**Section V – Attachments**

Clearly identify each attachment with a cover page **(do not save cover sheet as a separate file)**. If the item is optional or not applicable for the project add “N/A” to the cover page. The SCANNED copy should be saved in SEPARATE FILES and NAMED APPROPRIATELY, i.e. *“01. SAM, 02. INCORPORATION, 03. IRS STATUS, 04. ORG CHART*, 10. ACCOUNTING POLICY, etc.

1. **SAM Entity Overview:** Attach a copy of confirmation that the organization does not have any exclusions.
2. **Certificate of Incorporation**: Attach a copy of the organization’s Certificate of Incorporation pursuant to the laws of the State of Oklahoma.
3. **IRS Tax Exempt Status**: Attach a copy of the IRS letter authorizing tax-exempt status for the organization.
4. **Organization Chart:** An organization chart depicting the organization’s internal structure, including any boards, trustees, or affiliates to whom the organization must report.
5. **Board of Directors:** A list of board officers and members including address, telephone number and length of board tenure for each member. Indicate upcoming rotations.
6. **Bylaws:** Attach a copy of the organization’s bylaws.
7. **IRS Form 990:** Non-profit applicants: include a copy of IRS form 990 (Informational Tax Return of Organizations Exempt from Income Tax), or an explanation of why the organization has not been required to complete such a form.
8. **Certificate of Commercial General Liability Insurance**
9. **Application / Intake Forms**
10. **Accounting policy/procedure** (If over 20 pages, submit the Table of Contents only)
11. **Procurement policy/procedure** (If over 20 pages, submit the Table of Contents only)
12. **Conflict of Interest policy/procedure** (If over 20 pages, submit the Table of Contents only)
13. **Record Retention policy/procedure** (If over 20 pages, submit the Table of Contents only)
14. **Certificate of Directors and Officers Liability Insurance for Board of Directors** (optional, but encouraged)
15. **Certificate of Bonding for Board of Directors** (optional, but encouraged)
16. **Monthly Performance Measure Report:** If the organization is requesting funds for an on-going

Program / project funded by the City in PY24, attach a copy of the June 2024 monthly performance report showing activity and levels of participation for 2023 - 2024.

**17. Certified Organization Audit/Financial Statements** of most recent year (**one** of the following)

Copy of organization's Single Audit (if required);
OR

Audited financial statements prepared by a CPA.

1. **Memorandums of Understanding (MOUs)** (optional, but encouraged)
2. **Committed Non-HUD Funding:** Attach documentation to support Non-HUD funding committed for the

Program/project during the grant program year (between July 1, 2025 – June 30, 2026).

1. **Allocation Plan:** Attach the allocation plan for costs shared among more than one program/project.

**Section V – Attachments** (continued)

**PHYSICAL PROJECTS – ATTACHMENTS**

Clearly identify each attachment with a cover page (do not save cover sheet as a separate file). If the item is optional or not applicable for the project add “N/A” to the cover page. The SCANNED copy should be saved in a SEPARATE FOLDER, named “PHYSICAL PROJ ATT”, in SEPARATE FILES and NAMED APPROPRIATELY, i.e. “01. Option Agreement, 02. Flood Plain Map, 03. Zoning Verification, 04. Appraisal, 11. Timeline, etc.

**ACQUISITION PROJECTS – ATTACHMENTS**

**01. Option Agreement for applicable property acquisition and appropriate URA Notice to Seller**

1. **Flood Plain Map (project location identified, including all possible locations)**
2. **Copy of Zoning Verification**

**04. Current Appraisal or Comparative Market Analysis** from a knowledgeable real estate professional (no older than 3 months)

**05. Documentation of required land use approvals** such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits

**06. Photographs of the property**

**07. Most recent property inspection report and/or capital needs assessment** (no older than 1 year)

**08. URA GIN Notice** *(include date distributed to occupants)* **and Listing of Existing Tenants** (if applicable)

**09. Relocation Plan with timeline and budget** (if applicable)

**10. Five Year** **Operating Pro Forma** (copy of Section III - Budget Table 4)

**11. Timeline:** Attach a timeline of major milestones and include a project start date, the date all funding will be spent, and a project completion date.

**CONSTRUCTION/REHABILITATION PROJECTS – ATTACHMENTS**

1. **Site Control** (property deed, executed contract of sale)
2. **Flood Plain Map** (project location identified)
3. **Copy of Zoning verification**

**04. Most recent property inspection report and/or capital needs assessment** (no older than 1 year)

**05. Work write-up detail**

**06. Cost Estimate** (Cost for new construction projects or substantial rehabs must be estimated by a Professional Engineer (PE) licensed in the State of Oklahoma and authorized to sign and seal plans, drawings and costs that will be submitted to a public authority for approval.) For rehabilitation projects that are not substantial, attach several quotes from reputable companies for cost estimates.

**07. Photographs of the property** **site to be improved**

**08. Architectural/Engineering schematic**

**09. Timeline (to include project start, project spending and project completion dates)**

**10. Five Year Operating Pro Forma** (copy of Section III - Budget Table 4)

**11. Phase 1 Environmental Assessment** (for new construction projects)

**12. URA GIN Notice** *(include date distributed to occupants)* **and Listing of Existing Tenants** (if applicable)*.*

**13. Relocation Plan with timeline and budget** (if applicable)

**Appendix 1**

### CDBG APPLICATION CHECKLIST

Review the application prior to submission to ensure that the following requirements are met. Applications that do NOT include the following REQUIRED documents will be considered INCOMPLETE.

Please confirm the application contains the following components in the order given and all applicable forms are **signed and dated** by the appropriate representatives.

**- REQUIRED DOCUMENTS TO MEET QUALIFICATIONS –**

* **Executive Summary**
* **Section I: Organization Information**
* **Section II: Program/Project Information**
* **Section III: Program / Project Financial Information, Pro Forma (if applicable), and Budget Forms (Excel spreadsheets)** – Signed by an Authorized Board Official and an Authorized Agency Representative.
* **Section IV: Grant Certification Forms 1 - 5** – Ensure each Grant Certification Form is complete and signed by the appropriate persons.
* **Grant Certification Form 1 (Federal Regulations)** Signed by a Board Official, Authorized Agency Representative, and Agency Financial Representative
* **Grant Certification Form 2 (Conflict of Interest)** Signed by a Board Official and Authorized Agency Representative
* **Grant Certification Form 3 (Committed Funding & Operating Reserves)** Signed by a Board Official and Authorized Agency Representative
* **Grant Certification Form 4 (Board Authorization)** Signed by a Board Official
* **Grant Certification Form 5 (Grant Certification)** Signed by a Board Official and Authorized Agency Representative. **Note: If the proposal is not for a Rehabilitation or New Construction Project, write N/A on form.**
* **Section V: Attachments** – All applicable attachments for the proposed program/project

**Appendix 2**

**Goals, Objectives, Performance Measures, and Outcomes**

**Community Goals** – Broad guidelines stating general intentions for the use of grant funds

**Note:** These are established by the HUD Community Development Committee with input from various businesses, organizations, and citizens in the community.

**Program/Project Objectives** – General statement that describes what the agency wants to achieve with the program/project. These objectives should be directly related to one of the priorities listed in the Community Goals/Objectives and are generally directly related to the organization’s purpose.

**Program/Project Performance Measures** – Provides the criteria for how the City can evaluate the success of the program/project. Performance Measures should include one or more specific units of measure that directly correlate to the Program/Project Goals, proving the success of the program/project. Performance Measures should also outline the end results and how they are to be tracked and evaluated.

**Short-Term Goals** – Provide a specific, measurable description of what the program/project is intended to accomplish. Short-term goals should be specific, measurable, attainable, relevant and time-limited.

**Long-Term Outcomes** – Measurable hoped-for effects of accomplishments over a period of time.

**General Suggestions**

Be careful not to “over-promise” on what the program/project can realistically deliver or the time frame for implementation. Do not project serving hundreds of individuals if staffing and budget simply will not enable the agency to do so. Should the program/project be funded, Performance Measures will be used as the basis for drafting a contract and as a framework for monitoring program performance. Because these projections will be translated directly into a written agreement scope of work and into the reporting requirements that are part of the monitoring process, it is important to be realistic. A useful way of making goals more powerful and measurable is to use the SMART mnemonic. While there are numerous variants, S.M.A.R.T. usually stands for:

**S** Specific **M** Measurable **A** Attainable **R** Relevant **T** Time-bound

***EXAMPLE 1***

**Community Goal/Objective:** Improve access to affordable housing for homeowners

**Program/Project Objective:** Increase the ability of low to moderate-income individuals to become homeowners

**Performance Measures:**

**Short-Term Goal:** Provide First-Time Homebuyer Education Seminars to 300 low to moderate-income households from July 1st through June 30th.

**Long-Term Outcome:**

30% of the individuals who participate in the First-Time Homebuyer Education Seminars will improve their credit ratings by 100 points and become homeowners.

***EXAMPLE 2***

**Community Goal/Objective**: Early childhood education and youth activities

**Program/Project Objective:** Prepare youth for success in school

**Performance Measures:**

**Short-Term Goal:** Provide a reading and math summer camp program for 30 children from July 1st through August 15th.

**Long-Term Outcome:** At the end of the camp, 75% of the children who participate will perform above their grade level based on pre and post-testing results as measured by the XYZ Assessment.

**Appendix 3 – Maps**

1. **2021 Vibrant Neighborhoods Partnership Neighborhoods Map**
2. **City of Tulsa LMI Block Group Map**
3. **Tulsa City Council Districts Map**

**Appendix 4 – 3H Task Force**

3H Task Force Goals and HUD Funding Alignment

*NOTE:  Identification of potential funding source is an initial suggestion to explore, and the detailed facts of any given proposal may change whether the activity is eligible.*

|  |  |
| --- | --- |
| **3H Task Force Goals and Activities**  | **HUD Funding Eligibility**  |
| **Housing Production and Preservation**  | **CDBG**  | **HOME**  | **ESG**  | **HOPWA**  |
| 1. Tulsa Housing Strategy: Begin implementation of priority actions assigned to the City to lead and continue collaboration with partners and stakeholders on actions assigned to the City as a funder, participant and/or advisor.   | N/A  | N/A  | N/A  | N/A  |
| 2. Development Review and Approval Process: Proactively communicate with the development community about improvements and timelines to make the process more transparent and show that improvements are being made. Inform applicants about best practices to avoid delays, including common issues that arise with specific development types and how they can be successfully resolved.   | N/A  | N/A  | N/A  | N/A  |
| 3. Housing Feasibility Zoning Amendments: Amend City zoning regulations to respond to shifts in the housing market and work towards meeting the citywide demand of nearly 13,000 units. Key concepts include converting commercial buildings into housing, allowing more housing types in office and commercial districts and addressing barriers to encourage accessory dwelling units and manufactured housing.   | N/A  | N/A  | N/A  | N/A  |
| 4. Housing Suitability Map: Create and regularly update an interactive map that identifies housing ready sites that have good development potential related to infrastructure, zoning, floodplain, surrounding land uses, and other key elements.  | N/A  | N/A  | N/A  | N/A  |
| 5. Preapproved Plan Program: Publish permit-ready housing construction plans that have been reviewed for conformance with building codes and promote residential design that fits neighborhoods context. This simple, inexpensive-to-implement option reduces the permit process time for selected housing types and can contribute to more affordable housing.   | N/A  | N/A  | N/A  | N/A  |
| 6. Housing Project Coordinators: Fund and hire new positions to serve(s) as a liaison for affordable housing projects and assist developers for the duration of City processes including public incentives, zoning, and permitting.   | Public Services  | N/A   | N/A   | N/A   |
| 7. Neighborhood Infill Overlay: Expand the Neighborhood Infill Overlay to allow a variety of different residential housing types in a manner that is compatible with the size and residential character of existing neighborhoods. A Zoning Overlay would amend underlying regulations that make it difficult to build housing commonly referred to as “Missing Middle” - duplexes, townhomes, multi-unit houses, quadplexes, and small apartment buildings.   | N/A  | N/A  | N/A  | N/A  |
| 8. Housing Redevelopment Lien Relief: Create a well-defined policy to evaluate the potential release of code enforcement liens upon meeting conditions of a defined redevelopment plan, ensuring long-term affordability, and addressing properties that were previously on the City’s nuisance and/or demolition lists.  | N/A  | N/A  | N/A  | N/A  |
| 10. Vacant Home Redevelopment Program: Foster a partnership with Tulsa Economic Development Corporation (TEDC) to offer a loan fund that provides forgivable loans to small redevelopers who purchase and enhance existing properties that will be available to residents who possess housing vouchers. Such properties may be abandoned, lien-levied, or in need of repairs.   | N/A   | Rental Rehabilitation  | N/A   | N/A   |
| 11. Vacant Lot Acquisition Program: Implement a pilot program with Partner Tulsa to identify and acquire vacant lots prime for housing development where new construction is economically viable. The program will initially focus on smaller infill lots with the goal of addressing properties that are identified on the City’s nuisance and/or demolition lists.   | N/A   | Acquisition and new rental construction  | N/A   | N/A   |
| 12. Homeowner Emergency Repair Program: Increase commitment by 20% from previous year to address backlog of emergency repair applications. The program will provide grant funding for qualified applicants to repair home conditions that threaten the health and/or safety of the occupants.  | Homeowner Rehab  | Homeowner Rehab though typically less used activity in HOME  | N/A  | N/A  |
| **Goal 2 – Outreach and Early Intervention**  | **CDBG**  | **HOME**  | **ESG**  | **HOPWA**  |
| 1. Low Barrier Shelter\*: Open a Low Barrier Shelter in partnership with City Lights Foundation of Oklahoma to temporarily house 50-75 households at a time. The program is referral-based for unsheltered individuals who are unable to access other available services, specifically due to their mental or physical health limitations and other barriers.   | N/A   | N/A   | Shelter Develop-ment  | N/A   |
| 2. Priority Housing Placement Program\*: Pilot a program with the Tulsa Housing Authority to set aside 50 housing vouchers for chronically homeless individuals. The program will include two full-time staff positions, a reduction in the criminal history “look back” period from 5 to 2 years, and the removal of 34 out of 47 criminal screening categories.   | N/A   | TBRA  | Rapid Rehousing  | If HIV/AIDS positive, rental assistance  |
| 3. Encampment Decommissioning: Develop a policy to strategically identify and close encampments through coordinated outreach to connect people with services and housing. Occupants would be given assistance to find housing over a period of time before encampment clean up occurred. Site selection, decommissioning processes, and housing opportunities are coordinated among stakeholders prior to clean up.   | Public Services for case management  | N/A   | N/A   | N/A   |
| 4. Homeless Program Lead: Fund and hire a position to serve as the City’s point of contact and liaison for homelessness services including service provider contractor coordination and efforts requiring collaboration with community partners.   | N/A  | N/A   | N/A   | N/A  |
| 5. TFD Alternative Response Team: Institutionalize the pilot co-responder program to assist with the growing number of mental health calls, staffed with an experienced paramedic and licensed mental health clinician.  | Public Services  | N/A   | N/A   | N/A   |
| 6. Crisis System Coordination: Convene and provide staff to support a multi-sector governing body to oversee the evaluation of the crisis response system to deploy resources and services more effectively in responding to individuals in mental health crisis who may also be experiencing homelessness.   | Public Service  | N/A  | N/A   | N/A   |
| 7. Enhanced Street Outreach Program: Grow the Street Outreach Program which provides resources and direct services to people experiencing unsheltered homelessness across the city of Tulsa’s geographic area using a collaborative approach by Housing Solutions and Mental Health Association’s outreach programs.   | N/A  | N/A  | Street Outreach  | N/A  |
| 8. Emergency Temporary Housing\*: Create an interconnected system to effectively treat and house the unsheltered population, while reducing the impact on community resources. This program will include new staff to perform outreach, provide case management, and temporarily house participants in hotel/motel rooms with food and transportation services.   | N/A  | N/A  | Outreach Rapid Rehousing  | N/A  |
| 9. Tulsa Day Center Animal Kennels\*: Reduce barriers to emergency shelter by funding a facility buildout at the Tulsa Day Center for animals to include kennels, a wash station, and other accommodations.  | N/A  | N/A  | Shelter Develop-ment  | N/A  |
| Goal 3 – Leverage and Align Funding  | CDBG  | HOME  | ESG  | HOPWA  |
| 1. Improve Our Tulsa: Adopt a resolution to implement a project plan with recommendations from the Mayor/Council Housing, Homelessness, & Mental Health (3H) Task Force funding priorities for housing initiatives.   | N/A  | N/A  | N/A  | N/A  |
| 2. Align HUD Consolidated Plan: Establish priority needs and goals for effectively spending federal grant funds in the upcoming 2025-2029 Consolidated Plan. This includes community development, housing, and homeless services funding received via Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grants (ESG) programs.   | N/A  | N/A  | N/A  | N/A  |
| 3. Leverage Medicaid Funding: Investigate and engage other levels of government to expand the opportunity to utilize Medicaid to provide services. Medicaid funding could potentially be utilized by current City partners and under the Certified Community Behavioral Health Clinic (CCBHC) model.   | N/A  | N/A  | N/A  | N/A  |
| 4. Capture Grant Opportunities: Support community coordination to ensure an entity is applying for all available grants and potentially create a set-aside of local match funds for competitive grants.  | N/A  | N/A  | N/A  | N/A  |
| Goal 4 – Community Standards and Resources   | CDBG  | HOME  | ESG  | HOPWA  |
| 1. Public Outreach and Education: Create a public resource page for businesses and citizens that contains a list of existing City programs, frequently asked questions, and contact information that help mitigate the symptoms of homelessness.   | N/A  | N/A  | N/A  | N/A  |
| 2. Clean-up Crew Expansion: Temporarily add two additional crews to an existing contract with the Center for Employment Opportunities (CEO) to clean up public rights-of-way where litter has been left.   | Public Service  | N/A  | N/A  | N/A  |
| 3. Waste Disposal Assistance Program: Research a program to subsidize disposal fees related to property owner clean-up efforts and other larger public/ private coordinated events. This program would help individual and community efforts to address trash and discarded items related to homelessness.   | N/A  | N/A  | N/A  | N/A  |
| 4. Trespassing on Private Property\*: Continue to enforce the trespassing ordinance that makes it easier for individuals detained for trespassing to be considered for a diversion or specialty court program, while at the same time strengthening the City’s enforcement capabilities as work continues to combat chronic offenders. The new ordinance does not change what is defined as trespassing. The maximum penalty for a first offense remains the same, up to a $200 fine plus the court costs. The ordinance adds a second offense with a maximum penalty of up to a $500 fine plus costs and/or up to 10 days in jail. A Municipal Judge must inquire as to whether the individual would like to be considered for diversion or specialty court program prior to accepting a plea.  | N/A  | N/A  | N/A  | N/A  |
| 5. Public Right-of-Way Obstruction\*: Create an ordinance clarifying it is illegal to obstruct rights of-way with objects or persons. The measure will apply to all streets, alleys, crosswalks, sidewalks, driveways or trails, and exceptions will be provided for extenuating circumstances.   | N/A  | N/A  | N/A  | N/A  |
| 6. Private Right-of-Way Enforcement\*: Expand partnership with railroads, the Oklahoma Department of Transportation (ODOT), and the Oklahoma Turnpike Authority (OTA) to enforce trespassing laws related to camping, sleeping, and littering/dumping on private rights-of-way.   | N/A  | N/A  | N/A  | N/A  |
| 7. Mayoral Directive on Enforcement\*: Continue to enforce Mayor Bynum’s directive to Tulsa Police to enforce all laws equally regardless of perceived housing status.   | N/A  | N/A  | N/A  | N/A  |
| 8. Open Containers in City Parks\*: Continue to enforce new rules approved by the Tulsa Parks and Recreation Board that allow the Parks Director to regulate open containers and/or consumption of alcohol in individual parks. The new rules will initially focus on addressing public safety concerns in Downtown parks to prohibit alcoholic beverages except at permitted events. New signs were installed in December 2023 at Chapman Green.  | N/A  | N/A  | N/A  | N/A  |