November 5, 2026

2027 CDBG Application Training

Please sign in using the chat feature.

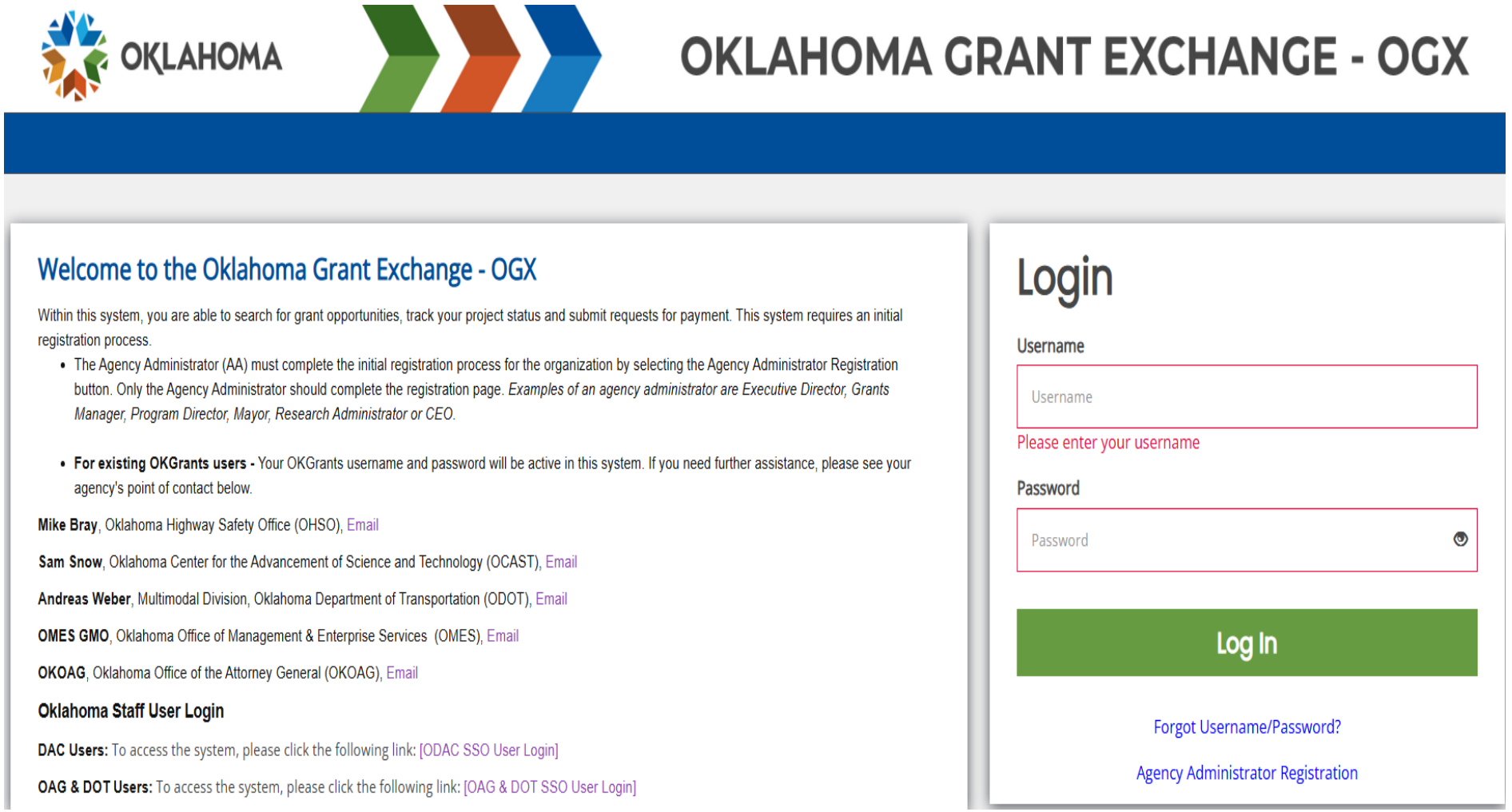
OKLAHOMA

AGENDA

- Application Submission Overview
- Common Issues
- Additional CDBG Program Information
- Application Due Dates
- Questions for Planners
- Contacts

Application Submission Overview

Oklahoma Grant Exchange (OGX): https://ogx.ok.gov/

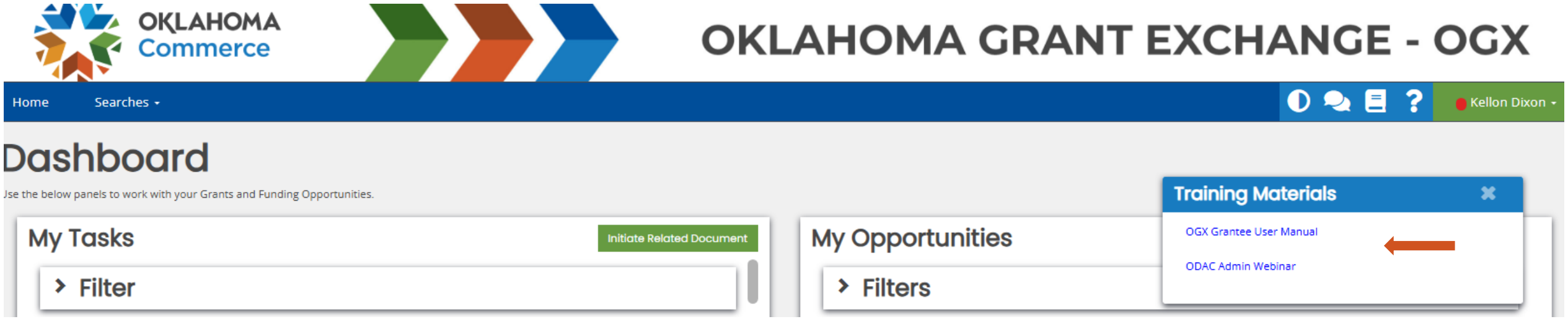


Authorized Officials; Writers; and Financial Officers have access to the CDBG Applications.

If you are not set up as any of the above-listed roles and you need to be, talk with your Grant Administrator or cal ODOC for assistance on getting set up.

Important Note: The roles will have a factor later in the contracting process, so be certain to list an "Authorized Official" in the system. This official must have inherent authority by their position or authority granted by bylaws or approved council minutes.

OGX Grantee User Manual



If you need instructions on navigating the new system, please review the **OGX Grantee User Manual** located in the upper right-hand corner.

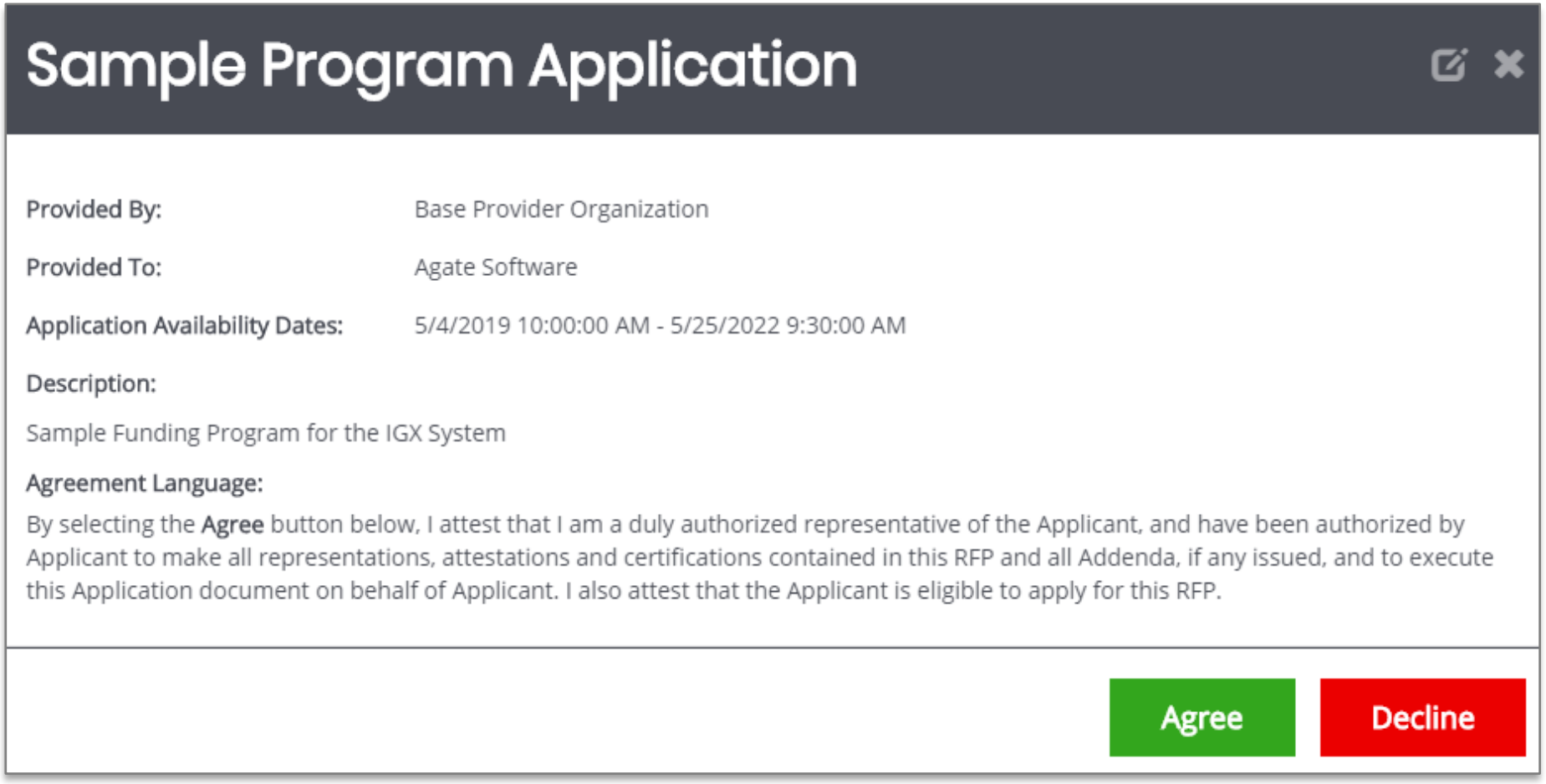
You can also review the recorded training on OGX, which will be provided using the same link.

My Opportunities

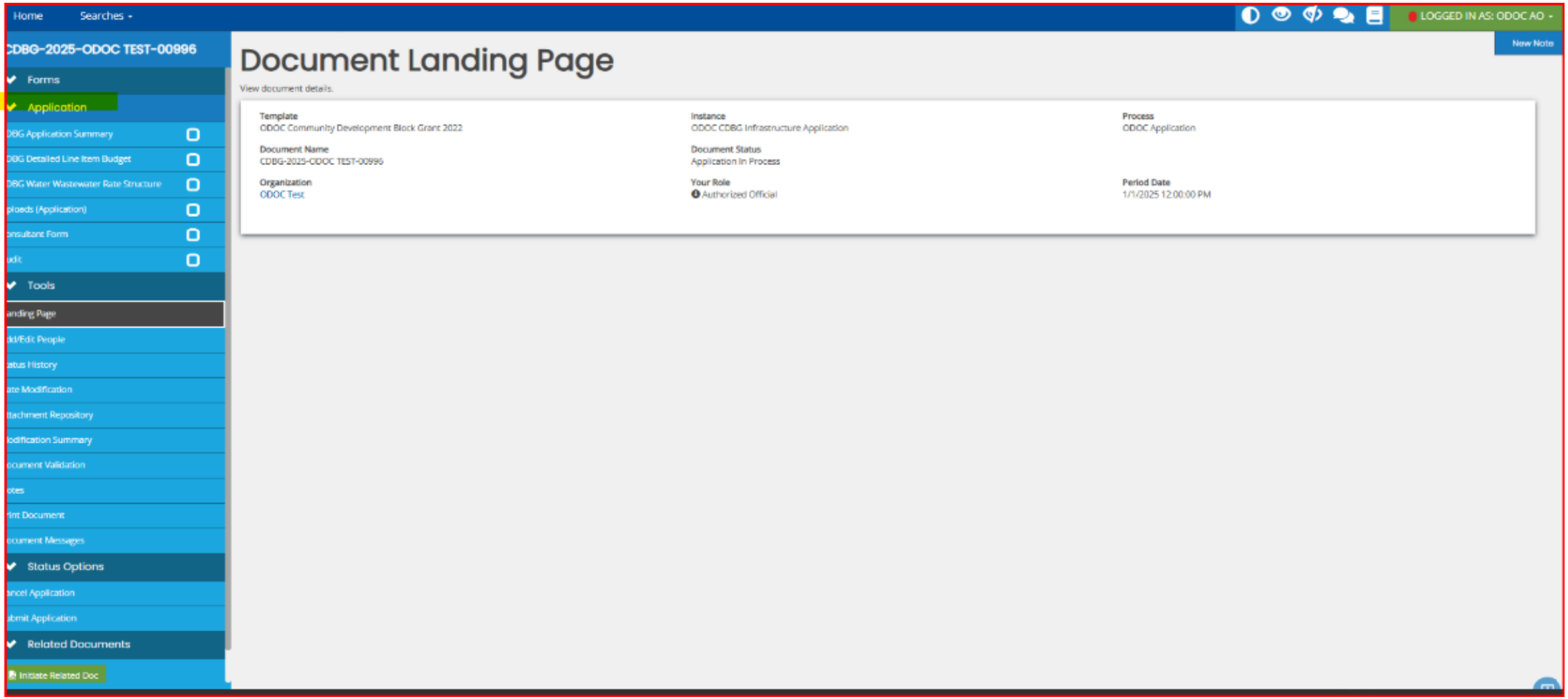
The **My Opportunities** area allows the user to start grant opportunity documents (usually applications).



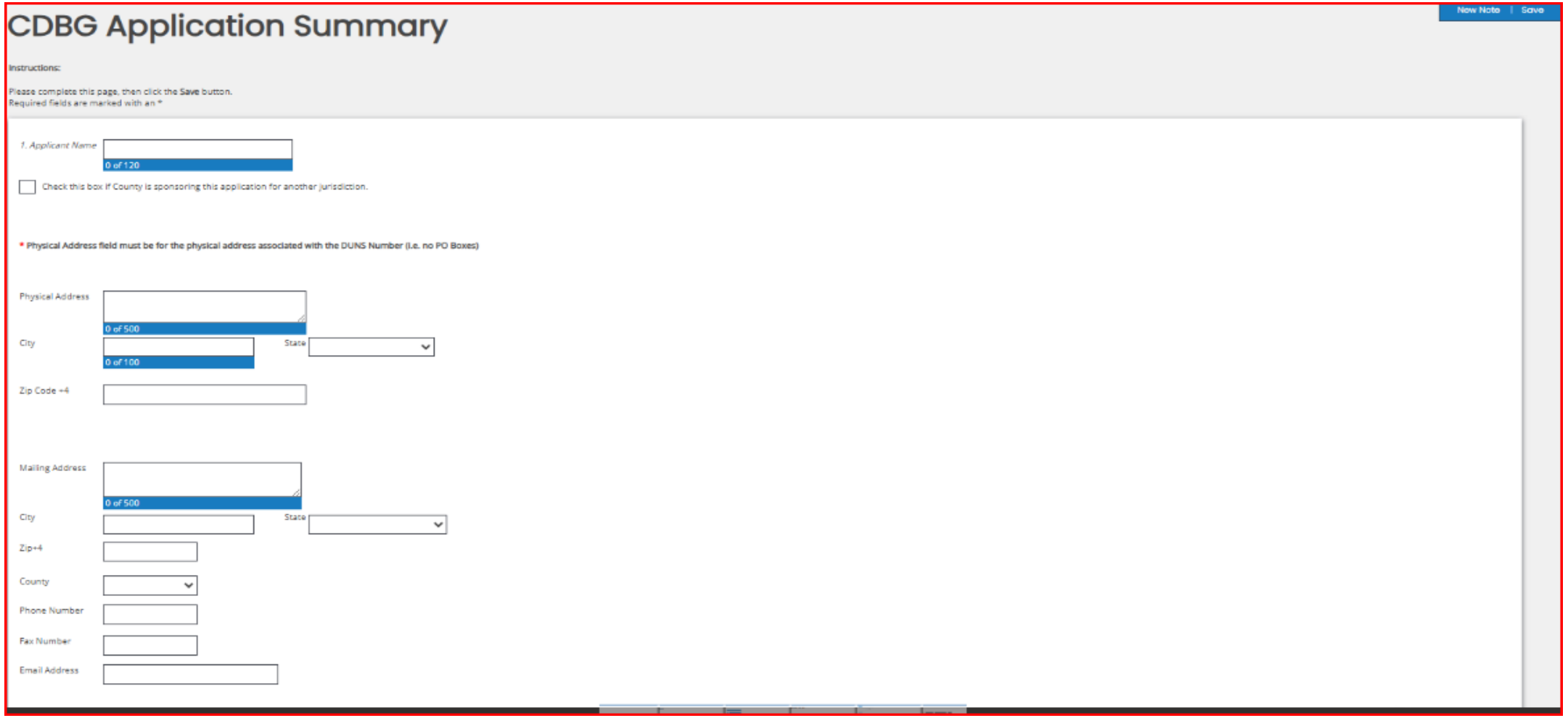
Agreement


Sample Program Application
Provided By:
Base Provider Organization
Provided To:
Agate Software
Application Availability Dates:
5/4/2019 10:00:00 AM - 5/25/2022 9:30:00 AM
Description:
Sample Funding Program for the IGX System
Agreement Language:
By selecting the Agree button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to make all representations, attestations and certifications contained in this RFP and all Addenda, if any issued, and to execute this Application document on behalf of Applicant. I also attest that the Applicant is eligible to apply for this RFP.
Agree
Decline

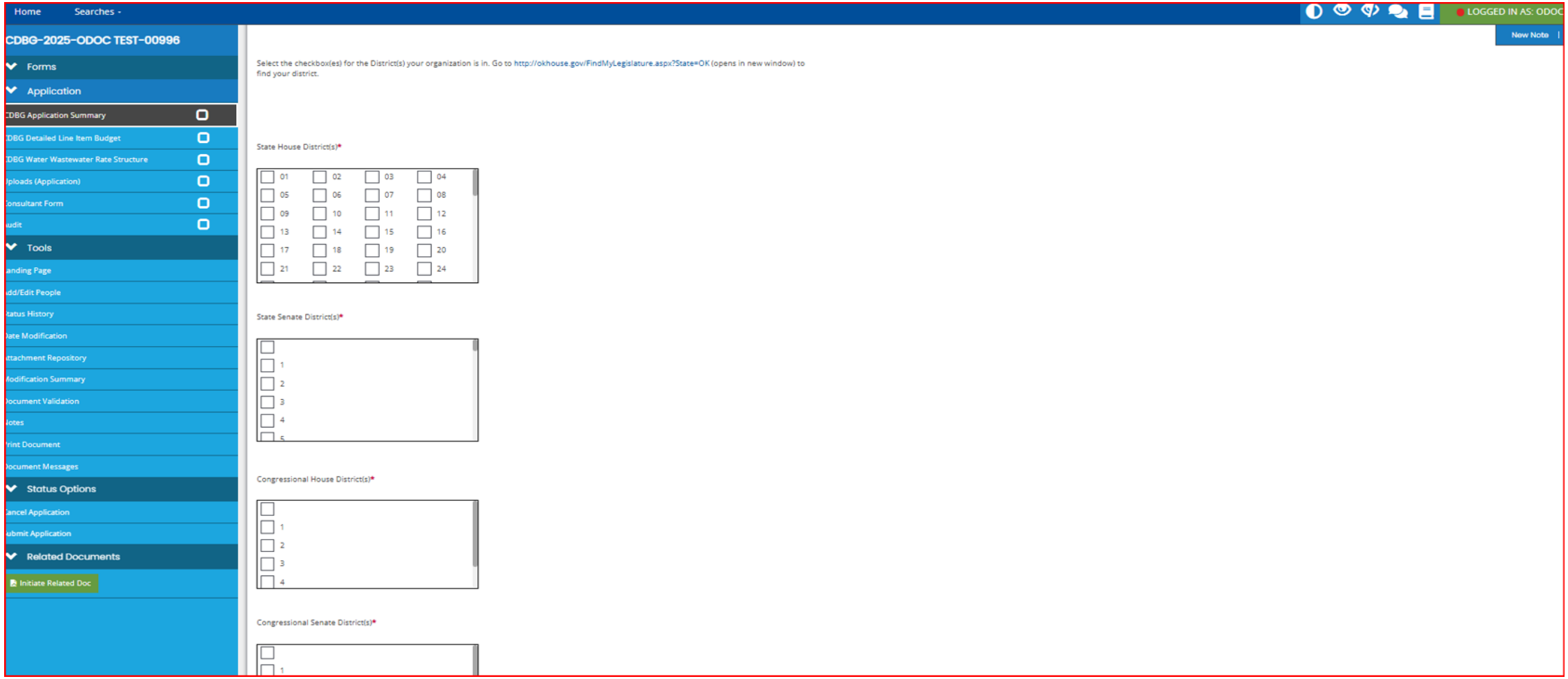
Document Landing Page



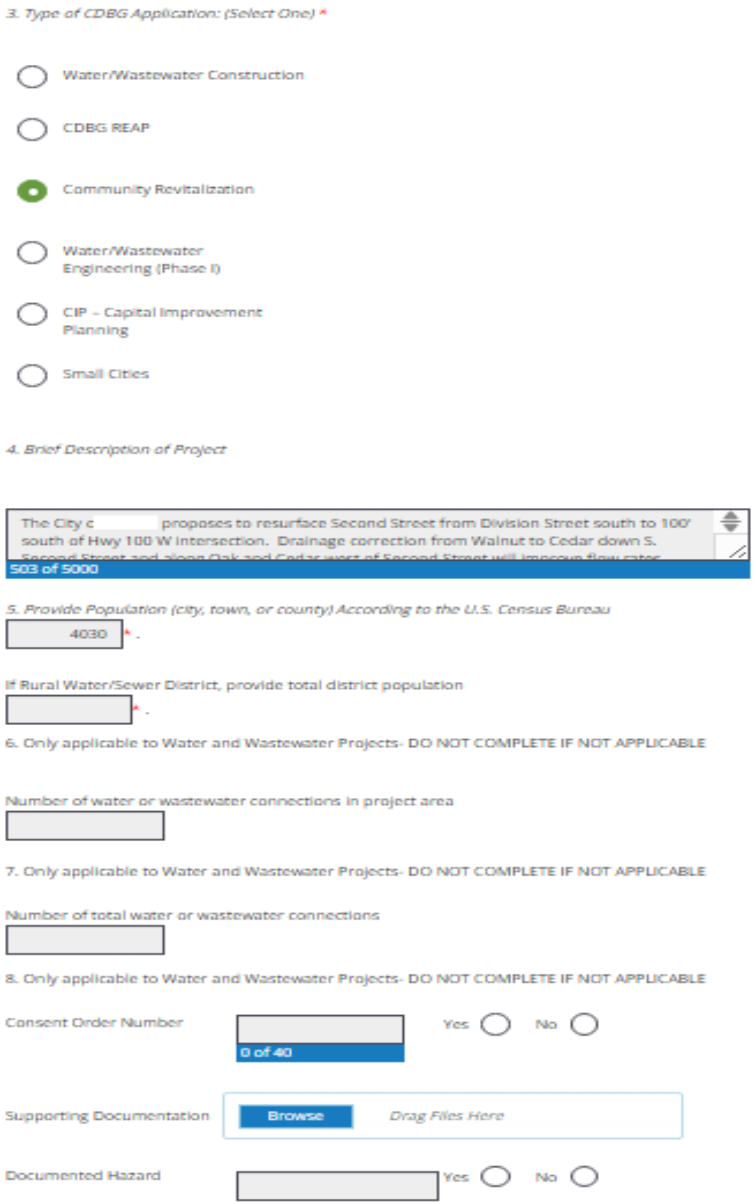
Application Summary Page



Application Summary Page Cont.



Application Summary Page Continued 3rd Slide.

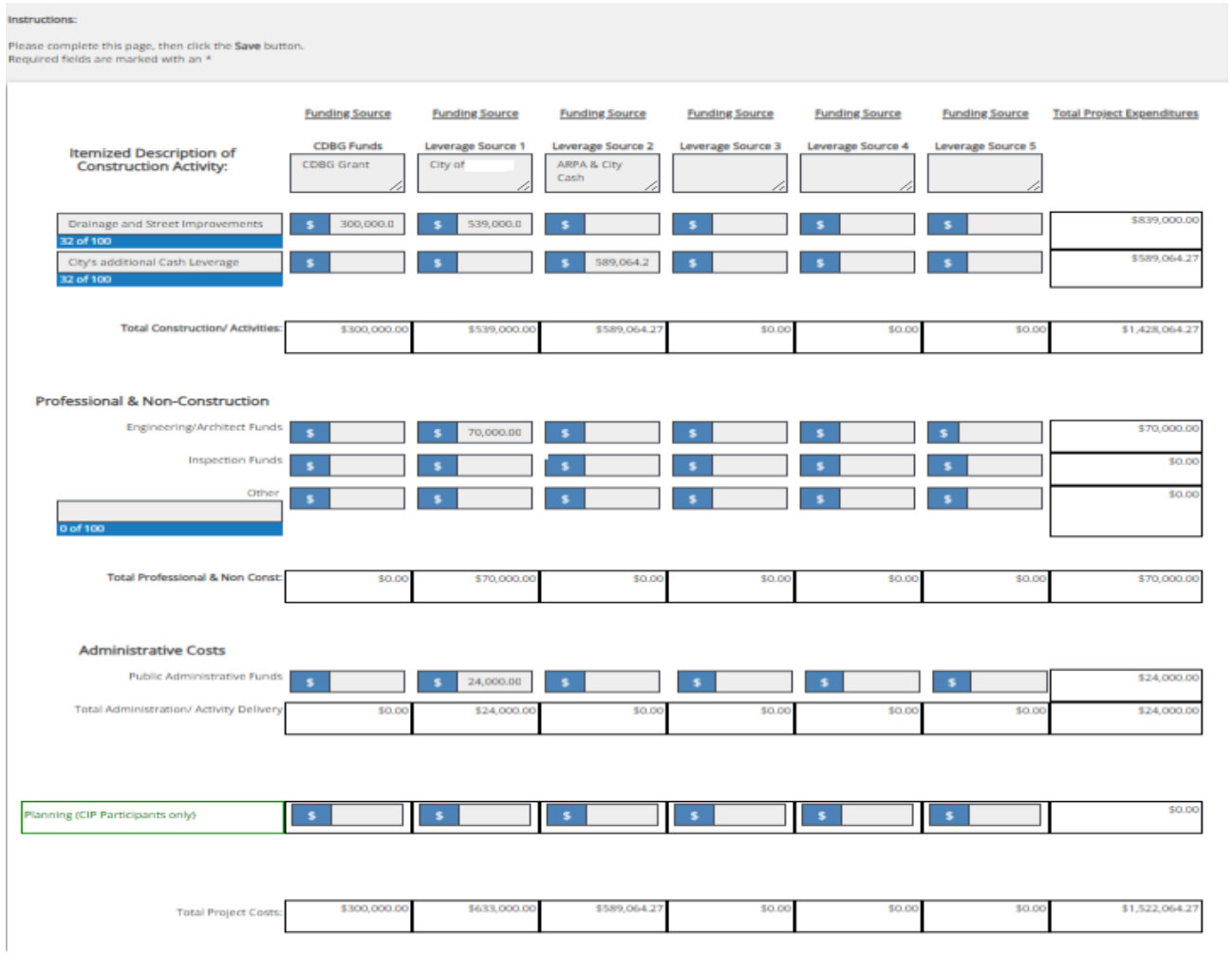


Make sure the correct CDBG set aside is chosen.

The Application Summary must address, in detail, the project description, including the need for the project and the beneficiaries of the project.

Important Note: If the application is for a County, please include the service area, including the nearest municipalities.

CDBG DETAILED LINE-ITEM BUDGET



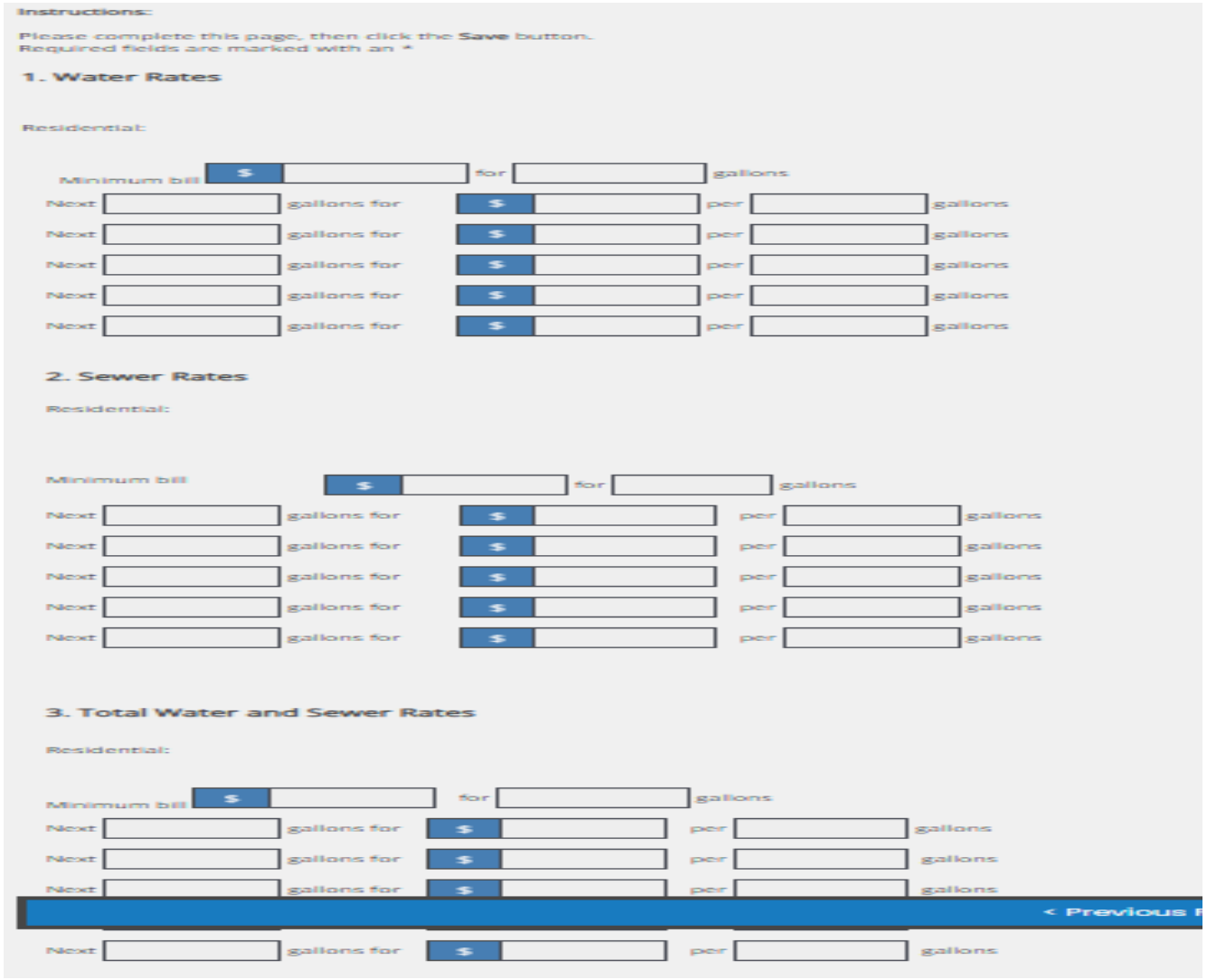
Instructions:

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

Itemized Description of Construction Activity:	Funding Source CDBG Funds CDBG Grant	Funding Source Leverage Source 1 City of	Funding Source Leverage Source 2 ARPA & City Cash	Funding Source Leverage Source 3	Funding Source Leverage Source 4	Funding Source Leverage Source 5	Total Project Expenditures
Drainage and Street Improvements 32 of 100	$ 300,000.00	$ 539,000.00	$	$	$	$	$839,000.00
City's additional Cash Leverage 32 of 100	$	$	$ 589,064.2	$	$	$	$589,064.27
Total Construction/ Activities:	$300,000.00	$539,000.00	$589,064.27	$0.00	$0.00	$0.00	$1,428,064.27
Professional & Non-Construction							
Engineering/Architect Funds	$	$ 70,000.00	$	$	$	$	$70,000.00
Inspection Funds	$	$	$	$	$	$	$0.00
Other 0 of 100	$	$	$	$	$	$	$0.00
Total Professional & Non Const:	$0.00	$70,000.00	$0.00	$0.00	$0.00	$0.00	$70,000.00
Administrative Costs							
Public Administrative Funds	$	$ 24,000.00	$	$	$	$	$24,000.00
Total Administration/ Activity Delivery	$0.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$24,000.00
Planning (CIP Participants only)	$	$	$	$	$	$	$0.00
Total Project Costs:	$300,000.00	$633,000.00	$589,064.27	$0.00	$0.00	$0.00	$1,522,064.27

The Budget should match the Engineer's Cost Estimate. The Construction Activity should show line items.

CDBG WATER WASTEWATER RATE STRUCTURE


Instructions:

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

1. Water Rates

Residential:

Minimum bill $ for gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

2. Sewer Rates

Residential:

Minimum bill $ for gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

3. Total Water and Sewer Rates

Residential:

Minimum bill $ for gallons

Next gallons for $ per gallons

Next gallons for $ per gallons

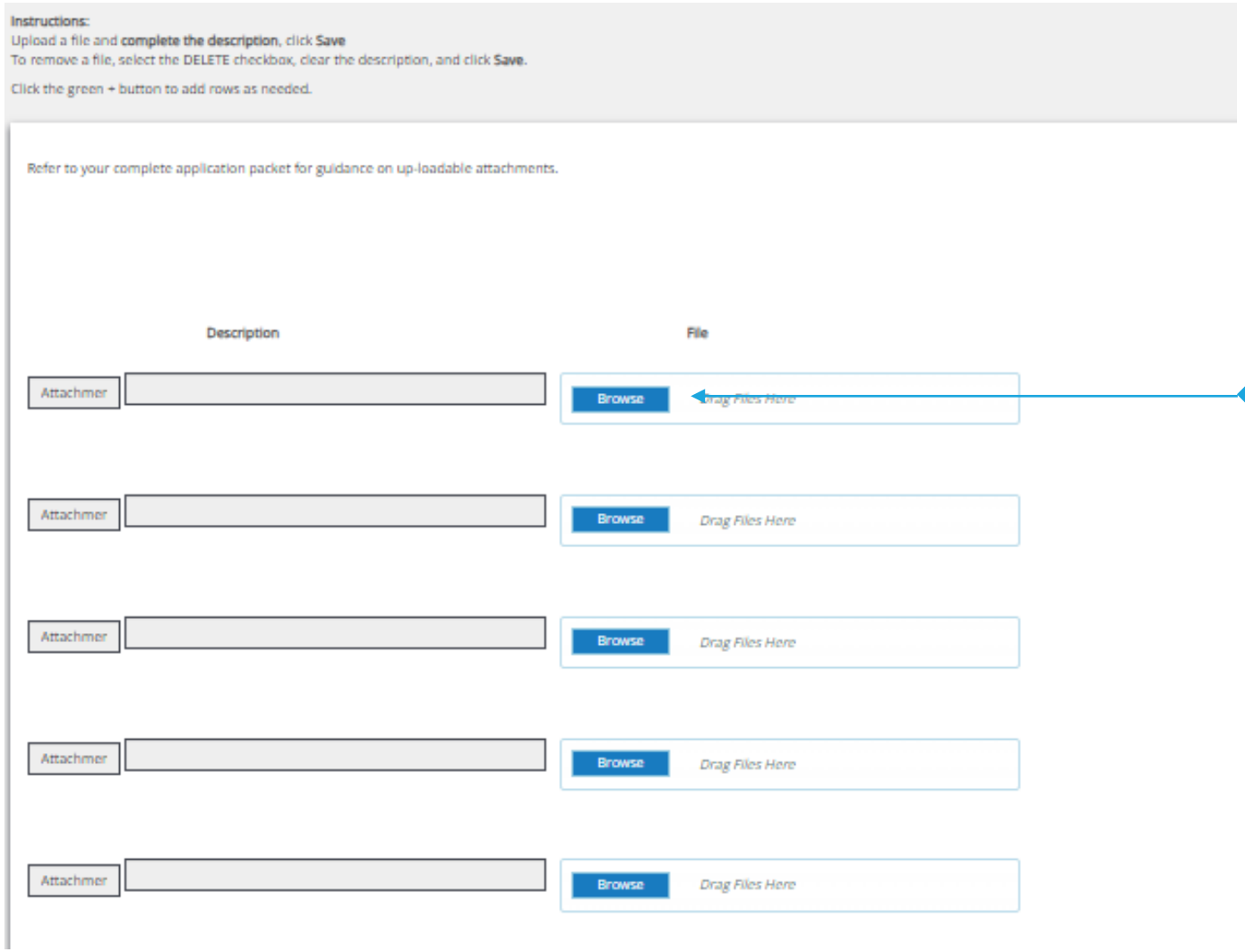
Next gallons for $ per gallons

< Previous

Next gallons for $ per gallons

Add the two (2) top section (water/sewer rates) numbers together for the overall totals.

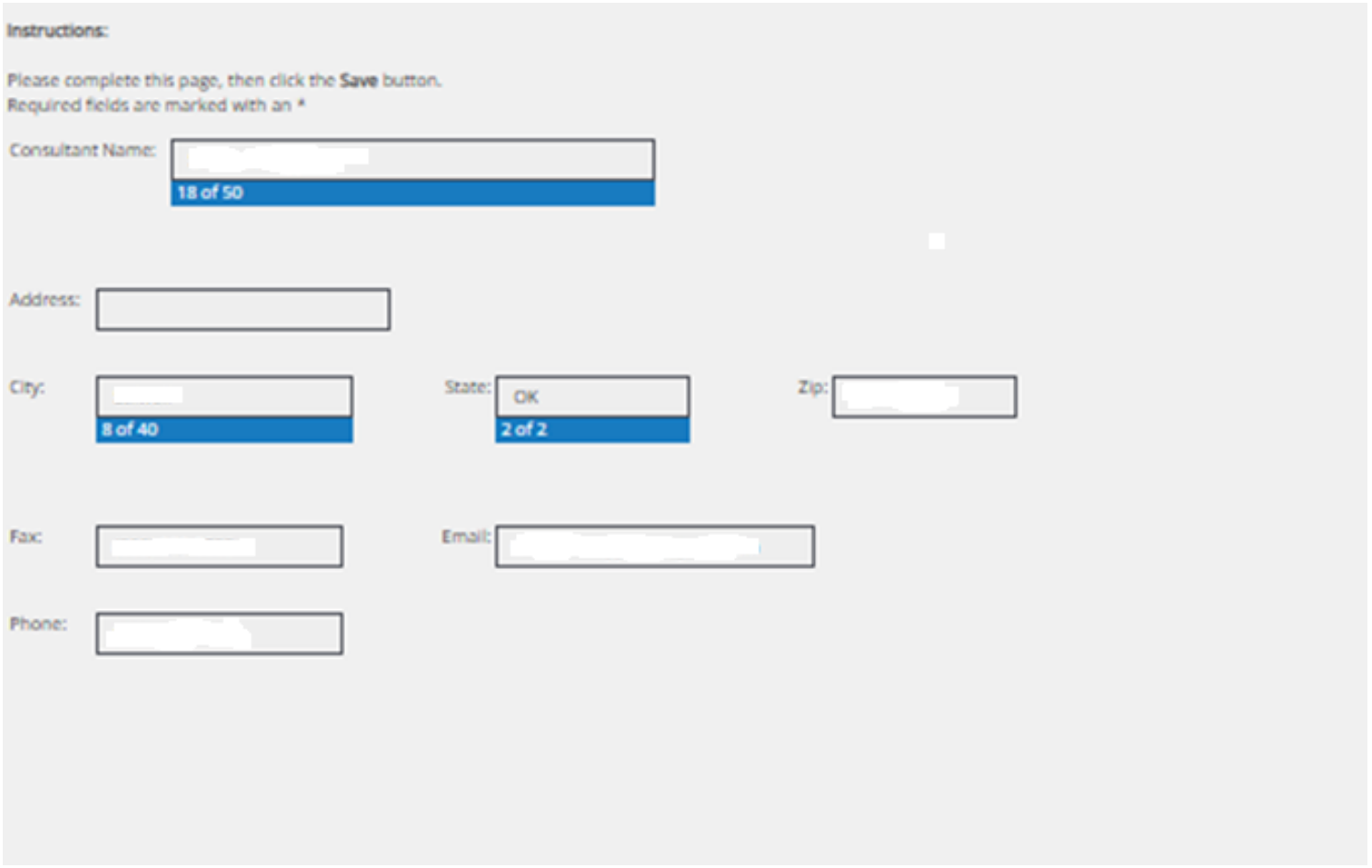
UPLOADS



This is where you will upload all required documentation to support your application and project. Make sure the document uploaded is titled under the “Description” section.

There are normally seven (7) Required forms to complete the CDBG Application.

Consultant Form



Certified CDBG Administrator Agreement



Last Saved

Certified CDBG Administrator Agreement

RESPONSIBILITIES, COMPLIANCE, AND ACKNOWLEDGMENT

This Certified CDBG Administrator Responsibilities, Compliance, and Acknowledgment ("Acknowledgment") establishes the responsibilities and compliance expectations of the Certified CDBG Administrator ("Administrator") providing administrative services for Community Development Block Grant ("CDBG") funds administered through the Oklahoma Department of Commerce ("ODOC").

By signing this Acknowledgment, the Administrator acknowledges and agrees to perform CDBG administrative services in accordance with all applicable federal and state laws, regulations, administrative rules, CDBG requirements, ODOC policies and procedures, applicable grant and contractual requirements, and the standards established for Certified CDBG Administrators.

1. Certification and Eligibility

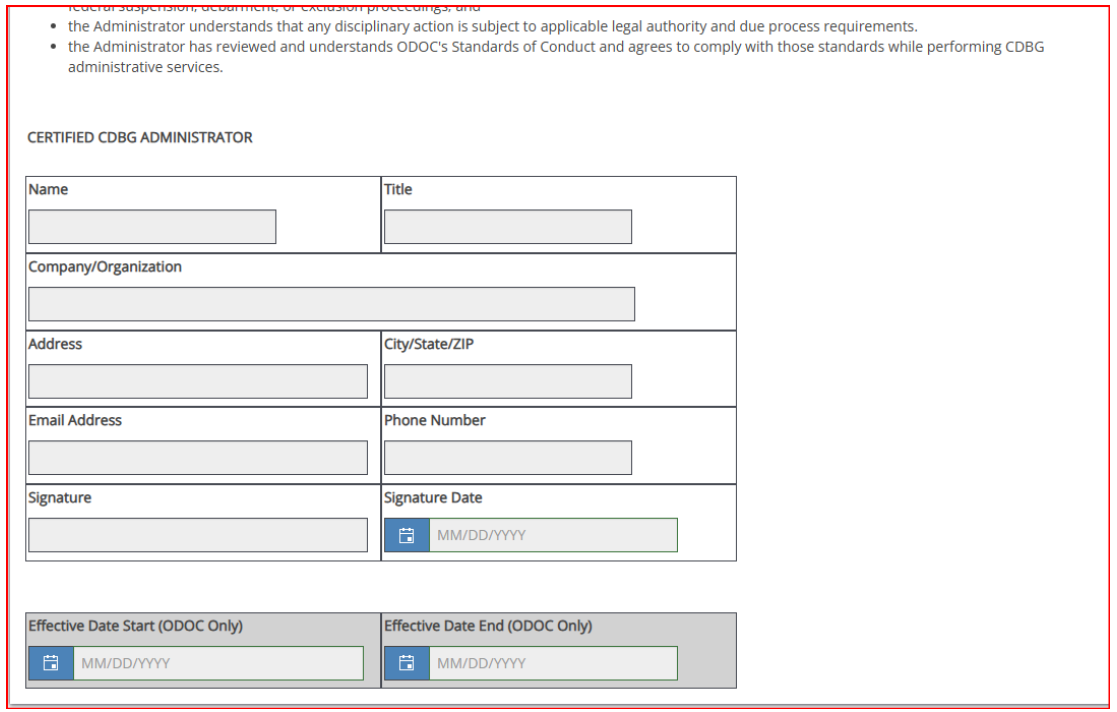
The Administrator shall maintain all certification and eligibility requirements established by ODOC for Certified CDBG Administrators throughout the period in which the Administrator provides CDBG administrative services.

The Administrator shall immediately notify ODOC and the applicable Subrecipient of any circumstance that may affect the Administrator's eligibility, certification, ability, or authority to perform CDBG administrative services.

The Administrator shall not represent itself as a Certified CDBG Administrator or perform CDBG administrative services when its certification has expired, been suspended, revoked, or otherwise terminated, or when the Administrator is otherwise determined to be ineligible to perform such services.

2. Administrator Responsibilities

The Administrator shall perform CDBG administrative services in a timely, professional, ethical, and competent manner and shall exercise due care in the administration of CDBG funds.



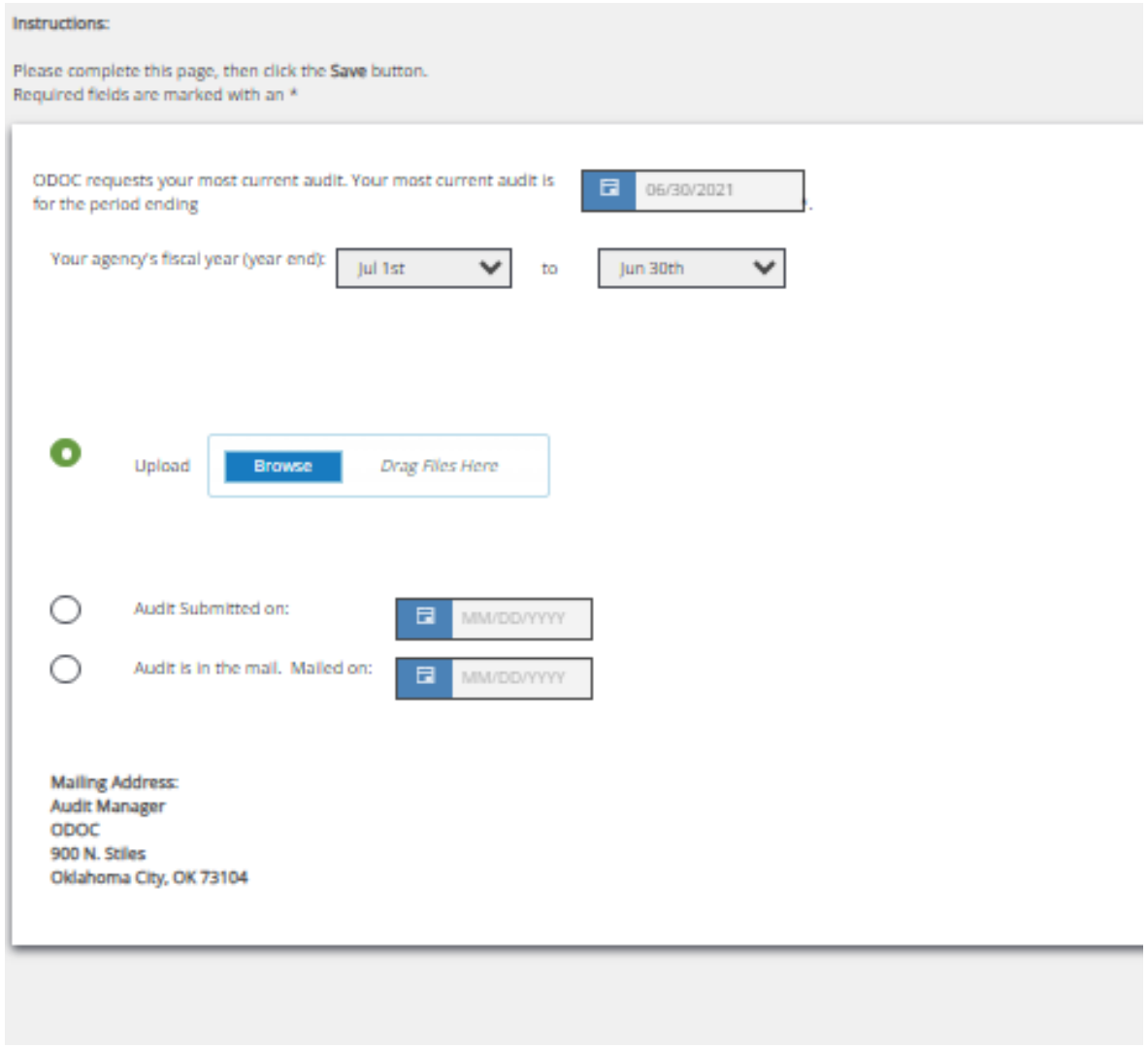
- the Administrator understands that any disciplinary action is subject to applicable legal authority and due process requirements.
- the Administrator has reviewed and understands ODOC's Standards of Conduct and agrees to comply with those standards while performing CDBG administrative services.

CERTIFIED CDBG ADMINISTRATOR

Name	Title
Company/Organization	
Address	**City/State/ZIP**
Email Address	**Phone Number**
Signature	**Signature Date**
	MM/DD/YYYY

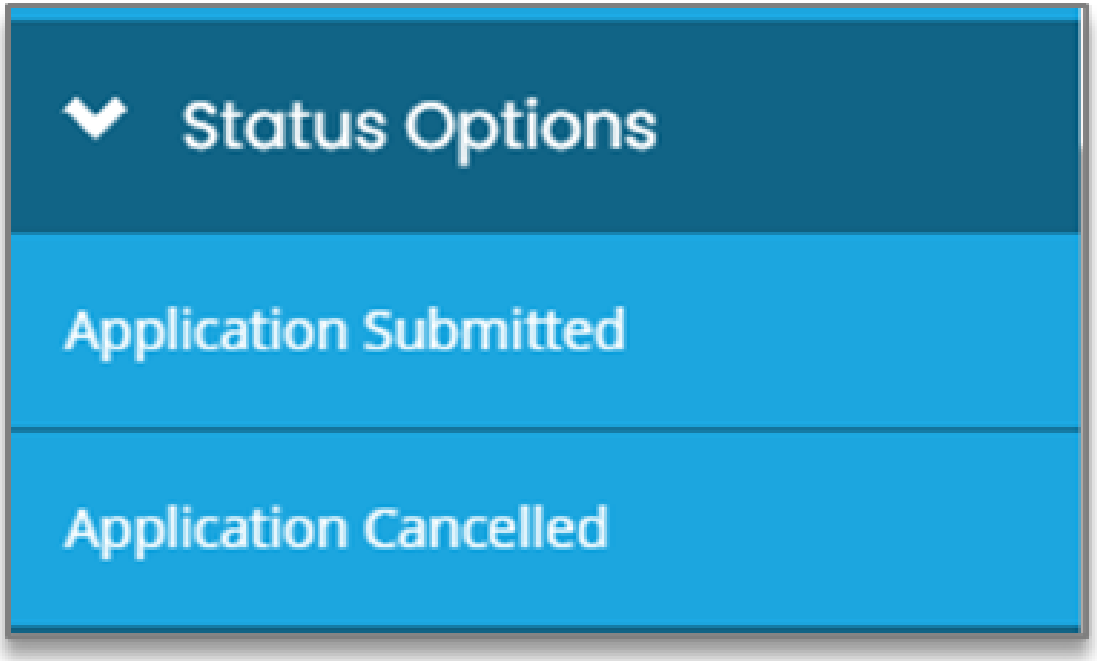
Effective Date Start (ODOC Only)	Effective Date End (ODOC Only)
MM/DD/YYYY	MM/DD/YYYY

AUDIT


Instructions:
Please complete this page, then click the Save button.
Required fields are marked with an *
ODOC requests your most current audit. Your most current audit is for the period ending
06/30/2021
Your agency's fiscal year (year end):
Jul 1st
to
Jun 30th
Upload
Browse
Drag Files Here
Audit Submitted on:
MM/DD/YYYY
Audit is in the mail. Mailed on:
MM/DD/YYYY
Mailing Address:
Audit Manager
ODOC
900 N. Stiles
Oklahoma City, OK 73104

Status Change

The **Status Change** area allows the user to change the status of a document. This is normally useful for submitting applications, signing contracts, or requesting grant modifications.



Expectations from ODOC Planners

What are we looking for? What do we expect?

- ❑ Complete review of the CDBG set-aside Guidelines before starting the application.
- ❑ The Guidelines give instructions on how to complete the application.
- ❑ Planners can assist with questions before application submission.
- ❑ Complete Applications.

Common Issues: Application Guidelines

Common Issues

- **Audit**
  - Audits must be submitted per Application Guidelines - no exceptions.
  - The Audit/Agreed Upon Procedures must follow the standards referenced in HB 2362. “Agreed-upon procedures required under the Municipal Audit Reform Act of 2022 shall be performed in accordance with the applicable attestation standards of the American Institute of Certified Public Accountants.” be signed and dated, no DRAFTS.

- **Engineering Reports**
  - Engineer’s Report cannot be more than a year old.
  - Planners cannot review the engineering report prior to application submittal.
  - Engineering Reports must be signed, sealed and dated by a professional engineer licensed to work in Oklahoma.
  - Cost Estimates alone are not acceptable, must be accompanied by an Engineering Report.
  - If the Cost Estimate is re-submitted due to corrections, the Engineer’s License Seal, Signature, and date must be on the new document.
  - The Preliminary Engineering Report needs to refer to the Application Guidelines as its guide.
  - The Preliminary Engineering Report must have more than one alternative for the proposed project.
  - Be aware and informed of the ineligible activities when writing/preparing the Brief Project Description and the Engineer’s Report.
    - Title 24 Part 570 Subpart C §570.207 Ineligible activities:
      - (b)(1) Purchase of equipment

        (2) Operating and maintenance expenses.

Common Issues (continued)

- **Surveys**
  - Copy of the Original Survey Sheets must be submitted with Survey Map and Random Number Table provided by ODOC/CD.
  - If the potential project serves more than one community, all communities must be surveyed that benefits from a project. Turn in ONE survey for the targeted area. “These areas allow for an activity in which only ONE LMI survey (as applicable) is required. If the project does not meet the above definition, it will be disqualified resulting in a FAILED application rating.”
  - The Survey cannot include businesses, churches, schools, or any other non-residential entity.
  - Do not change the numbers that autofill on the LMI Survey Worksheet. These numbers are used not only for the application but also used in HUD’s Integrated Disbursement and Information System (IDIS).
  - For Brand New Projects and early surveys wanting to be conducted before Application Guidelines are released, contact ODOC for HUD LMI numbers if the numbers are available, they will be provided.
  - Beginning in 2026 we only accept 2-year-old surveys—no longer will we accept 5-year-old surveys.

- **The Citizen Participation Plan** requires a Town/City/County seal or notarization that includes the signature and date of the chief elected official.

  - The Notary or Clerk who witnesses the Authorized Official’s signature must have their signature, seal, and date.
  - Must have at least 7 business days of Public Hearing Posting. DO NOT COUNT the day of the posting, but the day after as day one (1).
  - Do not hold the Public Hearing on the 7th day of Posting but the day after which would be the 8th day

PUBLIC HEARING POSTING
Example Timeline for Posting

- If the notice is posted on Monday, November 2nd, the working day count would be:

  - Day 1: Tuesday, November 3
  - Day 2: Wednesday, November 4
  - Day 3: Thursday, November 5
  - Day 4: Friday, November 6
  - Day 5: Monday, November 9
  - Day 6: Tuesday, November 10
  - [Holiday – Veterans Day]: Wednesday, November 11(Do not count!)
  - Day 7: Thursday, November 12
  - Earliest possible hearing date: Friday, November 13

Common Issues (continued) 3rd Slide

- Cost per beneficiary must not be over $2,000 per person.
- Detailed Line-Item Budget on application must mirror/match the Engineer's Cost Estimate.
- Resolutions must have Town/City/County seal and/or notary seal that must be signed and dated by the chief elected official and witnessed by notary or clerk.
- Leverage must be in place and available at time of application submittal; and commitment letters must accompany application.
- Application Summary must address, in detail, the project description including the need for the project and beneficiaries of the project.
- W-WW Construction Permit Letters cannot be greater than one year old.
- Consent Order must be for the project to be funded. If the Consent Order is five (5) years old, please provide an updated ODEQ letter specifying that the Order is still in place or recent ODEQ letter referring to the Order.
- Project must be one project.
- Last minute application submissions.
- Do NOT go straight to the CHECKLIST. Please follow the Application Guidelines.

Additional CDBG Program Information

Additional Information

- **Language Access Plan:** Although the Language Access Plan does not currently impact the CDBG program, it is good to be informed for the future. A **Language Access Plan** outlines efforts to improve access for limited English proficient (LEP) individuals – people whose primary language is not English and who have limited ability to read, speak, write, or understand English. The Oklahoma Department of Commerce's Language Access Plan can be found at Consolidated Plan FY 2024 - 2028 Citizen Participation Plan (okcommerce.gov)

- **Contractual Requirements**: Neither COGs nor grant administrators should enter into any contract or agreement for grant services with a community prior to CDBG award. This includes charging any fees to assist in preparing a CDBG application. Incorrectly entering into a contract for administrative services or charging fees for application services before the community receives an award could result in costs being determined as ineligible.

CDBG Set Aside Application Due Dates

2027 CDBG Application Due Dates

CDBG Set-Aside	Due Date
CDBG REAP	February 26th
Community Revitalization	April 2nd
WW-Engineering	May 7th
WW-Construction	May 7th
Small Cities	June 25th
Capital Improvement Planning	July 9th
Economic Development Infrastructure Financing	Continuous

Questions?



Contacts

Planner Information and CHANGE in Audit Contact

Contacts Continued

- **Kellon Dixon,** Director of Programs (CDBG) kellon.dixon@okcommerce.gov or (405) 215-5626
- **Mike Sexton**, mike.sexton@okcommerce.gov or (405) 815-5189 or (800) 879-6552 x5189
  - ✓ CDBG CIP
- **Karen Adair**, karen.adair@okcommerce.gov or (405)-764-5164
  - ✓ CDBG REAP
  - ✓ CDBG Revitalization
  - ✓ CDBG Small Cities
  - ✓ CDBG W/WW Construction
  - ✓ CDBG Economic Development
- **Charlotte Conant**, charlotte.conant@okcommerce.gov or (405)-215-1834
  - ✓ CDBG W/WW Engineering
- **Audit Questions**, 800-879-6552 and ask for Financial Services
- **OGX Support,** helpdesk@agatesoftware.com or 1-800-820-1890 or **Cody Butler,** cody.butler@okcommerce.gov