Oklahoma Disaster Mitigation and Recovery Matching Fund Program

Application Guidance

The Oklahoma Department of Commerce
Community Development Division
Effective date: July 2025

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Introduction

1.1 Purpose

The *Oklahoma Disaster Mitigation and Recovery Matching Fund Program* (ODMRMF) was created to provide dedicated state funding to help local governments and related entities secure and maximize federal disaster mitigation and recovery funds.

1.2 Responsibility

The Oklahoma Department of Commerce (ODOC) administers the ODMRMF. The funding for this program is provided by the State Treasury but managed and overseen by ODOC. ODOC is responsible for ensuring the proper allocation, tracking, and oversight of funds, prescribing reporting formats, and maintaining public access to expenditure summaries through its website.

1.3 Eligible Applicants

Eligible applicants are Substate Planning Districts (SSPDs) or Councils of Government (COGs) identified below.

ACOG	ASCOG	COEDD	EODD
GGEDA	INCOG	KEDDO	NODA
OEDA	SODA	SWODA	

1.4 Method of Distribution

Awards will be distributed based on funding availability at the time of application. ODOC has the discretion to approve projects in amounts as we see fit for the best interest of the State. ODOC will make awards on a first-come, first-served basis until funds have been exhausted.

1.5 Use of Funds

Funds for ODMRMF must be used as leverage for federal grants for the prevention of damage or to repair damage caused by a qualifying hazard, manmade disaster, or other hazardous condition, which includes but is not limited to the following:

High Winds	Tornadoes	Hail
Rain	Flooding	Freezing Rain or Ice
Heavy Snow	Wildfires	Seismic Disturbance

1.6 Ineligible Uses of Funds

The funds **must not** be used for direct expenditures on salaries, employee benefits, or the acquisition of real or personal property.

How to Apply

1.1 Application Website

Eligible applicants are required to apply through OKGrants ([website link](#)).

1.2 Required Documentation for the OKGrants Application

1.2.1 Item 1: Application Summary and Certification

The Application Summary and Certification is an online form within the OKGrants system. The certification verifies the accuracy and completeness of the application.

1.2.2 Item 2: Detailed Line-Item Budget

The Detailed Line-Item Budget is an online form in the OKGrants system. The proposed activities should be as specific as possible, as they will form the basis of your contract and project budget should you receive funding.

1.2.3 Item 3: Audit

All applicants must submit a current audit pursuant to [Oklahoma Administrative Code Title 150 Chapter 1 Subchapter 21](#).

1.2.4 Item 5: W-9

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

1.2.5 Item 6: Verification of Leverage

This form must be completed and submitted in OKGrants to identify the federal funds that will be used in conjunction with ODMRMF.

1.2.6 Item 7: Project Description

Applicants are required to submit a Project Description that describes the use of funds. The document must contain the following elements:

Title Page
Agency logo, submittal date, and contact information.

Narrative
Description of the proposal.

Project Contacts
Provide the project contacts for the applicant submitting the proposal. Additionally, provide contacts for the community applying for the use of these funds as a match.

Budget Table
Identify all leverage sources of funding in addition to this request.

Map
Provide one to three maps that describe the location of the project(s).

ODOC Contact Information

Questions regarding this application guidance should be directed to one of the following individuals:

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