. The level and type of assistance to be provided are at the discretion of the applicant and do not necessarily include providing funding to such groups.
  - 2.2.6.** Provide for a minimum of two (2) public hearings; one before submission of the application for funding of the project that favors the purpose of obtaining citizens' views and formulating or responding to proposals and questions; the other at the end of the grant period, if the applicant receives funding, that discusses subrecipient performance. There must be reasonable notice of the public hearings (ODOC/CD requires fifteen (15) working days, and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for people with disabilities.
  - 2.2.7.** Meet the needs of non-English-speaking residents in public hearings where many can reasonably be expected to participate.
  - 2.2.8.** Provide citizens with reasonable advance notice (ODOC/CD requires fifteen (15) working days) and the opportunity to comment on proposed activities not previously described in an applicant's funding request and activities that are proposed to be deleted or substantially changed in terms of purpose, scope, location, or beneficiaries.

Substantially changed means changes made in purpose, scope, location, or beneficiaries.

**2.2.9.** Provide the place, phone numbers, links (if online), and times where and when citizens can communicate when submitting written complaints and grievances; the process the unit of local government will use to provide a timely written answer to written complaints and grievances within fifteen (15) working days where practicable.

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

**2.3.1.** Community development and housing needs;

**2.3.2.** CDBG-DR Program purpose, i.e., meet the low- and moderate-income National Objectives and

**2.3.3.** The development of proposed activities.

**3.** The Citizen Participation Plan must be signed and dated by the chief elected official and must also have a Town, City, County, or tribal seal, or it must be notarized instead of the seal.

## Attachment 4: Certified Cost Estimate

Describe in detail all costs associated with the proposed project. Applicants can submit their own Word/Excel/PDF documents. Projects must have certified cost estimates from an architect, engineer, vendor, construction company. All cost estimates shall be obtained from professional sources and are required to be uploaded as part of the application process. These estimates must be certified and from professional engineers, architects, construction companies, vendors, or appropriate personnel with experience to make such estimates. All estimates must be signed, dated, and sealed (if applicable).

However, when the application is for new building construction or improvements to an already existing building, the applicant must adhere to 59 O.S. §46.21b and 74 O.S. §324.11 as amended.

## Attachment 5: Applicant/Recipient Disclosure Update Report (HUD Form 2880)

HUD Form 2880 is a required HUD form. This form must be completed if the minimum disclosure requirements are met. It must also be certified by the interested parties as outlined in the disclosure. Upload the form to the OKGrants application.

## Attachment 6: LMI Documentation

This form must be completed and submitted to OKGrants. The following are mandatory uploads for those applicants conducting Random Sample Income Surveys:

1. LMI Beneficiary Summary Form – (Blank Copy Attachment 6) *NOTE: The LMI Beneficiary Summary Form summarizes the uploaded Field Survey Sheets on one form and is required to be filled out to include Town/City/Target Area, County, and Survey Date.*
2. Random Number Table
3. Survey Map
4. Copy of the Original LMI Field Survey Sheets

CDBG-DR applicants must qualify for their project activities under the LMI national objective. Failure to meet the LMI National Objective will result in the application being rejected.

### **(651) Qualifying under the National Objective of Benefit to Low- and Moderate-Income**

To qualify for CDBG-DR funding under the National Objective of benefit to low- and moderate-income persons, the proposed project activities must show a positive or general improvement of living conditions in a definable geographic target area where at least 51% of the occupied households/homes are of low- and moderate-income families. Low- and moderate-income families have an income equal to or less than the current Section 8 low-income limits established by the United States Department of Housing and Urban Development (HUD) (Appendix

E of this guidance document). Each activity proposed for funding with CDBG-DR dollars claiming the National Objective of benefit to low- and moderate-income persons must provide data indicating the percentage of low- and moderate-income beneficiaries. Various questions must be answered before determining whether or not an activity proposed for CDBG-DR funding benefits principally low- and moderate-income families. Questions to be answered include:

- (1) How does the proposed activity serve the residents of the geographic target area where it is taking place?
- (2) Which occupied households/homes within the geographic target area are directly affected or impacted by the proposed activity?
- (3) Is there a more extensive set of households/homes that the proposed activity will serve?

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

However, in some minimal cases, Census data may be used to document the percentage of low and moderate-income families receiving benefits. However, using any Census data to report the percentage of low and moderate-income beneficiaries for any CDBG-DR funded activity requires prior ODOC/CD review and approval. Any applicant intending to use Census data to document the project's percentage of low and moderate-income beneficiaries must email the ODOC/CD CDBG DR Planner thirty (30) days before the application's submission deadline. The use of Census data has several HUD-mandated procedural requirements and is subject to various use-related restrictions. These requirements and regulations are best discussed directly with the ODOC/CD CDBG DR Program Planner to receive the proper guidance on meeting HUD Census-based compliance requirements. An applicant's failure to obtain prior ODOC/CD review and approval of using Census data to qualify the proposed CDBG project may result in the rejection of the data's conclusions.

Please note that if the available Census data geographies do not reasonably correspond to the service area, it will not be appropriate to use Census data to qualify a low—and moderate-

income activity. Applicants will then be required to conduct a targeted local income survey to determine low-and moderate-income compliance for the specific service area.

Applicants may not pro rate the Census data when a given service area includes a portion of a geography from published datasets. The low and moderate-income determination shall be made based on the entirety of the data of the census geography which the service area both completely encloses and significantly overlaps.

Income survey techniques consist of door-to-door surveys, telephone surveys, mail surveys, or any combination of the three. Regardless of the technique used, an applicant must be able to link each income response to a specific family within a specific household/home. Blind survey techniques that cannot match households/homes and their respective family incomes will not be accepted, as they do not allow for verification should it become necessary.

For all FY 2025 income surveys, only the Random Sample Survey methodology will be accepted by ODOC/CD. ODOC/CD will accept income surveys that have been conducted within the previous five (5) program years (FY 2020, 2021, 2022, 2023, or 2024). However, to be eligible for previous program years' surveys, the applicant will be responsible for providing copies of the original Field Survey Summary Sheet, Survey Field Sheets, Random # Table, and Survey Map.

#### **(b) Conducting an Income Survey**

A sample Field Survey Form can be found in Appendix "A" of this guidance document for those applicants conducting Random Sample Income Surveys. All applicants are required to complete the Direct Project Beneficiary Income Survey Summary, which is located in the online application at OKGrants. Additionally, the following LMI documentation is required to be uploaded to the Application "UPLOADS" section of OKGrants:

1. Upload a copy of the Random Number Table that was generated by ODOC/CD to perform the survey. Prospective applicants must contact the ODOC/CD CDBG DR Planner to obtain the Random Number Table.

2. Upload a color-coded map that identifies each surveyed home's income status (above or below low and moderate-income status); the location of all proposed CDBG and leverage activities, and the central business district.
3. Upload all scanned copies of the original Direct Beneficiary Income Field Survey sheets.
4. Upload a copy of the LMI Field Survey Summary sheet. (A blank copy of this form is located in Attachment F) NOTE: The LMI Field Survey Summary Sheet summarizes the uploaded Field Survey Sheets on one form and is required to be completely filled out to include: Town/City/Target Area, County, and Survey Date.

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

**Step 1.** List by name and address the number of households within the geographic area to be covered by the project (for example, the following listings may be used to identify the number of households within your universe: water billing, wastewater billing, solid waste billing, 911 emergency service databases, or in the case of a county, the voting rolls).

**Step 2.** Alphabetize your universe by last name (all households), or list in ascending or descending order by account numbers. This establishes a random distribution for your universe.

**Step 3.** Number all households comprising your universe.

**Step 4.** Based on the number of households provided, ODOC/CD will generate a random survey sample and provide it to the applicant along with the required response rate.

**Step 5.** Match the random sampling numbers to your numbered household universe and survey those locations. For example, if the random sample provided by ODOC/CD is “#47”, match that number 47 to the 47<sup>th</sup> entry on your numbered universe and survey that location. Continue to survey until you have achieved the required response rate. Do not over-survey.

**Step 6.** Survey using the “Direct Project Beneficiary Income Survey Field Worksheet” provided in the appendix to this application packet (these working papers are to be retained with the permanent records of the unit of local government) and the low-income figures for your county (provided in Appendix A).

**Step 7.** Complete and upload the LMI Beneficiary Income Summary Form in your OKGrants application Upload Section.

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

Required Sample Sizes for Universes of Various Sizes:

Number of Occupied Households	
1 – 55	50 or all if less than 50 households
56 – 63	55
64 – 70	60
71 – 77	65
78 – 87	70
88 – 99	80
100 – 115	90
116 – 138	100
139 – 153	110
154 – 180	125
181 – 238	150
239 – 308	175
309 – 398	200
399 – 650	250
651 – 1,200	300
1,201 – 2,700	350
2,701 or more	400

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

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

## Attachment 7: W-9 Taxpayer ID & Certification

This form must be completed and submitted to OKGrants. The W-9 form (Taxpayer Identification Number & Certification) must also be filled out in full and uploaded as part of the application process.

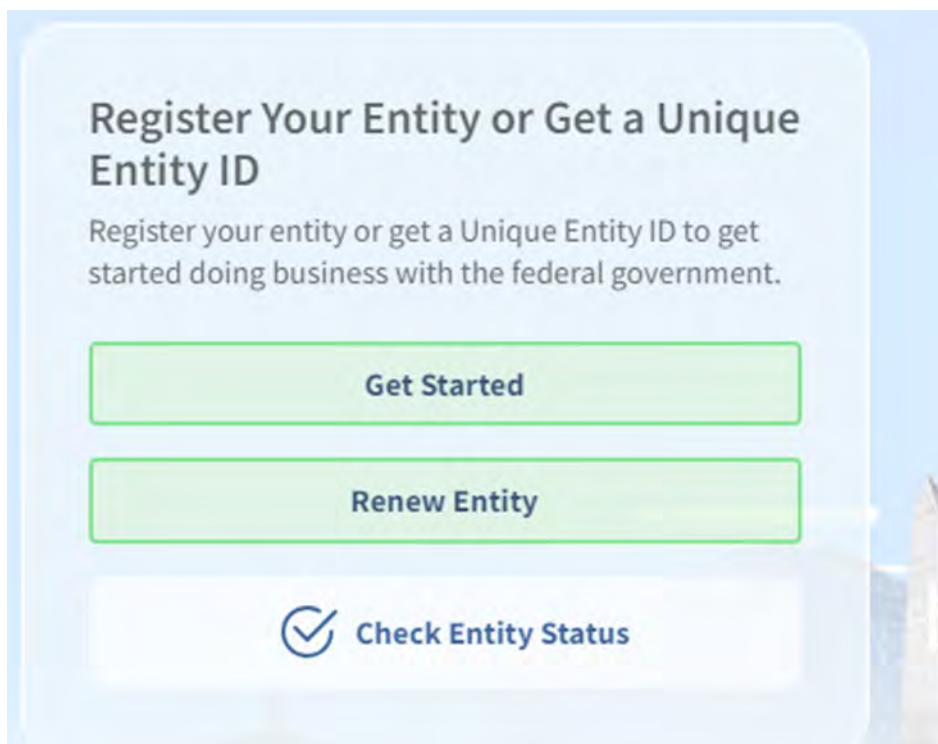
## Attachment 8: SAM.gov Exclusion/Debarment Verification

Follow the instructions below to upload the correct information ensuring that the applicant is not debarred.

## Registration, Debarment, and Exclusion Instructions

### HOW TO REGISTER IN SAM.GOV

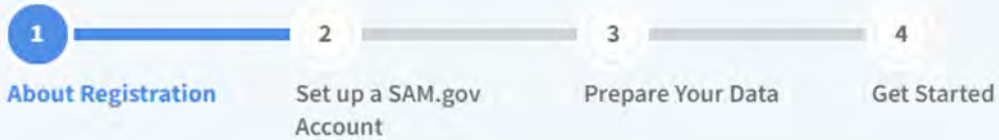
If you have not registered, please go to [www.SAM.gov](http://www.SAM.gov) and go the “Register Your Entity or Get a Unique Entity ID” section and choose “Get Started”. This area is also where you can renew your SAM.gov account or check your status to confirm whether you have an account active or inactive.



After you have clicked “Get Started” you will be sent to “Before You Get Started” section. As an applicant applying for federal awards, you will need to a full registration. Download the “Entity Registration Checklist” for full instructions (including required documents/information to register, how long it will take to be confirmed, and additional general information). It is recommended to scroll through each numbered section which will provide additional summary information prior to starting the registration.

## Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



### 1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

[What does it mean to get only a Unique Entity ID and not register?](#)



Once you have been fully registered, renewed or if you are already registered, in SAM.gov. Once you have completed the debarment check, save it a PDF version of the exclusion and upload into OKGrants.

Here's a step-by-step guide:

### 1. Navigate to the Exclusions page:

Go to SAM.gov and click on "Search Records," then select the "Exclusions" tab.

**2. Enter search criteria:** Input the entity's name or [OBJ] to search for potential debarments. [Unique Entity ID \(UEI\)](#) to search for potential debarments.

### 3. Review the results:

If no matches are found, this indicates the entity is not excluded. If matches are found, review the details to confirm the entity and the reason for exclusion.

#### **4. Save the results:**

**Print to PDF:** Use your browser's print function and select "Save as PDF" as the destination.

**Take a screenshot:** Use your operating system's screenshot tool to capture the page.

#### **5. Save the file:**

Give the file a descriptive name (e.g., "SAM\_Debarment\_EntityName\_Date") and store it in a secure location for record-keeping.

By saving the search results, you create a documented audit trail of your debarment checks, which is crucial for compliance and demonstrating due diligence, according to SAM.gov documentation.

### **SAM.gov Website Exclusion Check**

You do not need to log in to your SAM.gov account to search for Exclusions. To search you will go to Search, change the "Select Domain" to "Entity Information" and select "Exclusions". There are additional options to narrow the search if necessary.

Select Domain  
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

☐ Any Words

☒ All Words

☐ Exact Phrase

e.g. 123456789, Smith Corp

Select Domain  
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

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Simple Search

Search Editor

☐ Any Words

☒ All Words

☐ Exact Phrase

e.g. 123456789, Smith Corp

1. Save a PDF version of the exclusion and upload to OKGrants.

## Attachment 9: Subrogation Agreement

A signed subrogation agreement is required. A signed agreement ensures that any duplicative funds will be paid back.

## Attachment 10: Duplication of Benefits (DOB) Chart

A Duplication of Benefits chart is a requirement for CDBG-DR applicants. Applicants should fill out all known funding sources to the best of their ability and include any documentation proving the funds received from sources such as Insurance, FEMA, SBA, etc.

## Attachment 11: Project Narrative

Applications must demonstrate an applicant's need for the requested CDBG-DR activity, fully detail the specific activity or activities, what those activities will accomplish toward meeting HUD National Objectives, and how it directly relates to the disaster. The applicant must communicate to ODOC/CD how the CDBG-DR activity is being requested in the application. Failure to adequately complete or define the requested information in this attachment will result in a failed threshold application rating.

## Attachment 12: Damage Verification

Applicants must provide damage-related photos related to their respective CDBG-DR funding requests. While no number of photo-related documents is required, the applicant must substantiate the overall damage commensurate with the CDBG-DR activity. Failure to adequately complete or define the requested information in this attachment will result in a FAILED threshold application rating.

## Attachment 13: Damage Timeline

Applicants must provide unique dates and events for the disaster. Failure to adequately complete or define the requested information in this attachment will result in a FAILED threshold application rating.

## Attachment 14: Unmet Need Documentation

Applicants must provide documentation of unmet needs with the requested information in the attachment. Failure to adequately complete or define the requested information will result in a FAILED threshold application rating.

## Attachment 15: Capacity Assessment Verification

Applicants must provide a staff capacity assessment. Applicants must verify their capacity to maintain adequate staffing to meet all grant requirements. Applicants must submit a staff organization chart and descriptions of all staff responsibilities per the CDBG-DR grant. Subrecipients should also include whether their staff have successfully managed federal grants before (in the roles and responsibilities section). If the subrecipient cannot currently manage the CDBG-DR grant, the subrecipient must include future improvements to capacity in their staff organization to meet the minimum requirements, such as:

- Hiring additional, experienced staff.
- Partnering with other organizations.
- Contracting for expert services.
- Training existing staff.

The Subrecipient, Grant Administrator, and ODOC/CD Staff work together to meet all HUD and State Guidelines. It is the responsibility of the Subrecipient to notify ODOC/CD immediately if there is a change in the authorized official, key program staff, or contact information in OKGrants. In the event that information on this assessment has changed, please update this form and submit it to ODOC/CD Staff within 48 hours of the change.

**Please note:** ODOC does not require the subrecipient to hire additional staff. However, the information provided in the Capacity Assessment Verification form should be used to plan for administering a federal grant to ensure compliance.

## Attachment 16: Procurement Policies and Procedures

Applicants must describe the policies and procedures to be set in place that address the procurement of services or goods, subject to the federal guidelines outlined within ODOC's Procurement Policies and Procedures. Applicants are to follow their own procurement policies and procedures and 2 CFR 200.318-327. If such policies conflict, the applicant will follow the more restrictive policy. Cite local guidelines and/or documents/handbooks/manuals when referring to current policies and procedures.

## Attachment 17: Duplication of Benefits Policies & Procedures

Applicants must describe the policies and procedures to be implemented to address duplication of benefits. Reference the guidance outlined in the CDBG-DR 2022 Policies and Procedures.

## Attachment 18: Consent Orders, Notice of Violations, and Permitting

Applicants applying for funding for a water or wastewater project must indicate if there are any Consent Orders, Notice of Violations, or permits, if applicable, on your system. If there is a Consent Order or Notice of Violation, or if you have construction permits, upload them to OKGrants.

## Threshold Criteria and Scoring

### Single-family Housing Rehabilitation

#### Program Competitive Application Overview (if applicable)

Application approval and associated funding decisions will be made through the evaluation of threshold criteria related to the grant application and subject to funding availability. The state is seeking a single subrecipient to administer the program throughout the entire impacted area and will accept simplified applications for the work to expedite funding availability for survivors. The ideal approach will utilize a nonprofit, agency, or other eligible subrecipient with experience in

housing construction and rehabilitation, paired with the procurement of a contractor to assist the subrecipient in CDBG-DR administration.

For applications to be eligible, applicants must show that the project will:

- Repair or replace homes damaged because of DR-4657 or DR-4670
- Impact vulnerable communities
- Meet a national objective
- Qualify as a CDBG-DR-eligible activity
- Be in a declared disaster-affected area

All applications must meet the threshold criteria described above to be funded. If multiple applications are received, ODOC will score applications using a competitive scoring rubric that will be based on the following criteria:

- Project will serve all disaster-impacted areas (10 points) OR project will serve residents of one of the HUD- or grantee-identified MID (preference will be given to HUD-identified MID areas) (8 points HUD MID / 5 points grantee MID)
- Subrecipient has experience completing housing construction and rehabilitation projects (10 points)
- All sources of funds are identified (5 points)
- Anticipated budget that is provided is cost-reasonable (5 points)
- The degree by which proposed designs and plans will mitigate future hazards and meet a green and resilient building standard as appropriate (10 points)

ODOC may directly solicit applications from eligible subrecipients who have experience in construction and housing rehabilitation to find the best subrecipient to serve disaster survivors. All applications must meet the threshold criteria to be funded.

If no subrecipient applies who can administer a program throughout the entire impacted area, the state may fund multiple subrecipients on a competitive basis as funding allows. If this is the case, ODOC will establish a new open application window and deadlines for subrecipients that cannot serve the entire state. The threshold criteria and scoring criteria will remain the same.

## **Infrastructure: Public Infrastructure and Stormwater Management**

### Program Competitive Application Overview (if applicable)

Application approval and associated funding allocations will be made through the evaluation of threshold criteria related to the grant application and subject to funding availability. ODOC will assess each application based on the response to the following criteria.

For applications to be eligible, applicants must show the project:

- Is an eligible activity under CDBG-DR
- Meets a CDBG-DR national objective

- Mitigates risk to critical public infrastructure
- Is in the disaster-impacted area

ODOC will establish weighted scoring that will assess the following factors:

- Whether the project is in one of the HUD-identified MIDs (15 points)
- How the project will address a disaster-related impact (10 points)
- Whether the project can be implemented successfully as designed (10 points)
- If there are any Consent Orders or Notice of Violations or there are public health and safety concerns. (10 points)
- How the project will mitigate natural hazard risks, including climate-related risks, to critical structures, facilities, and systems (e.g., FEMA's community lifelines or other disaster-related systems) (10 points)
- Whether the project considers future conditions (5 points)
- Whether the project incorporates nature-based solutions such as grade-stabilization structures, wetland development, riparian buffers or filter strips, or Karst stormwater best management practices (5 points)
- The extent to which the project will achieve objectives outlined in regionally or locally established plans and policies that are designed to reduce future risk to the jurisdiction (5 points)
- The outreach and engagement plan and efforts carried out by the applicant, including specific outreach to the tribal jurisdiction in which the project would take place (5 points)
- Alignment with plans created by or endorsement by the tribal nation in which the project would take place (5 points)
- The cost-reasonableness of the project (applications must include an engineer's estimate or equivalent) (5 points)
- The cost benefit analysis of the project, as determined by the applicant submission (5 points)
- How the grantee will align infrastructure investments with other planned federal, state, or local capital improvements and infrastructure development efforts, and will work to foster the potential for additional infrastructure funding from multiple sources, including state and local capital improvement projects in planning, and the potential for private investment (e.g., other funds leveraged) (5 points)
- How the grantee will employ adaptable and reliable technologies to prevent premature obsolescence of infrastructure and the ability of the applicant to operate and maintain the project beyond the life of the CDBG-DR grant (5 points)
- Other benefits of the project (5 points)

## **Planning: Resilience and Mitigation Planning Grant Program**

### Program Competitive Application Overview (if applicable)

Application approval and associated funding allocations will be made through the evaluation of threshold criteria related to the grant application and subject to funding availability. ODOC will assess each application based on the response to the following criteria.

For applications to be eligible, the project must:

- Be an eligible activity under CDBG-DR
- Have a proposed plan that will mitigate risk or build capacity
- Be in the disaster-impacted area

ODOC will establish weighted scoring that will assess such factors as the following:

- The proposed project is in one of the HUD- or grantee-identified MIDs (priority will be given to areas in the HUD-identified MID areas) (10 points HUD MID / 5 points grantee MID)
- The proposed project is in alignment with meeting the CDBG-DR goal of helping mitigate future disaster risks (10 points)
- How the activity will increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters. (10 points)
- The degree to which the proposed plan will consider and mitigate risks to members of protected classes, HUD-defined vulnerable populations, and historically underserved communities (10 points)
- The proposed plan will include a path for adopting and implementing the plan (if applicable) (10 points)
- Steps the applicant will take to increase awareness of the hazards in their communities (including for members of protected classes, vulnerable populations, and underserved communities) through outreach. (10 points)
- Coordination and alignment of these funds with other projects funded with CDBG-DR and CDBG-MIT funds, as well as other disaster recovery activities funded by FEMA, USACE, the U.S. Forest Service, and other agencies as appropriate. (5 points)
- Whether or not the project complements FEMA's Building Resilient Infrastructure and Communities (BRIC) program and/or will upgrade mapping, data, and other capabilities to better understand evolving disaster risks. (5 points)

### **Voluntary Buyout**

There will be no scoring for the Voluntary Buyout Program.

