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. “Application” or number and description of the Attachment (1. SAM, 2. INCORPORATION, 3. IRS STATUS, 4. ORG CHART, etc.).

1. **SAM Entity Overview**: A copy of the confirmation that the organization does not have any exclusions.

2. **Certificate of Incorporation**: A copy of the organization’s Certificate of Incorporation pursuant to the laws of the State of Oklahoma.

3. **IRS Tax Exempt Status**: 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**: A copy of the organization’s bylaws or Operating Agreement.

7. **IRS Tax Return**: 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/procedures** (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. **Certification 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, attach a copy of the June 2018 monthly performance report showing activity and levels of participation for 2017 - 2018.

17. **Certified Organization Audit/Financial Statements** of most recent year (one of the following)
   a. Copy of Single Audit (if required)
   OR
   b. Audited Financial statements prepared by a CPA

18. **Memorandums of Understanding (MOUs)** (optional, but encouraged)

19. **Committed Non-HUD Funding**: Documentation to support Non-HUD funding committed for the program/project.

20. **Allocation Plan**: Allocation plan for costs shared among more than one program/project.
Section V – Attachments (continued)

Clearly identify these project-specific attachments with a cover page that includes the type of project (example: HO Rehab / Program Policies and Procedures). If the item is not applicable for the project/program add “N/A” to the cover page.

NOTE: Follow the procedures for scanning and naming the files as separate attachments that are outlined on page 1 of this section (Section V – Attachments)

HOMEOWNER REHABILITATION – ATTACHMENTS

1. Description of project activities
2. Marketing Materials
3. Participant Eligibility Requirements
4. Application Procedures and Forms Used in Program
5. Loan and Homeowner Agreements and Certification forms
6. Program Policies and Procedures
7. Estimated Project Timeline for an activity address
8. Contractor Requirements and Selection Criteria
9. Minority/Women’s Business Enterprise Outreach Plan
10. Compliance with Section 3 Economic Opportunity
11. Affirmative Fair Housing Marketing Outreach Plan

ACQUISITION / HOMEBUYER – ATTACHMENTS

1. Documentation that the organization has been designated as a HUD Certified Counseling Agency
2. Certifications of staff conducting the program
3. Marketing Materials
4. Participant Eligibility Requirements
5. Application Procedures and Forms Used in Program
6. Program Policies and Procedures
7. Affirmative Fair Housing Marketing Outreach Plan

NOTE: Program Policies, Homebuyer Loan Agreements, and other templates will be provided by GA.
Section V – Attachments (continued)

Clearly identify these project-specific attachments with a cover page that includes the type of project (example: Rental Acquisition / Site Control). If the item is not applicable for the project/program add “N/A” to the cover page.

NOTE: Follow the procedures for scanning and naming the files as separate attachments that are outlined on page 1 of this section (Section V – Attachments)

SINGLE-FAMILY NEW CONSTRUCTION – ATTACHMENTS

1. Scope of Project
2. Market Analysis
3. Project Timeline (include construction and sale of homes)
4. Site Control - Option Agreement and appropriate URA Notice to Seller
5. Address and legal description
6. Flood plain map with location identified
7. Source and Documentation of land use approvals and zoning classification
8. Photographs of proposed site
9. Current Appraisal or Comparative Market Analysis from a knowledgeable real estate professional (no older than 3 months)
10. Developer Underwriting information which must include:
   a. Development Budget that includes all sources and uses of funds
      a. Financing Sources
      b. Home construction cost
      c. Home Sales Price
      d. Home Gross Profit Margin
   e. Developer Fee (this will be earned after the sale of each home)
   f. Describe how sales proceeds will be used
11. Homebuyer Underwriting
    a. Appropriate Mortgage Size for Assisted Households (use HUD Income Limit Categories)
    b. Financial GAP between what potential homebuyers can afford and sales price of homes
    c. Describe the type of subsidy or other sources of funding that will be used to cover homebuyer’s “affordability gap”
12. Letters of Credit/Funding for ALL Funding Sources, including any Interim Financing
13. Affirmative Fair Housing Marketing Outreach Plan
Section V – Attachments (continued)

Clearly identify these project-specific attachments with a cover page that includes the type of project (example: Rental Rehabilitation / Scope of Work). If the item is not applicable for the project/program add “N/A” to the cover page.

NOTE: Follow the procedures for scanning and naming the files as separate attachments that are outlined on page 1 of this section (Section V – Attachments)

RENTAL / REHABILITATION and NEW CONSTRUCTION – ATTACHMENTS

1. Detailed Project Scope
2. Market Analysis or Market Study (Market Study required for new construction)
3. Project Timeline (Development, Financing, Construction, and Lease-Up)
4. Site Control Documentation
5. Flood plain map with location identified
6. Source and Documentation of land use approvals and zoning classification
7. Photographs of site to be improved
8. Property Inspection Report or Recent Capital Needs Assessment (no older than 1 year) (rehabilitation)
9. Schematic or Architectural drawings - 8-1/2 x 11 schematic of project, which includes a reference for access to the full set of architectural/engineering design plans for the entire project and contact information for the architect or engineering firm
10. Cost Estimate by a Professional Engineer
11. Current Appraisal or Comparative Market Analysis from a knowledgeable real estate professional (no older than 3 months)
12. Completed HOME Underwriting Spreadsheet
   a. Total Development Budget that includes all sources and uses of funds
   b. Rent and Expense Assumptions
   c. Operating Expense Budget
   d. 5, 10, 15 or 20-Year Operating Pro forma (based on HOME per unit investment)
      NOTE: This must reflect all existing and proposed debt on the property.
13. Letters of Credit/Funding for ALL Funding Sources, including Construction and Permanent Financing
14. Rental Details
15. Summary of all Mortgages and Regulatory Agreements on the property
16. Subsidy Layering Analysis
17. Site and Neighborhood Standards Review (new construction)
18. Phase I Environmental Assessment (new construction)
19. Relocation Plan, Notices to Tenants, including date distributed, Timeline, Proposed Budget, and Tenant Audit (occupied rental rehabilitation)
20. Ownership Entity documentation (if different than applicant)
21. Tenant Selection Plan
22. Tenant Participation Plan
23. Tenant Application and Lease Agreement including applicable Notices, Addendums, and Certifications
24. Property Management Agreement (if different than applicant)
25. Operating Policies and Procedures
26. Affirmative Fair Housing Marketing Outreach Plan
27. Minority/Women’s Business Enterprise Outreach Plan
28. Compliance with Section 3 Economic Opportunity
Section V – Attachments (continued)

Clearly identify these project-specific attachments with a cover page that includes the type of project (example: Rental Acquisition / Site Control). If the item is not applicable for the project/program add “N/A” to the cover page.

NOTE: Follow the procedures for scanning and naming the files as separate attachments that are outlined on page 1 of this section (Section V – Attachments)

SINGLE FAMILY OR RENTAL ACQUISITION – ATTACHMENTS

1. Scope of Project
2. Market Analysis
3. Project Timeline
4. Site Control - Option Agreement and appropriate URA Notice to Seller
5. Address and legal description
6. Flood plain map with location identified
7. Source and Documentation of land use approvals and zoning classification
8. Photographs of site proposed for acquisition
9. Property Inspection Report or Recent Capital Needs Assessment (no older than 1 year)
10. Current Appraisal or Comparative Market Analysis from a knowledgeable real estate professional (no older than 3 months)
11. Rental: Completed HOME Underwriting Spreadsheet  Single-Family: Required Underwriting Information (see Single-Family New Construction Attachment list)
12. Letters of Credit/Funding for ALL Funding Sources, including any Permanent Financing
13. Rental: Rental Details  Single-Family: Homebuyer Underwriting (see Single-Family New Construction Attachment list)
14. Relocation Plan, Notices to Tenants, including date distributed, Timeline, and Proposed Budget
15. Ownership Entity documentation (if different than applicant)
17. Tenant Participation Plan
18. Tenant Application and Lease Agreement including applicable Notices, Addendums, and Certifications (N/A for Single-Family)
19. Property Management Agreement, if different than applicant (N/A for Single-Family)
20. Operating Policies and Procedures
21. Affirmative Fair Housing Marketing Outreach Plan
Appendix 1
HOME 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: Financial Information, and Budget Forms (Excel spreadsheets) – Signed by a Board Official, Authorized Agency Representative, and an Agency Financial 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) – Signed by a Board Official and Authorized Agency Representative
  - Grant Certification Form 4 (Board/Ownership Entity Authorization) – Signed by a Board Official
  - Grant Certification Form 5 (CHDO / Developer Certification) – Signed by a Board Official and Authorized Agency Representative
- Section V: Attachments – All applicable attachments for the proposed program/project.
Appendix 2

MAPS

1. 2020-2024 Target Area Map
2. Low and Moderate Block Groups for the City of Tulsa Map
3. Tulsa City Council Districts Map
TARGET AREA INFORMATION

The 2020-2024 Consolidated Plan Target Area will focus on the areas within a ½ mile of the City’s new Bus Rapid Transport (BRT) Route. The BRT route will travel north to south between 54th Street North and Peoria Avenue to 81st Street South (Via Lewis Avenue). The proposed east route will travel from the Denver Avenue Bus Station in Downtown Tulsa along 11th Street to South Yale, and from 21st and Yale to approximately S 145th East Avenue.

Eligible projects are:

- Infrastructure improvements (CDBG)
- Neighborhood facilities (CDBG)
- Facilities for persons with special needs (CDBG)
- Multi-Family New Construction / Rehabilitation (HOME)
- Single-Family New Construction (HOME)
INCOG - City of Tulsa Council Districts

Map displays the boundaries of the City of Tulsa council districts. It does not show the fence line for the City of Tulsa in its entirety. Click on the council district for more information.

City of Tulsa, Esri, HERE, Garmin, NGA, USGS, NPS | File was prepared by INCOG, Barbara Gibson Sr. GIS Specialist. Contact information - 2 West 2nd Street, Suite 800, Tulsa OK 74103 918.584.7526 | INCOG 2 West 2nd Street Suite 800 Tulsa OK 74103 | Center for Spatial Analysis at the University of Oklahoma, Norman OK http://www.csa.ou.edu/