



FY 2026

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

(CFDA #14.218)

APPLICATION FOR COMMUNITY ORGANIZATIONS

**Proposals Due
5:00 p.m. Monday, February 23, 2026**



Lorinda McDaniel
CDBG Coordinator

www.enid.org

Revised 10/07/2025

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BACKGROUND AND GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program designed to fund activities that primarily benefit low-income households and persons with special needs in the city of Enid. The City of Enid receives CDBG Entitlement funds that the City administers. Eligible community development and affordable housing activities include, but are not limited to, programming or projects that address local housing, housing-related supportive services, crime prevention, mental health, welfare, neighborhood revitalization, or recreation capital projects benefitting low- and moderate-income neighborhoods in the city of Enid.

If you are interested in being placed on the community meetings or notice of funding e-mail lists, or if you have questions about this application, the CDBG Program, or other housing and community development services programs, please email CDBG@enid.org. Include all contact information.

The attached “Application for Community Organizations” is to be used by 501(c)(3) community organizations requesting CDBG funds for community development projects they intend to administer within the city of Enid, Oklahoma. For-profit entities are eligible to apply for specific economic development activities.

By federal regulation, public services funds are capped at 15% of the annual award. Projects that fall into this category are LIMITED and highly competitive. Funds will be provided to successful applicants in the form of a reimbursable grant on a cash basis accounting method.

The key elements of the application include the need or problem the activity will address with CDBG funding, a description of the service to be provided, how this need was determined, organizational experience of program delivery, organizational capacity to manage federal grant funding, budget and budget narrative, and beneficiaries of the activity.

Applications will be available at 4:00 p.m. on January 22, 2026, and the deadline to apply is 5:00 p.m. Monday, February 23, 2026. Incomplete or late applications will not be accepted. Please submit one (1) original and one (1) electronic version to the CDBG Department, City of Enid, P.O. Box 1768, Enid, OK 73702 by mail or in person between the hours of 8:00 a.m. until 5:00 p.m. To submit the one (1) electronic version, please email the application to CDBG@enid.org.

Funding for projects typically becomes available in August or September once written approval from the Department of Housing and Urban Development (HUD) has been received. Projects must be completed by June 30, 2027, to meet the CDBG timeliness test. The total allocation estimated funding is approximately \$450,000, and the City of Enid may allocate up to 15% for public services activities.

Proposal Presentations/Discussion (In-Person) March 12, 2026, at 3:30 p.m.: CDBG applicants will be **required** to make a presentation. This in-person presentation allows staff and the Funding Commission to learn more about the proposed project by asking questions and allows the applicant to elaborate and describe the project verbally and/or visually. It is NOT mandatory to have a slideshow, PowerPoint, or video. The applicant may provide staff and the Funding Commission with any tools necessary to assist with describing the proposed project. The applicant may use video, slideshow, pictures, pamphlets, flyers, information sheets, or any additional presentation materials. The proposed project presentation should be **no more than five minutes** in length. If the applicant plans to use the above-mentioned materials, those items need to be submitted to the CDBG Coordinator no later than **March 5, 2026**. If you would like staff and the Funding Commission to

each have a copy of the materials being used, please submit eight (8) packets. Six CDBG Funding Commission members plus two City staff will be viewing all proposals and applications. If you have a video you would like staff and the Funding Commission to view, which is longer than the allowable time of 5 minutes, please make that request by sending an email requesting that it be distributed to staff and the CDBG Funding Commission. Attach the video to the email. Send all information to: Lorinda McDaniel, CDBG Coordinator, at CDBG@enid.org.

Corrections to Application:

The CDBG Coordinator will review applications received by the application deadline for completion. If any documents are missing or incomplete, the applicant will be notified and have five (5) business days to make corrections after being notified of missing or incomplete items. After corrections are received and on file with the CDBG Coordinator, completed applications will go through the official ranking, recommendation, and approval process. Any requested application corrections *not* received within five (5) business days of notification will not be considered as part of the application, and the application will be considered as-is when ranking, recommending, and approving the applications.

APPLICATION INSTRUCTIONS

Before submitting the application, check all calculations and review the proposal for completion of forms and other items on the checklist. Inaccuracies, omissions, and the use of forms from previous competitions will be grounds for rejection. All submitted CDBG proposals will become part of the City of Enid’s official CDBG files and property of the City of Enid.

Visit <https://www.hudexchange.info/programs/cdbg-entitlement/> for additional information on the CDBG Entitlement Program.

Application Availability

A listing of activities currently being accepted, eligible and ineligible activities, and the CDBG application can be downloaded from the City of Enid website: www.enid.org/CDBG

Application Overview

A complete application includes the items listed below in the following sequence:

Part I - Application Summary (please ensure the authorized official signs)

Part II - Project Narrative (not to exceed four, double-spaced pages), plus budget form(s)

Part III - Agency Information (not to exceed three, double-spaced pages)

Part IV – Required Documentation: Regardless of whether your organization has submitted these attachments to a previous application, you will be required to resubmit the documentation. This is a change from how previous applications have been managed. Please note that applicants will be required to document *three* itemized contractor/vendor estimates for work to be performed and/or equipment to be purchased if the cost is expected to be more than \$4,999.99. **Please note that if awarded, the subrecipient’s estimates will be reviewed to ensure compliance with all CDBG and City of Enid finance procedures and you may be requested to obtain updated bids or asked to have the contractor confirm the bid is still valid.** Please contact the CDBG Office if you have questions or would like to learn more.

Attachments

The following attachments are located at the end of this document:

Table I – Project Development Budget Summary Form (Facilities/Capital Projects)

Table II – Project Operating Budget Summary Form (Service Projects)

- A. CDBG Program Strategy
- B. CDBG Application Process
- C. Project Eligibility
- D. Highlights of Federal Labor Standards Provisions (Davis-Bacon Act)
- E. HUD Income Limits Summary
- F. Lobbying Certification (print, sign, and submit)
- G. Certifications (print, sign, and submit)
- H. Resolution (print, sign, and submit)



- I. Certification of Matching Funds (print, sign, and submit)
- J. Conflict of Interest Certification and Questionnaire (print, sign, and submit)
- K. Conflict of Interest Disclosure Form (print, sign, and submit, if applicable)

- Please keep your responses to questions as brief and concise as possible.
- Submit in a typed format.
- Submit **ONE** original paper (hard copy) application to the CDBG office and one electronic application to CDBG@enid.org.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or the contribution (financial or in-kind) they will make.
- If your organization is submitting more than one application, please prioritize each project by placing a number in the priority number block in the upper right-hand corner of the application summary form.
- If your project can be broken into separate activities or phases, please provide estimates that break down the costs in a similar manner.
- No STAPLES please. You may use envelopes, file folders, rubber bands, binder clips, or any other means to package and submit paperwork throughout the process. This request applies to reimbursement claims filed, if funding is awarded.
- HUD no longer requires a DUNS. Instead, subrecipients must be fully registered at SAM.gov with an active status and a Unique Entity ID (UEI). You will need to create an individual user account and log into SAM.gov to register your entity. On the Home page of SAM.gov, look for the box that is titled “Register Your Entity or Get a Unique Entity ID” and choose the “Get Started” green bar.

You will need the following information:

- ✓ Legal Business Name
- ✓ Physical Address
- ✓ Entity start year
- ✓ Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN
- ✓ Your bank’s routing number, your bank account number, and your bank account type (i.e. checking or savings)

Application Submission

Every CDBG applicant must submit:

ONE original paper (hard copy) application and attachments to **Lorinda McDaniel**, CDBG Coordinator.

Applications must be received no later than 5:00 p.m. on Monday, February 23, 2026.

Submit applications to: City of Enid
CDBG Department
Attn: Lorinda McDaniel
P.O. Box 1768
Enid, OK 73702

Electronic version to:
CDBG@enid.org

Technical Assistance

The CDBG Coordinator will provide technical assistance to any organization planning to submit a proposal. A Training and Technical Assistance Workshop will be scheduled during the application process. To request assistance, contact the CDBG Coordinator at (580) 616-7211 or request via email at CDBG@enid.org.



CDBG APPLICATION FOR COMMUNITY ORGANIZATIONS

Priority Number: _____

PART I - APPLICATION SUMMARY (Please type)

A. PROJECT TITLE: _____

B. APPLICANT ORGANIZATION:

Name of Organization: _____

Type of Organization: Non-Profit Organization Faith Based Organization
 City Department or Entity CHDO
 Neighborhood/Community School District

SAM Unique Entity ID # _____ Registration Expiration: _____

Date of Incorporation: _____ EIN #: _____

Organization Address: _____

Does your organization expend \$1,000,000 or more a year in federal funds? Yes No

Authorized Official

Authorized Official Name/Title: _____

Authorized Official's Email: _____

Original Signature of Authorized Official: _____

Point of Contact if different from Authorized Official

Name/Title: _____

Telephone: _____ Email: _____

Total Organization Paid Staff:		Total Organization Volunteers: (Include Board & Committee Members)	
No. of Paid Staff for Proposed Project:		No. of Volunteers for Proposed Project:	



C. PROPOSAL:

1. Address of Project: _____
2. Census Tract of Project Address: _____
3. CDBG Funds Requested \$ _____
4. Total Project Cost \$ _____
5. Specific Use of Requested CDBG Funds: _____

OTHER FUNDING SOURCES:

- | | |
|---|----------|
| Other Federal (Specify Source): _____ | \$ _____ |
| Other State/Local (Specify Source): _____ | \$ _____ |
| Private Sources: _____ | \$ _____ |
| Other (Specify Source): _____ | \$ _____ |
| Other (Specify Source): _____ | \$ _____ |

6. Project Fee Structure

Indicate whether fees will be charged for any services delivered in conjunction with this project for which CDBG funds are being requested. If fees are charged, describe the fee structure. (Ex. enrollment fees, weekly fees, design fees, environmental review fees, etc.) _____

7. Describe what types of permits, if any, are required for the project: _____

PART II - PROJECT NARRATIVE

- A. Statement of Need/Problem: Describe the need or problem the proposed activity is intended to address.
- B. Target Population: Describe the characteristics of the population to be served (i.e., youth, seniors, persons with disabilities, etc.) and the geographic area to benefit. **It is important to also attach a map showing the project location and draw a line on the map outlining the boundaries of the geographic area served.**

C. Project Outcome: Please state the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Please select only one from the following choices:

1	Availability/ Accessibility	Activities that make services, infrastructure, housing, and shelter available and accessible (note that accessibility does not only refer to physical barriers)
2	Affordability	Activities that provide affordability in a variety of ways to include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare

D. Project Description:

1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided) and describe specifically how the requested CDBG funds will be used.
2. Describe the project location and service area (if applicable) in as much detail as possible, including the street address, cross streets, census tract and block group, and Assessor’s Parcel Number. For proposals involving property acquisition, describe any site selection activities to date, site control, or plans for identifying and securing a property.
3. Provide further information on the building or the property for which the improvements are being proposed. Indicate whether it is owned or rented/leased. If leased, provide a copy of the lease and documentation demonstrating your authority to carry out the project. Also, indicate if the property that would be renovated or purchased with CDBG funds is currently occupied for residential or commercial/industrial uses, and attach certified license to operate, if applicable.
4. Proposal Beneficiaries. Indicate the number of people or households that will directly benefit from your proposal.
 - a. If your project serves the residents of a given service area, such as a community center or park, indicate where your service area is located. Also, state how this information was obtained or derived.
 - b. If your project serves primarily low- to moderate-income persons or households, **provide a sample of the intake/assessment form(s)** that are currently being used to document that a minimum of 51% of beneficiaries are low- and moderate-income persons.
5. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.
6. Performance Measures. To gauge the effectiveness or impact of your proposal in meeting the needs of the community, explain: 1) How the program will serve the community. 2) How the quantity, quality, and pace of performance of the program is measured. 3) How will it be determined whether your proposal yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by a public service or public facilities improvements will have new access, improved access, or will benefit from a service that is no longer substandard.

7. If awarded funds, describe procedures for documenting program participation including ethnic and income characteristics of participants.

The City of Enid will require the collection of intake forms and proof of supporting income verification documentation and/or qualification documentation of populations presumed to be income-qualified, e.g., elderly.
 8. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
 9. What community organizations are in support of this project? If this is a collaborative project, name the organizations involved and explain their role. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
 10.
 - a. Provide a detailed timeline for the implementation of the proposed project, assuming the availability of CDBG funds in August/September. **CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months or less.**
 - b. Provide estimated project expenditures in each quarter of fiscal year 2026 (i.e., July 1-September 30; October 1-December 31; January 1-March 31; and April 1-June 30), assuming funds are available at the beginning of September 2026.
 11. For Facilities Improvements: Describe current zoning on the site and any discretionary land use permits or approvals that are required prior to implementation of the proposed project, if applicable. Note: Proof of proper permitting and permit signoffs must be provided as the project progresses.
- E. Previous Accomplishments: For those agencies that have previously received City of Enid CDBG funding, describe the accomplishments achieved and note the year(s) funded. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives or delays, describe how that will be overcome in the future. If your agency currently has a CDBG-funded project in process, explain when this project will be completed. If the agency has not previously received City of Enid CDBG funding, describe accomplishments achieved through other funding sources.
- F. Finances:
1. Describe how the project will be fully funded.
 2. Indicate the specific amount of your organization's reserve funds and describe the adequacy of these funds to pay invoices that would subsequently be reimbursed from the CDBG program. (Note: **The City issues CDBG funds for approved project costs on a reimbursement basis only.**)
 3. Discuss specific plans and funding for maintaining the project beyond the period supported by CDBG funds. Refer to Part II, question 10 b.
 4. Submit the attached **Table I - Project Development Budget Summary Form for facilities/capital projects**, and supplement with a detailed line-item budget. Submit **Table II - Project Operating Budget Summary Form for service projects**, whichever

is applicable to the proposed project. Include all other funding sources and indicate a) if funding is committed; b) if funding has been applied for; or c) if funding will be applied for. Also, indicate when these funds will be available and include letters of commitment from other funding sources.

5. For Public Improvement Construction Projects:

- a. Be sure to consider Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the project cost estimates on which your request for funds is based. (See Attachment D)
- b. Describe your previous experience with Federal Davis-Bacon or State prevailing wage requirements, if any. If you don't have any previous experience with Federal Davis-Bacon or State prevailing wage requirements, describe how you plan to manage records and comply with standards.

6. Include a summary of the agency's current general operating budget.

PART III - AGENCY INFORMATION

A. Background

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation.
3. Describe the type of services currently provided by the agency and include the number and characteristics of clients served.

B. Qualifications

1. Discuss the agency's capability to develop, implement, and administer the proposed project.
2. Describe how the agency will monitor progress in implementing the program. Describe who will be responsible for monitoring progress (may include resume).
3. Describe the agency's existing staff positions and qualifications.
4. Indicate who in your organization will undertake the responsibility of project manager and describe the person's experience.
5. Complete Attachment F, Lobbying Certification, and Attachment J, Conflict of Interest Certification and Questionnaire. Complete Attachment K, Conflict of Interest Disclosure Form, if applicable.
6. Include any other pertinent agency information.

- C. Financial: Briefly describe the agency's fiscal management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe the person responsible for fiscal management or include resume.

PART IV – REQUIRED DOCUMENTATION

A. Agency Documents:

1. Letters of commitment from collaborating agencies, if applicable
2. Authorization to submit the CDBG application (submit documentation from the Board of Directors that authorizes submission [copy of minutes and/or resolution])
3. Summary of applicant's current year General Operating Budget
4. Current Board of Directors list, including names, addresses, and terms of office, if applicable
5. Articles of Incorporation and Bylaws
6. Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
7. Applicant's annual financial statements, most recent financial audit, or if not available, copies of last six months' bank statements or treasurer's reports
8. Current Insurance Policy and amounts covered (City of Enid named as loss payee)
9. License to operate

10. Designation of Authorized Official (Submit documentation from the Board of Directors that authorizes the representative of the agency [include name and title] to negotiate for and contractually bind the agency [signed letter from the Chairperson, copy of minutes and/or resolution])
11. Organizational Chart or organizational structure
12. Proof of active System for Award Management (SAM.gov) registration for the organization
13. If your project serves all residents of a given area, such as projects related to a community center or a fire station, please provide a map or maps with the project service area(s) clearly outlined.
14. If your project serves primarily low- to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low- to moderate-income persons.
15. A minimum of three itemized contractor/vendor estimates for work to be performed and/or equipment to be purchased if work or equipment is expected to cost more than \$4,999.99
16. If the project can be broken up into phases or into various discrete activities, please indicate project priorities in the event only a portion of the project can be funded.
17. Hours of Operation (for facilities that serve the general public)
18. Copy of lease, if project site/facility is leased

B. Submit the following attachments:

1. Table I for Facilities/Capital Projects or Table II for Service Projects
2. Attachment F, Lobbying Certification
3. Attachment G, Certifications
4. Attachment H, Resolution
5. Attachment I, Certification of Matching Funds
6. Attachment J, Conflict of Interest Certification and Questionnaire
7. Attachment K, Conflict of Interest Disclosure Form (if applicable)

TABLE I - Project Development Budget Summary Form (Facilities/Capital Projects)

Project Title: _____ Applicant: _____

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Acquisition											
Design/Architect											
New Construction											
Rehabilitation											
Insurance/Legal											
Permits and Fees											
Other:											
SOURCE TOTAL											
	TOTAL PROJECT COST	*Insert: C=Committed Funds; P=Funds that have been applied for & decision is pending; or N=Funds that have not yet been requested. In addition, indicate the date when these funds will be available in the status column.									

Include Funding Source Commitment Documentation and Line Item Budget Category Breakdown

TABLE II - Project Operating Budget Summary Form (Service Projects)

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Administration											
Communication											
Equipment											
Furnishings											
Housing subsidies/vouchers											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Utilities and fuels											
Other:											
Other:											
SOURCE TOTAL											
	TOTAL PROJECT COST	*Insert: C=Committed Funds; P=Funds that have been applied for & decision is pending; or N=Funds that have not yet been requested. In addition, indicate the date when these funds will be available in the status column.									

Include Funding Source Commitment Documentation and Line-Item Budget Breakdown

Attachment A

CDBG PROGRAM STRATEGY

City of Enid Community Development Block Grant (CDBG) funds will be allocated through this application process on a priority basis. These funds will be disbursed primarily for community improvement projects and a very limited number of public services projects. All projects must align with the priorities listed in the City of Enid Five-Year Consolidated Plan (available on www.enid.org/CDBG).

The types of activities that will be funded through this application process follow:

1. Housing

Housing activities include the rehabilitation of privately owned single-unit or multi-unit residential buildings. Referral services and budget/financial counseling provided in conjunction with the rehabilitation are also approved activity delivery costs.

2. Public Improvements

CDBG funds may be used for eligible public improvements, such as parks, streets, childcare centers, community centers, temporary shelters and transitional housing for the homeless, fire facilities and equipment, health facilities, drainage structures, etc.

3. Public Services

Federal regulations limit public services to no more than 15% of the City's total CDBG allocation. Eligible activities include neighborhood cleanups, youth services, homeless prevention, mental health, and substance abuse programs. These funds are very limited and competitive.

4. Economic Development

Eligible activities include direct financial or technical assistance to for-profit businesses, microenterprise assistance, and exterior improvements and correction of code violations for publicly or privately owned commercial or industrial properties.

Reporting Requirements and Monitoring: It is CDBG staff's responsibility to ensure all entities receiving CDBG funds are in compliance with HUD regulations. Subrecipients must provide all information requested in a timely manner.

CDBG subrecipients shall be required to submit a monthly progress report regarding the funded activity. The CDBG staff may request additional reporting from a recipient , and the format of these reports will be provided by CDBG staff. Noncompliance could result in suspension or termination of the contract and reallocation of the CDBG funds. Noncompliance will also be considered when applicants request future funding.

In addition, CDBG staff and the Funding Commission may schedule periodic on-site monitoring of all funded activities. Documentation of income eligibility will be inspected by CDBG staff and should be attached to the reimbursement invoice. Each CDBG subrecipient is responsible for maintaining written records required by the CDBG contract, which should be kept on premises for five years after the program year.

ELIGIBLE PUBLIC ORGANIZATIONS:

Must be a 501(c)(3) charitable organization under IRS rules. For-profit entities are eligible to apply for specific economic development activities. Must qualify program beneficiaries using one of the following three methods:

1. Limited Clientele. Collect income information on all clientele and demonstrate that the persons served are of low to moderate income and have household incomes at or below 80% of the area median income (see attachment E),
2. Presumed Benefit. Exclusively serve persons who are presumed to be low to moderate income, which include abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers, or
3. Area Benefit. The service area is primarily residential and at least 51% of the residents are low- to moderate-income persons. The service area may be a neighborhood or a portion of a neighborhood identified by census tracts. A service area that includes the entire city does not qualify. Census data is required if using this method. Submit map and census data with application.

The City of Enid will require the collection of intake forms and proof of supporting income verification documentation and/or qualification documentation for populations presumed to be income-qualified (e.g., elderly). For limited clientele activities, indicate the number of unduplicated clients who will be served and the number who are low to moderate income (See Attachment E). Provide documentation that a minimum of 51% unduplicated low- and moderate-income persons are served by the project. Intake forms, third party verifications, or source documentation collected by the beneficiaries must be provided upon request.

For assistance in determining which client eligibility method is required for your proposed program, contact Lorinda McDaniel, the CDBG Coordinator at CDBG@enid.org or call (580) 616-7211.

Attachment B

CDBG APPLICATION PROCESS

The following review and recommendation process will be used for preparation of the Annual Action Plan for CDBG Program funding of community development projects:

1. Assigned City of Enid staff will annually solicit community development proposals through community meetings, mailings, and media releases to assist with community development goals.
2. Staff will review all submitted community development proposals for compliance with federal grant eligibility requirements, conformance with the activities to be funded through this application process, and conformance with Funding Commission priorities. Staff will also obtain additional information from the applicants as required and review to determine:
 - a. If the proposed project appropriately addresses the identified problem;
 - b. If the proposed project complies with existing Federal, State and Local laws, ordinances, regulations, and policies;
 - c. The feasibility of timely implementation of the project, including issues that would be expected to cause delays;
 - d. Whether cost estimates are accurate;
 - e. Departmental priority recommendations;
 - f. Applicant's fiscal capacity; and
 - g. Applicant's project administration experience and capacity.
3. City staff and CDBG Funding Commission members may visit community development proposal sites to identify physical circumstances that may bear on the final funding recommendation.
4. Following completion of the community development proposal review, including consideration of all relevant information available, staff will develop a list of all community development proposals received. The proposals shall be presented to the City of Enid CDBG Funding Commission for input and recommendations. Staff and the Funding Commission will review, rate, and rank each proposal.
 - a. Selected community development projects will be recommended for funding to the Mayor and Board of Commissioners;
 - b. Activities and projects included in the Action Plan are "PROPOSED" by the City and ultimately approved by HUD.
5. Contracts will include the measurable objectives and accomplishment data that must be reported. The person designated by resolution will be required to sign the CDBG contract and return it to the CDBG staff. All contracts exceeding \$100,000 will then be approved

by the City Commission, and contracts less than \$100,000 will be approved by the City Manager.

Prior to contracts being executed, all subrecipients must meet with CDBG staff to review the contract and accomplishment reporting.

Do NOT begin the project until the contract is signed and a Notice to Proceed is issued by the City. Do NOT obligate or expend any funds until the Notice to Proceed is issued, these activities will NOT be reimbursed. Contracts and Notices occur after the funds are released from HUD. Subrecipient training will be held for all organizations approved for CDBG funds. This training is mandatory for all subrecipients of CDBG community development funds.

6. CDBG funds are paid for actual costs directly related to the implementation of the project as approved. Payment will be made only to the subrecipient under contract with the City of Enid and only for costs described in the applicant's contract upon submittal of the payment request and all required documentation (i.e. receipts, invoices, accomplishment reports, photos, etc.). When ALL required documents are submitted to the CDBG Coordinator for approval, he/she will then send the claim request to the City of Enid assigned staff accountant and Chief Fiscal Officer for review and approval. If approved, the request will be placed on the claims list for the Mayor and City Commissioners to approve. The City Commission meets twice a month to approve claims. All claims must be received two weeks prior to the Mayor and Board of Commissioners' meeting in which you expect to be reimbursed/paid. CDBG operates on a reimbursement system in which subrecipients document the eligible expenditures and are then reimbursed for the costs.

If funds are awarded, a contract with policies, procedures, rules and regulations detailing expectations and requirements will be issued. If a contractor is utilized, a formal contract with that company will need to be on file. The contract with vendor/contractor must outline all details within the contract between the organization and the City of Enid. The City will reimburse the applicant/subrecipient for approved and eligible expenditures. The subrecipient is expected to make payment for completed/fulfilled projects after satisfactory delivery of goods and/or services have been rendered. Vendors/Contractors may NOT submit invoices to the City. All claims for reimbursement must include legible documentation with signatures of authorized representative, "Claims/Invoice Affidavit", Accomplishment Report, itemized expense ledger, and other required documents pertaining to the project/activity. For more details regarding the procurement policies, The City of Enid Finance Manual can be found at www.enid.org. Follow all procurement policies within that manual to prevent delay of reimbursements.

Attachment C

PROJECT ELIGIBILITY

Projects must be a CDBG-eligible activity, must be in conformance with the activities to be funded through this application process, and must meet at least one of the following CDBG national objectives:

1. Primarily benefits low- or moderate-income (under 80% of the area median income) persons or households. This is the most common qualifier. Documentation of the benefit to low- to moderate-income persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low- and moderate-income persons. Activities that benefit all residents within a defined geographic area (area benefit) can meet the low/moderate income benefit requirement if the area contains a minimum of 51% low- or moderate-income residents, as calculated by HUD.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. A project rarely meets this national objective. Please contact CDBG staff to determine if your project is eligible under this national objective.
3. Meet an urgent community need. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

Attachment D

**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS
(DAVIS-BACON ACT)**

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, installation, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
 - Residential rehab of 7 or fewer units are exempt
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage determinations are available online at: <https://sam.gov/wage-determinations>).
- Workers must be paid weekly, and certified payrolls must be submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage determination. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification, wages, and benefits received. Employee interviews must be compared to the appropriate federal wage determination. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five years following completion of the project.

**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS
(SECTION 3)**

- Section 3 applies to all Facilities Improvement projects that receive more than \$200,000 in HUD CDBG assistance. A Section 3 plan must be in place before the project is awarded and approved.
- Section 3 of the Housing and Urban Development Act of 1968 requires subrecipients, contractors, subcontractors, and/or developers, funded in whole or in part by CDBG funding, to the greatest extent feasible to extend hiring opportunities and contracts to Section 3 eligible residents and businesses. Section 3 eligible residents are low- and very low- income persons, particularly those who live or reside in public or government assisted housing.
- Additional Section 3 reporting of Section 3 worker status, total labor hours worked, weekly payroll reports, and monitoring will apply.
- Please see <https://www.hudexchange.info/programs/section-3> for more information, if applicable to your project and application.

Attachment E

HUD Income Limits Summary

CDBG - ENID, OK MSA 2025 ANNUAL INCOME LIMITS								
FY 2025 INCOME LIMIT CATEGORY	PERSONS IN HOUSEHOLD							
	1	2	3	4	5	6	7	8
EXTREMELY LOW INCOME (0-30%)	\$18,750	\$21,400	\$24,100	\$26,750	\$28,900	\$31,050	\$33,200	\$35,350
VERY LOW INCOME (31-50%)	\$31,250	\$35,700	\$40,150	\$44,600	\$48,200	\$51,750	\$55,350	\$58,900
LOW INCOME (51-80%)	\$49,950	\$57,100	\$64,250	\$71,350	\$77,100	\$82,800	\$88,500	\$94,200
EFFECTIVE DATE: JUNE 1, 2025								

1. Limited Clientele. Collect income information on all clientele and demonstrate that the persons served have household incomes at or below 80% of the area median income (AMI).
2. Presumed Benefit. Exclusively serve persons who are presumed to be low to moderate income, which include, abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.
3. Area Benefit. The service area is primarily residential and at least 51% of the residents are low to moderate income. The service area may be a neighborhood or a portion of a neighborhood identified by census tracts. Note that a service area that includes the entire city does not qualify. Census data is required if using this method. Submit map and census data with application.



Attachment F

LOBBYING CERTIFICATION

By applying for CDBG funds, the Applicant certifies that, in accordance with Section 319 of Public Law 101-121, to the best of his or her knowledge and belief that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative contract, and the extension, continuation, renewals, amendment, or modifications of any federal contract, grant loan, or cooperative contract.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

Name of Organization:

Name of Applicant's Authorized Official:

Authorized Official's Title:

Signature of Authorized Official:

CERTIFICATIONS

The undersigned acknowledges the following:

1. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. That submittal of an application for this project is not a guarantee of funding from the City of Enid.
3. That the proposed project described in this application meets the following National Objective: Benefits low- to moderate-income (LMI) persons.
4. That all CDBG-funded activities shall be within the city of Enid and benefit only city of Enid residents.
5. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by the CDBG staff during their application review process.
6. That, if the project is funded, the City of Enid reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
7. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of Enid.
8. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, and City procedures must be followed, as applicable to the CDBG Program.
9. That, if the project is funded, the applicant understands that HUD release of CDBG funds must be obtained by the City prior to the obligation of funds (execution of a written agreement).
10. That, if the project is funded, the City will perform an environmental review in accordance with HUD rules and regulations and provisions of the National Environmental Policy Act (NEPA) and Council on Environmental Quality (CEQ) regulations prior to the obligation of funds (execution of a written agreement). If the project requires an Environmental Assessment, the applicant is responsible for carrying out those duties.
11. That a project's funding does not guarantee its continuation in the City's subsequent action plans.
12. That written signatory authority from the applicant's governing body indicates who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
13. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described and documentation is reported to the CDBG Coordinator.
14. That, if the project is funded, the proposed activities (project tasks/activities) listed in this application may be implemented without delay upon the execution of a written agreement between the City of Enid and the applicant, and a Notice to Proceed is issued by the City.
15. That the proposed funding requested represents the amount needed to complete the project by the end of the twelve (12) month contract period.



16. That the applicant understands that all CDBG funds allocated to projects must be expended by the end of the contract period or such funds are subject to being reprogrammed to other projects.
17. That the applicant is fully capable of fulfilling its obligations under this application.
18. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required reports and supporting documentation must be reviewed and accepted by CDBG staff prior to approval of payment to the applicant.
19. That, if the project is funded, all required Federal and City certifications and assurances shall be adhered to.
20. That the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per 2 CFR Part 225 (OMB Circular A-87).
21. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
22. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federally funded projects.
23. That there are no pending lawsuits that have been filed against the applicant.
24. That the applicant understands that the City may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
25. That the applicant understands that, upon submission, this application packet becomes the property of the City of Enid and will not be returned to the applicant in whole or in part.
26. That should funding be approved for this proposed project, the applicant understands that they may not submit a request to revise the “project category” OR “project description” listed in this application. However, the CDBG Program office reserves the right to revise the scope of work/scope of services and/or budget line items during contract negotiations to improve/enhance the benefit to LMI clients and communities to be served.
27. That the undersigned has reviewed this application packet for completeness and accuracy and has approved the description, performance goals, budget, and other aspects of the described project listed in this application.
28. That the governing body of the applicant’s agency authorizes the submission of this application.

By signing below, you acknowledge that you have read the entire Certification Clause and understand it fully.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Agency Name: _____

Project Name: _____



Attachment H

RESOLUTION

WHEREAS, the City of Enid (City) has issued a notice of funding availability for the Community Development Block Grant (CDBG) Program; and

WHEREAS, _____ wishes to apply for and receive an allocation of CDBG funds from the City.

NOW, THEREFORE, BE IT RESOLVED that the _____ authorizes the submittal of an application to the City to be considered to receive an allocation of funds through the CDBG Program. The _____, or appointed designee is hereby authorized to execute in the name of the _____ all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing CDBG funds and to implement and carry out the purposes specified in the CDBG application.

The foregoing resolution was passed by the _____ Board of Directors on this __ day of _____, 20____.

ATTEST:

Signature & Title of Governing Body Official

Date:

Signature & Title of Appointed Official

Date:



Attachment I

CERTIFICATION OF MATCHING FUNDS

The undersigned hereby certifies that _____ is authorized to enter into an agreement with the City of Enid Community Development Block Grant Program to receive a grant for programs and services designed to benefit low- to moderate-income persons within the City.

The undersigned also certifies that _____ agrees to provide the requisite matching or leveraging funds in the amount of \$_____ for _____ Project.

Name of Organization:

Name of Applicant’s Authorized Official:

Authorized Official’s Title:

Signature of Authorized Official:

Matching/Leveraging Funds: All applicants requesting and/or receiving CDBG funds will be required to document leveraging funds. Those applying for \$50,000.00 or more are required to leverage equal to a minimum of 10% of the overall cost of the project. These leveraging funds may consist of any type of funds toward the project (i.e. federal, foundation, general, in-kind).

Conflict of Interest Certification and Questionnaire

U.S. Department of Housing and Urban Development’s (HUD) Conflict of Interest provisions are set forth at 24 CFR 570.611, which provide that no member, officer, consultant, or employee of the applicant, or its designee or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the CDBG-assisted activity during his/her tenure or for one year thereafter, shall have any interest, direct, or indirect, either for themselves, business associates, or immediate family, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification.

The purpose of this document is to assist in the determination of whether additional restrictions, oversight, or other conditions might be advisable prior to execution of any contract, finding, or provision of assistance. The term “Conflict of Interest” refers to situations in which financial or other personal considerations may compromise or have the appearance of compromising professional judgment in following the rules and regulations of the program. Please mark the appropriate box for each question and complete the Conflict of Interest Disclosure Form if indicated. This form (with the Conflict of Interest Disclosure Form, if required) must be completed and returned with your application.

Agency Name:
Agency Address:
City, State, ZIP:

Project Name:

A. Family Relationships:

Does any employee, board member or person (as described above) in your agency have a family member directly or indirectly involved or employed with the City of Enid that creates a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part A of the Conflict of Interest Disclosure Form)

B. Program Relationships:

Does any employee, board member, or person (as described above) in your agency serve on a City of Enid Board/Commission that may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part B of the Conflict of Interest Disclosure Form)

Does an employee of the City of Enid serve in the agency’s Board of Directors, which may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?



Yes No (If YES, please complete Part B of the Conflict of Interest Disclosure Form)

Does any elected official of the City of Enid serve in the agency’s Board of Directors, which may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part B of the Conflict of Interest Disclosure Form)

Is any employee, board member and/or person (as described above) in your agency involved in any other activity, directly or indirectly, with the City of Enid that may create a conflict of interest or the appearance of a conflict under the Conflict of Interest Regulation?

Yes No (If YES, please complete Part B of the Conflict of Interest Disclosure Form)

C. Business Relationships

Is any employee, board member, or person in your agency or a family member (spouse, child, stepchild, parent, sibling, or domestic partner) involved as an investor, owner, employee, consultant, contractor, or board member with an entity that has a contractual relationship with the City of Enid to provide goods or services, sponsor development activities, and/or receive referrals from the City of Enid?

Yes No (If YES, please complete Part C of the Conflict of Interest Disclosure Form)

I have read and understand the Conflict of Interest Certification and Questionnaire. I have disclosed all information required by this certification, if any, in the attached statement. I agree to comply with any conditions or restrictions imposed by the City of Enid to reduce or eliminate actual and/or potential conflicts of interest. I will update this certification form promptly, if relevant circumstances change. I understand that this certification is not a confidential document. If HUD determines that a conflict of interest exists, this contract may be terminated, and I may be required to return all funding allocated, whether used or not used.

Print Name of Applicant’s Authorized Official:
Authorized Official’s Title:

_____ Date:
Signature of Authorized Official



Attachment K

Conflict of Interest Disclosure Form

Agency Name:
Agency Address:
City, State, ZIP:

Project Name:

If you answered YES to any question on the Conflict of Interest Certification and Questionnaire, please complete the relevant section(s) below. If you answered NO to ALL questions, you may discard this attachment. Provide this completed form with your application.

A. Family Relationships:

1. Name and relationship of the family member(s) directly or indirectly involved or employed by the City of Enid:
2. Do any of the family members work in the program area?
3. Are any of the family members elected officials for the City of Enid?

Department:

Position:

B. Program Relationships

1. Name of the employee, board member, or person serving on a City of Enid Board or Commission:
2. Name of Board or Commission:
3. Name of the City of Enid employee or City official who serves on your agency's Board of Directors.

Name:

Position:

Department:

4. Other Activities: Name of employee, board member, or person in your agency involved in another activity and describe the activity and/or program this person is directly or indirectly involved with:
5. Has the agency's name, resources (facilities, personnel, or equipment), or confidential information been used in connection with the activity and/or program described in #4 above?

Yes No

If YES, describe the resource used:



C. Business Relationships

Please complete this section for EACH business relationship or attach a separate explanation of business and research activities.

1. Who is involved with the business? – Check all that apply

- Employee Name:
- Family Member (Name & Relationship):

Describe the position or involvement – Check all that apply

- Owner/Investor
- Board Member
- Employee/Manager
- Other

2. Name of Business:

3. Categorize the business' relationship with the City of Enid:

- Consultant or Advisor
- Research Activities
- Business or Referrals
- Other Contractual or Business Relationship

Briefly describe the business or licensing activity:

4. Is this person receiving any type of compensation?

- Yes No

If YES, describe:

5. Who with the City of Enid oversees the relationship with this business?

Name:	Title:
Department:	Phone:

Print Name of Applicant's Authorized Official:

Authorized Official's Title:

Signature of Authorized Official

Date: