## 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 Attachment (0*1. 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.

1. **\*IRS Tax Exempt Status**: Attach a copy of the IRS designation. For non-profit organizations, attach the letter authorizing tax-exempt status for the agency.
2. **\*Organization Chart:** An organization chart depicting the organization’s internal structure, including any

boards, trustees, or affiliates to whom the organization must report.

1. **\*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.
2. **\*Bylaws:** Attach a copy of the organization’s bylaws.
3. **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.

#### Certificate of Commercial General Liability Insurance

1. **Application / Intake Forms**
2. **\*Accounting policy/procedure** (If over 20 pages, submit the Table of Contents only)
3. **\*Procurement policy/procedure** (If over 20 pages, submit the Table of Contents only)
4. **\*Conflict of Interest policy/procedure** (If over 20 pages, submit the Table of Contents only)
5. **\*Record Retention policy/procedure** (If over 20 pages, submit the Table of Contents only)
6. **Certificate of Directors and Officers Liability Insurance for Board of Directors** (optional, but encouraged)
7. **Certificate of Bonding for Board of Directors** (optional, but encouraged)
8. **Monthly Performance Measure Report:** If the organization is requesting funds for an on-going Program / project funded by the City in PY25, attach a copy of the June 2025 monthly performance report showing activity and levels of participation for 2024 - 2025.
9. **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, 2026 – June 30, 2027).
3. **Allocation Plan:** Attach the 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) Please abbreviate file names

### 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 (24 CFR 92.351)

1. Compliance with Section 3 Economic Opportunity
2. Affirmative Fair Housing Marketing Outreach Plan (24 CFR 92.351)

### 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 (24 CFR 92.351)

**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) Please abbreviate file names.

### 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:
    1. Development Budget that includes all sources and uses of funds
11. Financing Sources
12. Home construction cost
13. Home Sales Price
14. Home Gross Profit Margin
15. Developer Fee (this will be earned after the sale of each home)
16. Describe how sales proceeds will be used
17. Homebuyer Underwriting
    1. Appropriate Mortgage Size for Assisted Households (use HUD Income Limit Categories)
    2. Financial GAP between what potential homebuyers can afford and sales price of homes
    3. Describe the type of subsidy or other sources of funding that will be used to cover homebuyer’s “affordability gap”
18. Letters of Credit/Funding for ALL Funding Sources, including any Interim Financing
19. Affirmative Fair Housing Marketing Outreach Plan (24 CFR 92.351)

## 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) Please abbreviate file names.

**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
    1. Total Development Budget that includes all sources and uses of funds
    2. Rent and Expense Assumptions
    3. Operating Expense Budget
    4. 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.

1. Letters of Credit/Funding for ALL Funding Sources, including Construction and Permanent Financing
2. Rental Details
3. Summary of all Mortgages and Regulatory Agreements on the property
4. Subsidy Layering Analysis
5. Site and Neighborhood Standards Review (new construction)
6. Phase I Environmental Assessment (new construction)
7. Relocation Plan, Notices to Tenants, including date distributed, Timeline, Proposed Budget, and Tenant Audit (occupied rental rehabilitation)
8. Ownership Entity documentation (if different than applicant)
9. Tenant Selection Plan
10. Tenant Participation Plan
11. Tenant Application and Lease Agreement including applicable Notices, Addendums, and Certifications
12. Property Management Agreement (if different than applicant)
13. Operating Policies and Procedures
14. Affirmative Fair Housing Marketing Outreach Plan (24 CFR 92.351)
15. Minority/Women’s Business Enterprise Outreach Plan (24 CFR 92.351)
16. 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) Please abbreviate file names.

### 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)
16. **Rental:** Tenant Selection Plan **Single-Family:** Homebuyer Outreach Plan
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 (24 CFR 92.351)

## 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) Please abbreviate file names.

### TENANT-BASED RENTAL ASSISTANCE – ATTACHMENTS

* 1. Description of project activities
  2. Marketing Materials
  3. Participant Eligibility Requirements
  4. Administrative Plan
  5. Tenant Selection Policy (24 CFR 92.209 (c))
  6. Application Procedures and Forms Used in Program
  7. Program Policies and Procedures
  8. Affirmative Fair Housing Marketing Outreach Plan (24 CFR 92.351)

# 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 (MATCH/Committed Funding/Operating Reserves)** – 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

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