

# 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.

- 01. SAM Entity Overview:** Attach a copy of confirmation that the organization does not have any exclusions.
- 02. \*Certificate of Incorporation:** Attach a copy of the organization’s Certificate of Incorporation pursuant to the laws of the State of Oklahoma.
- 03. \*IRS Tax Exempt Status:** Attach a copy of the IRS letter authorizing tax-exempt status for the organization.
- 04. \*Organization Chart:** An organization chart depicting the organization’s internal structure, including any boards, trustees, or affiliates to whom the organization must report.
- 05. \*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.
- 06. \*Bylaws:** Attach a copy of the organization’s bylaws.
- 07. 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.
- 08. Certificate of Commercial General Liability Insurance**
- 09. 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 2023 monthly performance report showing activity and levels of participation for 2022 - 2023.
- 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.
- 18. Memorandums of Understanding (MOUs)** (optional, but encouraged)
- 19. Committed Non-HUD Funding:** Attach documentation to support Non-HUD funding committed for the Program/project during the grant program year (between July 1, 2024 – June 30, 2025).
- 20. 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**
- 02. Flood Plain Map (project location identified, including all possible locations)**
- 03. 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

- 01. Site Control** (property deed, executed contract of sale)
- 02. Flood Plain Map** (project location identified)
- 03. 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 1<sup>st</sup> through June 30<sup>th</sup>.

**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 1<sup>st</sup> through August 15<sup>th</sup>.

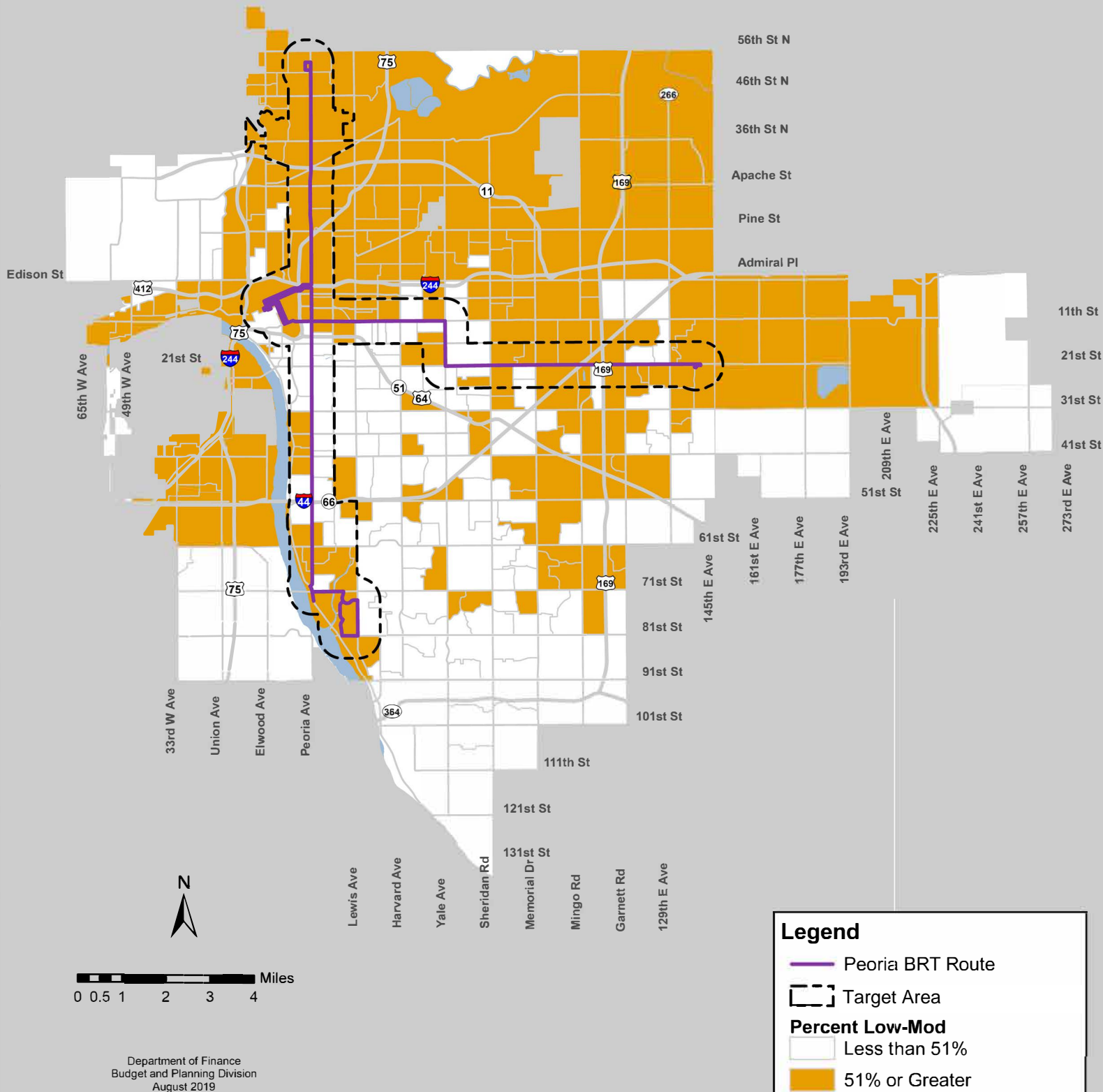
**Long-Term Outcome:** At the end of the camp, 75% of the children who participate will perform above their grade level based on pre and post-testing results as measured by the XYZ Assessment.

# Appendix 3 – Maps

1. **2020 – 2024 Target Area Map**
2. **2021 Vibrant Neighborhoods Partnership Neighborhoods Map**
3. **City of Tulsa LMI Block Group Map**
4. **Tulsa City Council Districts Map**

# City of Tulsa

## 2020 - 2024 Consolidated Plan Target Area



\* Half mile buffer around bus rapid transit routes plus the 36th Street North and Riverwood small area plans.

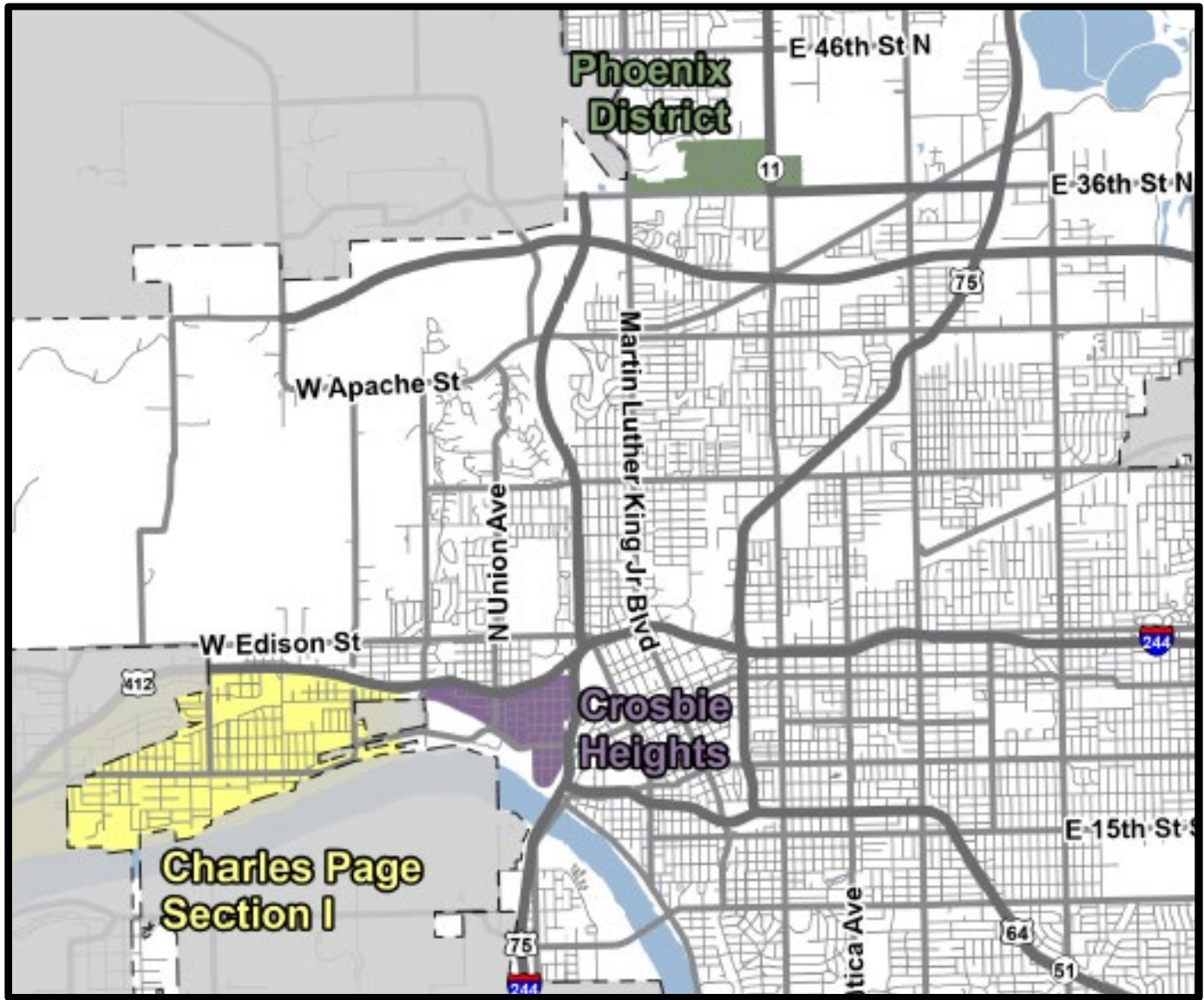
## TARGET AREA INFORMATION

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 54<sup>th</sup> Street North and Peoria Avenue to 81<sup>st</sup> Street South (Via Lewis Avenue). The proposed east route will travel from the Denver Avenue Bus Station in Downtown Tulsa along 11<sup>th</sup> Street to South Yale, and from 21<sup>st</sup> and Yale to approximately S 145<sup>th</sup> East Avenue.

Eligible projects are:

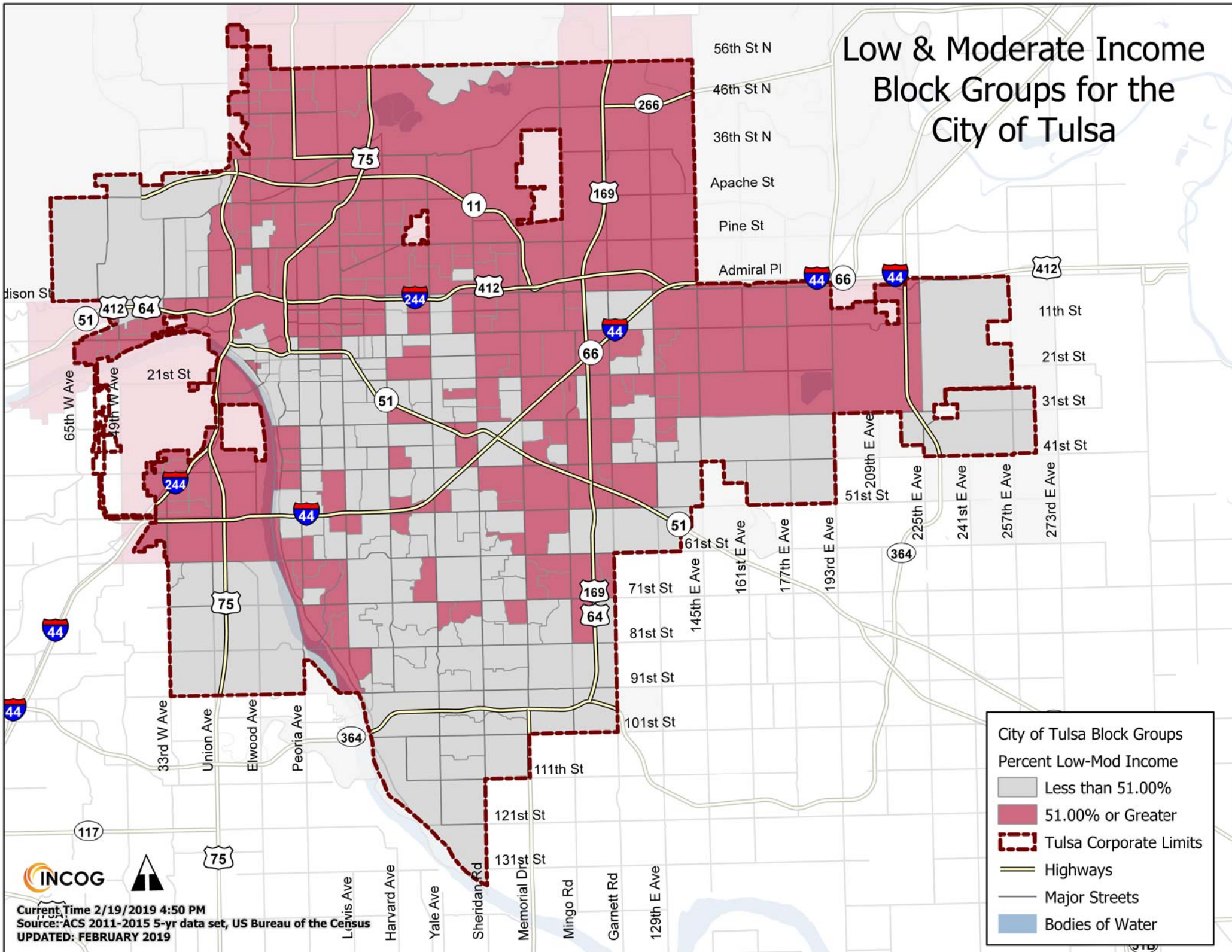
- Infrastructure improvements (CDBG)
- Neighborhood facilities (CDBG)
- Facilities for persons with special needs (CDBG)
- Multi-Family New Construction / Rehabilitation (HOME)
- Single-Family New Construction (HOME)

# 2021 Vibrant Neighborhoods Partnership Neighborhoods Map



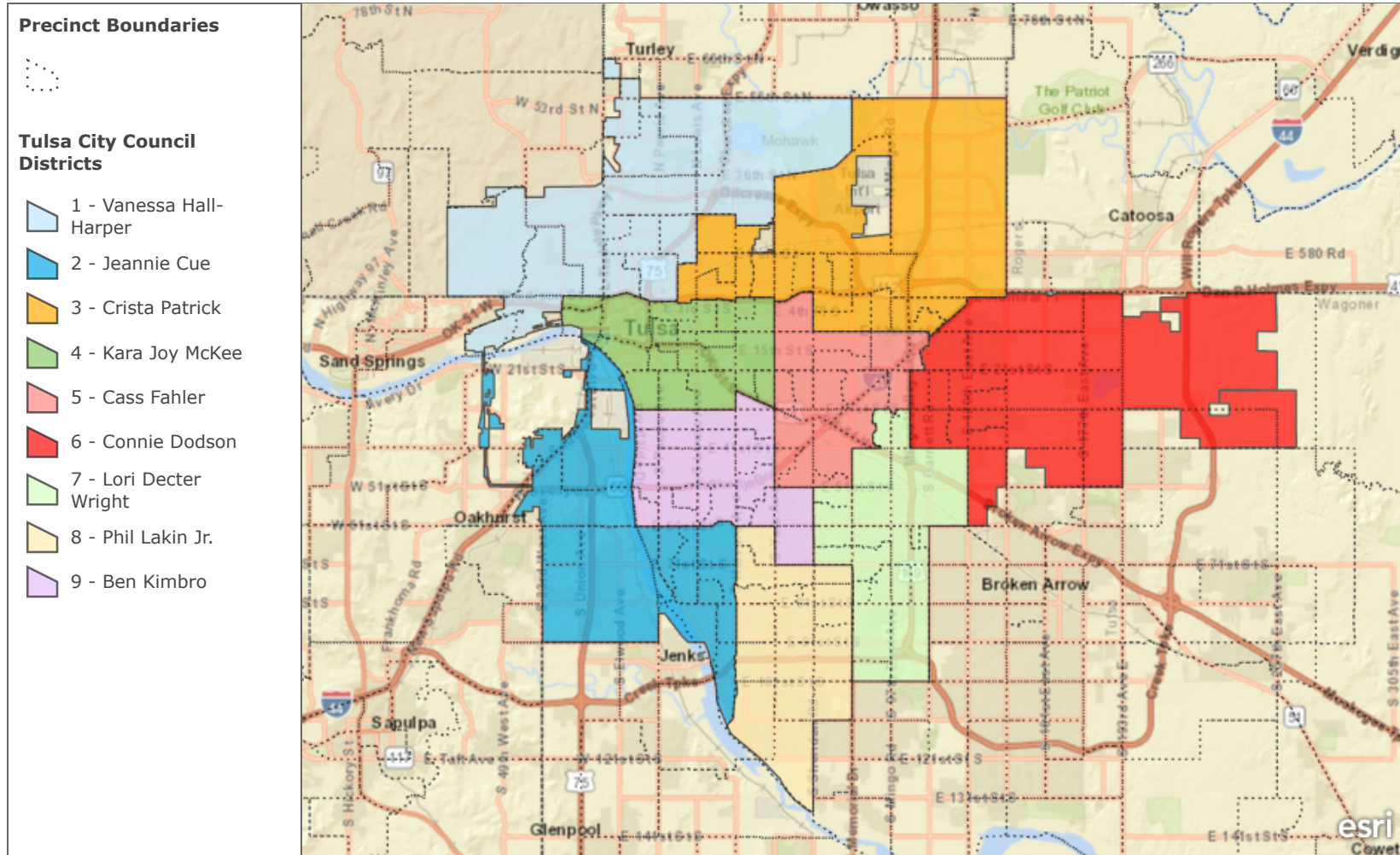


# Low & Moderate Income Block Groups for the City of Tulsa



Current Time 2/19/2019 4:50 PM  
 Source: ACS 2011-2015 5-yr data set, US Bureau of the Census  
 UPDATED: FEBRUARY 2019

## 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/>