Keys to Submitting a Successful CDBG Application
Overview
Expectations from ODOC Planners

What are we looking for? What do we expect?

- Complete review of the CDBG set-aside Guidance before starting the application.
  - The Guidance gives instructions on how to complete the application.
- Planners can assist with questions before application submission. Find out who the Planner is for that set-aside and communicate!
- Become familiar with OKGrants.
- Complete and submit all required documentation for the application.
Preparing for Application Submission

Visit OKCommerce.Gov and locate the appropriate set-aside for your community.

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Preparing for Application Submission

Understand what OKGrants is and what roles are allowed to submit or make modifications within the system.

Study the OKGrants Subgrantee User Manual for roles and responsibilities.

Program Guidance
See program descriptions and guidance documents on the Community Development Block Grants page.

Module Walkthroughs
- Contract Modification
- Request for Funds
- Reimbursement Claim
- Expenditures
- Grant Monitoring
- Closeout
- Initiate Release of Funds

Guides + Manuals
- CDBG Project Management Guide
- OKGrants for New Users
- OKGrants FAQ/Troubleshooting
- Status Glossary
- OKGrants Subgrantee User Manual

For questions regarding the OKGrants Grant Management System contact okgrants@okcommerce.gov.
The application summary page is used to collect information on the community and other relevant data. Be sure to review this page thoroughly.
The Detailed Line Item Budget screen should match the application request and other supporting documentation. Notice there are three different sections:

- Construction/Activities
- Professional & Non Construction
- Administration/Activity Delivery
Use this section to upload required documentation as indicated in the Guidance.
Common Issues:
Application
Guidance
Common Issues

- Failed Threshold

- Engineering Reports
  - Planners cannot review the engineering report prior to application submittal.
  - Engineer’s Report cannot be more than a year old.
  - 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.

- Audit
  - Audits must be submitted per Application Guidelines—no exceptions.

- 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 benefit from that project.
  - Survey cannot include businesses, churches, schools, or any other non-residential entity.

- Citizen Participation
  - Make sure that the Citizen Participation Plan corresponds to the proper CDBG set-aside.
  - The Citizen Participation Plan requires a Town/City/County seal or notarization that includes the signature and date of the chief elected official.
Common Issues (continued)

- Resolutions must have Town/City/County seal and/or notary seal and must be signed/dated by the Chief Elected Official.
- Public Hearing Posting must be no less than 7 WORKING DAYS.
- Leverage must be available at the time of application submittal and commitment letters must accompany the application.
- $2,000 of CDBG funds requested for each beneficiary (person).
- W-WW Construction Permit Letters cannot be greater than one year.
- Consent Order must be for the application being submitted.
- Project must be one project.
- Avoid last minute application submissions. Prepare in advance.
Public Hearing

To help you and your community prepare for the application cycle, it is recommended that you attend the CDBG Public Hearing Session usually held in late October.

Please check our website for updates.

Contacts

- Kellon Dixon, Director of Programs Planning, kellon.dixon@okcommerce.gov or 405-215-5626

- Mike Sexton, mike.sexton@okcommerce.gov or (405) 815-5189 or (800) 879-6552 x5189
  - CDBG Capital Improvement Planning (CIP)

- Karen Adair, karen.adair@okcommerce.gov or 405-764-5164
  - CDBG Rural Economic Action Plan (REAP)
  - CDBG Revitalization (CR)
  - CDBG Small Cities
  - CDBG W/WW Construction
  - CDBG Economic Development Infrastructure Financing (EDIF)

- Charlotte Conant, charlotte.conant@okcommerce.gov or 405-215-1834
  - CDBG W/WW Engineering
Questions?