



*CITY OF LAWTON*  
*Community Services Department*

**Housing and Community Development (HCD)**

**COMMUNITY DEVELOPMENT  
BLOCK GRANT**

**Application for  
Public Service Projects**

**Program Year 2016**

**February 2016**

**CITY OF LAWTON COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION FOR PUBLIC SERVICE PROJECTS**

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GENERAL INFORMATION

The City of Lawton announces the availability of funds for Community Development Block Grant (CDBG) Public Service projects. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD). Housing and Community Development (HCD) administers these funds on behalf of the City of Lawton. The funds may be used for various public service activities which principally benefit low- and moderate-income persons. This application provides information and instructions for organizations and agencies interested in applying for CDBG Public Service funds. Applications are available on our website at: <http://www.cityof.lawton.ok.us/cdbg/cdbg.htm>

The application is also available in alternative formats by contacting our office at (580) 581-3350 (voice) or (580) 581-3346 (FAX).

- Eligible applicants:
- 1) Private non-profit organizations which have received 501(c)(3) federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as non-profit corporations in the State of Oklahoma.
  - 2) Public Agencies

Funding cycle: This application is for 2016 CDBG Public Service Funds. The 2016 program year runs from July 1, 2016 through June 30, 2017.

Estimated Funds Available: At the time of this application, Congress has not yet enacted HUD’s appropriation for FFY 2016. The following amounts are an estimate based on estimated numbers sent from the Office of Assistant Secretary for Community Planning and Development. The actual level of funding received by City of Lawton may vary slightly from these estimated amounts, but very little difference is anticipated.

CDBG Funds (Estimate) for Program Year 2016 -- \$636,500  
Public Service Funds (Estimate) for Program Year 2016 -- \$95,475  
CDBG Administration (Estimate) for Program Year 2016 -- \$127,300

Citizen Participation and Program Application Schedule: The following schedule has been developed for review of project applications and decisions on project funding.

<b>FFY 2016 Consolidated One-Year Action Plan Citizen Participation and Consultation Dates</b>	
<b>DATE</b>	<b>ACTIVITY</b>
	<b><i>Consolidated One-Year Action Plan (All dates/times are subject to change)</i></b>
Fri, 02/05/2016	Invite applications for funding
Mon, 03/07/2016	Applications due (no later than 4:00 p.m.)
Thu, 03/10/2016	Complete Consolidated One-Year Action Plan distributed for review

Sun, 03/13/2016	30 day review & public hearing dates (CPC & City Council) notice published for Consolidated One-Year Plan
Mon, 03/14/2016	30 day review period begins for Consolidated One-Year Plan
Thu, 03/24/2016	City Planning Commission (CPC) Briefing/ Discussion-Public Service Agencies (1:30 p.m.)(Tentative) (briefings not to exceed 3 minutes)
Mon, 04/11/2016	30 day review period ends
Tue, 04/12/2016	City Council One-Year Plan Workshop-Public Service Agencies briefings, as necessary to City Council (not to exceed 5 minutes)
Thu, 04/14/2016	City Planning Commission (CPC) Public Hearing and CPC Recommendation for Funding to City Council (1:30 p.m.)
Tue, 04/26/2016	City Council Meeting – Public Hearing; City Council Approves Consolidated One-Year Action Plan
Thu, 04/28/2016	Deliver Consolidated One-Year Action Plan to Mayor for signature
Wed, 05/11/2016	Send Consolidated One-Year Action Plan to HUD via USPS [Return Receipt Requested]
Fri, 05/13/2016	Date Consolidated One-Year Action Plan due to HUD

Threshold Review and Funding Evaluation Criteria for Applications

The Department of Housing and Urban Development (HUD) has published preliminary funding levels for FFY 2016. Due to this severe cut in funding levels, the City of Lawton has established threshold criteria that must be met in order for an application to be considered for funding and forwarded to City Council. That includes meeting one of the Top Ten (10) Unmet Needs for the City of Lawton as found in the Consolidated (Five-Year) Plan for FFYs 2015-2019 and meeting the threshold criteria and the minimum scores on the Application’s Evaluation Criteria. Incomplete or late applications will be neither considered nor be submitted to the City Council. The threshold review will be completed by HCD staff and included in the material given to the City Council. The threshold criteria and funding evaluation criteria established by the City of Lawton is as follows:

<b>THRESHOLD CRITERIA</b>
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<u>Criteria:</u>	Yes?	No?
A. Eligibility under the CDBG Program regulations (24 CFR 570)	<input type="checkbox"/>	<input type="checkbox"/>
B. Consistency with Consolidated (Five-Year) Plan (Appendix C)	<input type="checkbox"/>	<input type="checkbox"/>
C. If project serves homeless persons, project addresses a goal in City of Lawton’s 10-Year Plan to End Homelessness	<input type="checkbox"/>	<input type="checkbox"/>

D. Board/Council endorsement for submitting application and signature of appropriate department head	<input type="checkbox"/>	<input type="checkbox"/>
E. Application is complete and submitted on time	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application Meets Threshold Criteria:</b>  <b>If yes, proceed to review below.</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>EVALUATION CRITERIA</b>
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Applications for CDBG public service activities can receive a maximum of 25 points. There are four areas of evaluation criteria. The first area is worth 10 points and will be rated on a scale of 1-10 (10 meeting all of the criteria and 1 meeting very little, if any, of the criteria). The remaining three criteria are each worth 5 points and will be rated on a scale of 1-5 (5 meeting all of the criteria and 1 meeting very little, if any, of the criteria). Details of the criteria expectations can be found throughout the application materials.

**1. COMMUNITY NEED AND BENEFIT - Apply 1 to 10 points taking into consideration the items listed below:**

- a) Project sponsor objectively establishes the acuteness of the community need and establishes that the proposed project primarily benefits low-to-moderate income persons with the highest need. Only community top 10 activities will receive points based on their position in the top 10 community priorities. (0-10 Pts.)

<b>Community Need and Benefit Points (0- 10 Pts.) _____</b>
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**2. PROJECT SOUNDNESS - Apply 1 to 5 points taking into consideration the items listed below:**

- a) Project design, services to be provided, and goals to be achieved are consistent, feasible and respond to the community need identified. (0-1 Pt.)
- b) Project sponsor provides clear detailed information to support that project design is evidence-based. (0-1 Pt.)
- c) Target population is clearly defined and service delivery appropriate to their needs. Staffing ratios are consistent with best practices. (0-1 Pt.)
- d) Project sponsor coordinates/collaborates with other organizations in the community that provide similar or complimentary services that will assist in making the project a success. For projects serving homeless persons, project sponsor participates in the Southwest Oklahoma Continuum of Care. (0-1 Pt.)

- e) Outcome goal(s) chosen by project sponsor are reasonable and consistent with target population and project design. Outcome measurement method is clear. (0-1 Pt.)

**Project Soundness Points (0- 5 Pts.) \_\_\_\_\_**

**3. ORGANIZATIONAL CAPACITY - Apply 1 to 5 points taking into consideration the items listed below:**

- a) Project sponsor demonstrates that they have the staff experience and proper level of staffing to carry out the project. (0-1 Pt.)
- b) Project sponsor demonstrates the ability to successfully implement and manage federally funded projects in a timely manner, within budget, and consistent with funding requirements. (0-1 Pt.)
- c) Project sponsor has appropriate financial management capacity as indicated by audited financial statements and agency budget. Any audit findings of the organization have been resolved prior to submission of application. If organization receives multiple systemic findings during the inspection of their audit results, a one-on-one meeting will be scheduled to discuss the implications on their application. (0-1 Pt.)
- d) Project sponsor has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance and a plan for affirmative action. (0-1 Pt.)
- e) Project sponsor demonstrates that they have the capacity and data collection resources to comply with documenting CDBG eligibility requirements and reporting performance outputs and outcomes. (0-1 Pt.)

**Organizational Capacity Points (0- 5 Pts.) \_\_\_\_\_**

**4. FINANCIAL FEASIBILITY - Apply 1 to 5 points taking into consideration the items listed below:**

- a) Project budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served, the services to be provided, and the target population. (0-2 Pts.)
- b) Budget forms are consistent, accurate and thorough. (0-1 Pt.)
- c) Project leverages other federal, state, local and/or private resources. (0-2 Pts.)

**Financial Feasibility Points (0- 5 Pts.) \_\_\_\_\_**

<b>EVALUATION SUMMARY</b>
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Project Name:	
Applicant Organization Name:	
Evaluator's Name:	

<b>1) Community Need and Benefit Points</b>	<b>(Max = 10)</b> _____
<b>2) Project Soundness Points</b>	<b>(Max = 5)</b> _____
<b>3) Organizational Capacity Points</b>	<b>(Max = 5)</b> _____
<b>4) Financial Feasibility Points</b>	<b>(Max = 5)</b> _____
<b>TOTAL POINTS AWARDED</b>	<b>(Max = 25)</b> _____

Projects which receive tied scores will be evaluated a second time in comparison with each other to determine prioritization for funding.

Review and Decision-Making Process:

**Step 1 Staff Review and Assessment.** Staff will perform a technical review of the applications and prepare a technical summary and analysis for the City Council. The technical summary and analysis will include reporting on past performance for applicants that have received funding in previous years. Staff assessments and/or funding recommendations will be made available to City Council members upon request.

**Step 2 Review by City Planning Commission (CPC).** The CPC has nine members: one representative appointed by each city council member in the City of Lawton.

The CPC members will receive a copy of the project applications and technical summaries and analyses for review. Project sponsors will have an opportunity to make brief presentations (no more than 3 minutes for previous recipients, 5 minutes for new requesting agencies) to the CPC. Presentations are usually followed by questions from the members of the Commission. The CPC prioritizes the projects and makes recommendations regarding funding amounts. The prioritized list and recommendations for funding are forwarded to the City Council for final determination. The CPC review is tentatively scheduled to take place on March 24 and April 14, 2016.

**Step 3 Final decisions by Lawton City Council.** The Lawton City Council determines the final funding awards. The Lawton City Council has tentatively scheduled a Workshop on April 12, 2016 to hear the briefing on the Consolidated One-Year Action Plan for FFY

2016. Project sponsors will have an opportunity to make brief presentations to the City Council. Presentations are usually followed by questions from the members of the Council. The tentative date for City Council public hearing and final funding decision is April 26, 2016.

**NOTE:** Disposition of final project awards is contingent on project eligibility; funding availability, federal, state and local statutes, regulations, policies and requirements; and contract requirements.

Pre-Application Assistance:

This application contains a summary of important information about the City of Lawton CDBG program. If you have any questions or you may call and request technical assistance as you are reviewing this material and preparing an application.

For all project and/or application questions, please call Anthony Griffith at (580) 581-3350 or via email at agriffith@cityof.lawton.ok.us or Christine James at (580) 581-3347 or via email at cjames@cityof.lawton.ok.us.

Application Deadline:

**Three copies of the application must be received by Wednesday, March 2, 2016 no later than 4:00 p.m. No applications will be accepted after this deadline. Applications will not be accepted by e-mail or fax. Mailed applications must be posted in time to be received by the deadline.**

**Submit applications to the following address:**

Mailing Address:

Housing and Community Development (HCD)  
1405 SW 11<sup>th</sup> Street  
Lawton, OK 73501-7304

ADA Notice: The City strives to provide access to all members of the public. City of Lawton facilities are accessible. If additional accommodations are required, please notify this office at least one week in advance of the public hearing. In addition, reasonable accommodations will be made to provide the information in this application in an alternative format upon request. Please contact Christine James at (580) 581-3347.

OVERVIEW OF CDBG PROGRAM REQUIREMENTS

1. CDBG National Objective. CDBG Public Service projects must principally benefit low- and moderate-income persons. Determination is based on limited clientele or area benefit activity.

Low- and moderate-income is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits

are based on U.S. Census Bureau estimates, updated and issued by HUD annually. The current limits, by household size are listed at the top of the following page:

2015 (Current) HUD INCOME LIMITS (Section 8)  
Lawton, Oklahoma  
FY 2015 Median Family Income

Persons in household	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Moderate Income (80% of median)	31,550	36,050	40,550	45,050	48,700	52,300	55,900	59,500
Low Income (50% of median)	19,750	22,550	25,350	28,150	30,450	32,700	34,950	37,200
Extremely Low Income (30% of median)	11,850	13,550	15,250	16,900	18,300	19,650	21,000	22,350

Limited clientele activity. This is the category most often used for public service activities. Limited clientele activities are activities limited to a specific group of persons. At least 51% of those served must be low- and moderate-income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a presumed benefit activity or a direct benefit activity. A presumed benefit activity is one that exclusively serves a specific group of people that HUD categorically considers to be low- and moderate-income persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census (see Appendix B for the definition of severe disability). The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low- and moderate-income. If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a direct benefit activity which serves low- and moderate-income persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. At least 51 percent of the clientele served must be low- and moderate-income persons or the activity funded must be limited exclusively to low- and moderate-income persons. The nature and location of the activity may also support a conclusion that primarily low- and moderate-income persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may reasonably be concluded that the activity's clientele will primarily be low- and moderate-income persons. An example which might meet this definition would be a food bank located in a low- and moderate-income area of the city. Please contact our office for technical assistance.

Area benefit activity. Area benefit activities are activities that benefit all residents in a particular area where the residents are primarily low- and moderate-income. The area served must be primarily residential and the activity must be designed to meet the identified needs of low- and moderate-income persons. The claimed boundaries of the service area must encompass the entire service area for the activity, must be specifically delineated in the application, and the basis for determining the boundaries must be substantiated. If the service area coincides with one or more U.S. Census Block Groups or Census Tracts, 2010 Census

household income data may be used to address the low- and moderate-income requirement. Otherwise, a current HCD-approved survey of all households in the service area must be performed. As a general rule, at least 51% of residents in the service area must be low- and moderate-income persons. Please contact our office for technical assistance.

2. Service Area: City of Lawton CDBG funds must be used to serve persons residing within the city limits of Lawton. Project sponsors must maintain documentation of the place of residence of persons served. Projects may serve persons in other communities if other funds are used and are not co-mingled with CDBG funds.
3. Eligible Activities: Public service activities which are directed toward improvement of the quantity and quality of community services principally benefiting persons of low- and moderate-income are eligible for funding. These activities include, but are not limited to, services concerned with employment, crime prevention, child care, health, substance abuse counseling and treatment, education, fair housing counseling, energy conservation, welfare (excluding income payments) and recreational needs. Emergency grant payments for food, clothing, and shelter (rent, mortgage, utilities) needs are eligible activities as long as the payments do not exceed three months and the payments are made directly to the provider of such services on behalf of an individual or family. This does not mean that the City will consider individual applications for emergency grants. If part of the mission of a PSO is to provide such assistance and it is outlined in detail in the project application, we will consider it for funding.

The Lawton City Council has decreed that the City will budget and allocate the entire 15% of the annual public service allocation each year. They further decreed that a minimum of 20% of our annual public service allocation will be set-aside in the event we have new applicants for funding that do not duplicate the efforts of those agencies currently being funded with CDBG funds (the Council, at its discretion, may waive the duplication clause to assist shelters, which are the top priority for public services). The services funded under this part must be a Top Ten (10) Priority and either a new service or a quantifiable increase in the level of service above that which is provided by agencies on behalf of the City. Projects must demonstrate that the CDBG funding applied for does not merely replace other state or local government funding for an existing service. Services that were originally funded as a new or increased level of service are eligible for continued funding.

Eligible costs include labor, materials, supplies, some operating and maintenance costs for the portion of the facility in which the public service is located, and equipment necessary for the provision of the public service.

Ineligible costs include income payments, assistance for buildings used for the general conduct of government, general local government expenses, political activities, and the purchase of equipment except equipment that constitutes all or part of a public service. Income payments are payments made to an individual or family to provide basic levels of food, shelter, or clothing but do not include emergency grant payments referenced above under eligible activities.

4. Consolidated Plan Consistency: All projects must be consistent with the City of Lawton Housing and Community Development Consolidated Plan. See Appendix C for a listing of

strategies and objectives in the FFY 2015-19 Consolidated Plan applicable to CDBG Public Service Activities.

5. Continuum of Care Consistency and Participation: All projects serving homeless persons must meet a goal in the Southwest Oklahoma Continuum of Care 10-Year Plan to End Homelessness and/or the Southwest Oklahoma Continuum of Care (SWOCoc) Action Plan. In addition, agencies receiving CDBG Public Service funds to provide services to homeless persons are required to participate in the Southwest Oklahoma CoC Homeless Management Information System (HMIS). If your agency is not currently participating in the SWOCoc, please contact Jervis Jackson, Lawton Housing Authority at (580) 353-7392 for information on the SWOCoc or HMIS and upcoming meeting dates. Any shelter or other agency providing direct support to homeless person(s) **MUST** be enrolled in the HMIS and a member of the Southwest Oklahoma Continuum of Care to be eligible for CDBG funding.
6. Participation in HMIS: All projects receiving CDBG funds for programs that primarily serve homeless persons **must** participate in the Southwest Oklahoma Continuum of Care (SWOCoc) Homeless Management Information System (HMIS) which is administered by the City of Lawton Housing Authority. HMIS is an electronic database that collects data on homeless persons who receive housing and other-related services provided to assist the homeless population.
7. Faith-Based Activities.
  - a. Organizations that are religious or faith-based are eligible on the same basis as any other organization to participate in the CDBG program.
  - b. Organizations may not engage in inherently religious activities such as worship, religious instruction, or proselytization as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures or other religious symbols.
  - c. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
  - d. A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. The foregoing, non-discrimination requirements imposed by statute on all CDBG grantees shall apply to religious and faith-based organizations.

## OTHER REQUIREMENTS

Non-Discrimination and Equal Opportunity. Agencies receiving funding are required to comply with various federal, state and local laws that provide equal opportunity and prohibit discrimination against persons on the basis of race, color, national origin, religion, sex, age or

disability. Discrimination is prohibited in the provision of services, in access to the services and to the facilities where the services are provided, and in all other aspects of administering a CDBG project such as employment and procurement.

Fiscal Management: Agencies receiving funding are required to comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84 and OMB Circulars A-110 (2 CFR Part 215), A-122 (2 CFR Part 230) and A-133. Public agencies must administer programs in compliance with 24 CFR Part 85 and OMB Circulars A-87 (2 CFR Part 225), A-102 and A-133.

Insurance Requirements. Agencies receiving funding are required to provide proof of general liability insurance coverage identifying the City of Lawton as an additional insured. If services provided under the contract are provided by a licensed professional, then professional liability insurance will also be required. In addition, if driving is within the scope of services provided under the contract, then automobile insurance will also be required. Minimum insurance coverage limits are set by City Code. Worker's Compensation Insurance is also required.

Reporting Requirements: Agencies receiving funding are required to submit monthly and annual progress reports. Required data to be reported includes: unduplicated number of clients served, demographic data on clients served (income level, race, ethnicity, disability, single head of household), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements.

HUD CPD Performance Measurement System: As of October 1, 2006, Federal regulations require agencies receiving CDBG funding for projects to report annually under a new performance measurement system in order to measure the impact of federally funded programs. The system provides three possible objectives (purpose of the activity) and three possible outcomes (anticipated effect or change in participants or communities) which may be used to measure program performance which are based on the statutory purposes of the grant program. Although more than one objective and outcome may apply to a single activity, for the purposes of data collection, only one objective and outcome may be selected per activity. As required, City of Lawton HCD has implemented this system and has identified an objective and outcome for projects falling under each of the Consolidated Plan objectives related to public services that best reflects the purpose in funding the projects. A chart reflecting the objectives and outcomes selected may be found in Appendix E.

Projects receiving CDBG Public Service funding will fall under one of the following two objectives:

1. Creating a Suitable Living Environment. Activities that are designed to benefit low-to-moderate income persons by addressing physical problems and social issues in their living environment.
2. Providing Decent Housing. Housing activities that meet individual, family or community housing needs.

Projects receiving CDBG Public Service funding will fall under one of the two outcomes:

1. **Availability/Accessibility.** Activities that make public services, housing or shelter available or accessible to low- and moderate-income persons, including persons with disabilities. Accessibility refers not only to physical barriers but also to making the basics of daily living available and accessible to low- and moderate-income persons where they live.
2. **Affordability.** Provide affordability in a variety of ways to low-to-moderate income persons. May be used when an activity lowers the costs, improves the quality, or increases the affordability of a product or service to benefit low- and moderate-income households.

Progress towards the identified outcomes is measured through required indicators. Project sponsors already report on most of the required indicators which are referenced in the paragraph above regarding reporting requirements. Additional indicators that must be reported on include:

1. Number of persons receiving new access to the service or benefit
2. Number of persons receiving improved access to the service or benefit
3. Number of persons that now receive a service or benefit that is no longer substandard

Other requirements: Agencies receiving funding must comply with all other requirements set forth in 24 CFR 570 and in grant contracts. Federal regulations are available online at [www.access.gop.gov/nara/index.html](http://www.access.gop.gov/nara/index.html) and OMB circulars are available online at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html).

## APPLICATION INSTRUCTIONS

1. Complete one application for the funding requested. Complete and attach three sets of Budget Summary and Work Sheet forms.
2. Submit three (3) unbound copies of the application and additional documentation requested by the application deadline date.
3. Limit application pages to the 8-1/2"x11" format. Use 12 point font.
4. Limit your answers to the space provided, but answer each question fully. Accurate information, detailed budgets and adequate project descriptions are necessary. When answering questions, keep in mind the funding criteria listed on pages 2-5.
5. An application checklist is included for your convenience in Appendix A.

**CITY OF LAWTON  
COMMUNITY DEVELOPMENT BLOCK GRANT**

Application for CDBG Public Services Projects  
Program Year 2016

**SECTION I**

(Double-click the gray box to enter the information)

1. Legal Name of Applicant:
2. Applicant Address:
3. Applicant is:  Private, Non-Profit Organization.  
 For-Profit Organization  
 Municipal Corporation  
 Unit of Local Government

4. DUNS #:

(Note: Beginning in 2010, a Federal DUNS number was required for all organizations receiving federal funds from the City of Lawton. Use the following link to apply for a number:

<http://fedgov.dnb.com/webform> ).

5. Executive Director:

Name:

Address:

Phone:                      E-mail:

6. Application Contact Person:

Name:

Title:

Address:

Phone:

E-mail:

Hours Available:

7. Project Name:

8. Project Address:

9. Has this project previously received CDBG Public Service funding?  Yes  No

9. Amount of CDBG funding requested:

10. Under federal or state law, does your program require a license/certificate to operate? If yes, submit a copy of the license or certificate with this application.  Yes  No

11. If funded, the earliest date project could begin:

PRIVATE NON-PROFIT ORGANIZATIONS OR AGENCIES MUST SUBMIT ONE COPY OF EACH OF THE FOLLOWING (unless you have previously applied for funding and have submitted this documentation. If there have been any changes to any of the items listed below, that item must be resubmitted with your application. Failure to provide updated information may result in loss or suspension of funding):

- Articles of Incorporation and Bylaws. These are the documents recognized by the State as formally establishing a private corporation, business or agency.
- Non-Profit Determination. A copy of the 501(c)(3) tax exemption determination letter from the Federal Internal Revenue Service (IRS). You must also indicate the DUNS # in Question 3 above. Your organization must be registered as an active non-profit corporation in the State of Oklahoma.
- Current List of the Board of Directors. Please include the name, telephone number, address, occupation or affiliation of each member and term of appointment. Please identify the principal officers.
- Authorization to Request Funds. Please indicate the date that this application for funding was approved for submittal by the sponsor's legally responsible governing body (ex. Board of Directors): . Please submit a copy of the official meeting minutes or resolution recording this authorization. **IF MORE THAN ONE CDBG PUBLIC SERVICE PROJECT IS BEING APPLIED FOR, THE MEETING MINUTES OR RESOLUTION MUST PRIORITIZE THE APPLICATIONS FOR FUNDING AND INDICATE HOW THE PRIORITIES WERE ASSIGNED.**
- Current Organization Chart: Describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.
- Resumes: Please submit resumes for the following: Board Chairperson, Executive Director, Chief Fiscal Officer and Chief Program Administrator.
- Current Agency Budget: indicating projected revenue sources and expenditures.
- Most Recent Audit/Financial Statements with management letter.

## Section II

Please limit your answers to the space provided and answer each question fully.

1. What is your organization's mission statement and how long has your organization been in existence?

2. Summarize your proposed project in one paragraph.

3. How does your project meet and qualify under the CDBG National Objective?

CDBG Public Service projects must meet the CDBG National Objective of principally benefiting low- and moderate-income persons. Please indicate how your proposed project meets and qualifies for this national objective. Check only one.

- A. Limited Clientele Presumed Benefit Activity
- B. Limited Clientele Direct Benefit Activity  
Project is limited exclusively to low- and moderate-income persons.
- C. Limited Clientele Direct Benefit Activity  
At least 51% of clientele served by project are low- and moderate-income persons.
- D. Limited Clientele Nature and Location
- E. Area Benefit Activity – Census Tract/Block Group or Income Survey

**4. How will your project document that it meets the CDBG National Objective?**

If you checked A above, indicate: 1) which category of persons presumed by HUD to be predominately low- and moderate-income persons the proposed project will exclusively serve, 2) how the activity is designed to be used exclusively by this category of persons, and 3) how your organization will document the presumed benefit status (ex. client intake form, client homeless verification form).

If you checked B above, 1) indicate how your project will limit services exclusively to low- and moderate-income persons, 2) describe the process your organization will use to document income eligibility, and 3) attach a copy of the client intake form, highlighting the questions regarding family size and income.

If you checked C above, 1) indicate the total number of clients served in the past year, 2) indicate what percentage of those clients were low- and moderate-income, 3) indicate what income eligibility criteria was used to determine the percentages of low- and moderate-income persons, 4) describe the process your organization will use to document income eligibility, and 5) attach a copy of the client intake form, highlighting the questions regarding family size and income.

If you checked D above, describe how both the 1.) nature and 2.) location of the services to be provided demonstrate that the persons served will primarily be low- and moderate-income persons. Please contact our office for technical assistance before applying under this category.

If you checked E above, please: 1) define the boundaries of your claimed service area, 2) provide the basis for determining the boundaries, 3) attach a map of the service area and list the census tracts/block groups in your service area, and 4) provide the percentage of residents in the service area that are low- and moderate-income based on Census data. Projects which cannot document that at least 51% of residents in a service area are low- and moderate-income at the time of application will not be considered eligible. Please contact our office for technical assistance.

**5. What Strategy and Objective in the City of Lawton Consolidated Plan for FFY 2015-2019 does the proposed project seek to address? See Appendix C.**

Strategy:                      Objective:

Strategy:                      Objective:

- 6. If the proposed project provides services to the homeless, which goal does the project address in the SWOCoC 10-Year Plan to End Homelessness and/or the SWOCoC Continuum of Care Action Plan? Contact the SWOCoC POC, Jervis Jackson for more information). Indicate how the project addresses the goal.**

- 7. What is the target population to be served by the proposed project?**

Describe the clients to be served such as age, gender, race/ethnicity, income level, geographic area, and/or other defining characteristics.

- 8. What community need does the proposed project address?**

Describe the community need the project seeks to address. Clearly state: 1.) what the need is, 2.) how the need was identified and 3.) the acuteness of the need. Use objective measures in your response such as statistical data (studies, waiting lists, surveys, etc.). Note the sources for the data.

**9. What are the overall goals and objectives of your project?**

An overall goal is a general statement of the desired results and/or the programs overall purpose. Specific output and outcome goals are addressed in questions 13 and 15.

**10. What specific services will be provided by the project?**

**11. Program Design Justification:**

Clearly demonstrate how the services provided will specifically address the need identified in Question 8 in order to achieve the goals identified in Question 9. You may refer to research, third-party program evaluations, or other objective data that indicates that the service delivery model

will achieve the desired results. Indicate whether the service delivery model to be used is considered a best practice. Note the sources for the data.

**12. What outreach methods will be used to make the proposed project services known and available to eligible City residents?**

**13. What are the specific output goals for the proposed project?**

- A. Persons Served. Indicate the number of unduplicated persons to be assisted in total and the number of unduplicated persons to be assisted with CDBG funds. Unduplicated is defined as each person served by the project being counted only once during the program year. Also project the number of families/households to be assisted with CDBG funds (subset of the number of persons to be assisted with CDBG funds).

	<b>2016</b>
1. Total Persons to be Assisted (all funds)	
2. Persons to be Assisted with CDBG funds	
3. Families/Households to be Assisted with CDBG funds (subset of 2.)	

- B. Service Units. Identify and define each service unit(s) to be provided. Examples of service units are: emergency shelter bednights, case management hours, meals, vouchers, medical encounters, etc. Each project must track at least one service unit.

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For each service unit identified, indicate in the table below the total number of service units to be provided and the number of service units to be provided with CDBG funds.

Program Year	Service Unit Type	Total Service Units (all funds)	Service Units (CDBG Funds Only)
<b>2016</b>			

- 14. How will you monitor progress towards achieving project goals and compile the necessary program statistics (unduplicated clients served, units of service provided) and client demographic information (income level, race/ethnicity, disability, head of household) for quarterly and annual reporting?**

Describe the data collection tools that will be used. Indicate who will be responsible for monitoring progress and tracking/compiling information required for reporting.

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- 15. What are the specific outcome goals for the proposed project?**

Applicants must identify at least one and no more than three measurable outcomes for the proposed project. Complete the following information for each outcome:

- A. State the outcome. Outcomes are the benefits or impacts that result from the services provided. Outcomes measure a change in knowledge, attitude, skills, behavior, conditions or status in the persons served. Examples: Obtain, maintain or improve housing arrangements, reduce barriers to employment and self-sufficiency, reduce or eliminate emergency need, improve parenting skills, etc.

- B. Indicate the anticipated percentage and number, out of total persons or families/households served, who will achieve the outcome each year.
- C. List the indicators that will be used to show that the persons served achieved the outcome. Examples: maintain transitional housing for six months, obtain GED/high school diploma, receive emergency meal or emergency shelter voucher, etc. Describe how many of the indicators each person or family/households will need to meet in order to achieve the outcome.
- D. State the basis for selecting the outcome and how it links with the overall goals of the project.
- E. Indicate how you are going to measure the outcome. Examples: case notes, pre-test and post-test, client self-assessment survey, client interview or observation, other records (ex. diploma or certificate) or other assessment tools.

Outcome 1:
<p style="text-align: center;">             % of persons served (          out of          total persons served) will achieve outcome each year  <b>or</b>              % of families/households served (          out of          total households served) will achieve outcome each year.           </p>
<p>Indicators:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>(          out of          indicators must be met for each person or family/household in order to achieve outcome)</p>
Basis for selecting outcome:
How outcome will be measured:

Outcome 2:
<p style="text-align: center;">             % of persons served (          out of          total persons served) will achieve outcome each year  <b>or</b>              % of families/households served (          out of          total households served) will achieve outcome each year.           </p>
<p>Indicators:</p> <ol style="list-style-type: none"> <li>1.</li> </ol>

2. 3. (        out of        indicators must be met for each person or family/household in order to achieve outcome)
Basis for selecting outcome:
How outcome will be measured:

Outcome 3:
<p>      % of persons served (        out of        total persons served) will achieve outcome each year</p> <p><b>or</b></p> <p>      % of families/households served (        out of        total households served) will achieve outcome each year.</p>
Indicators:
1. 2. 3. (        out of        indicators must be met for each person or family/household in order to achieve outcome)
Basis for selecting outcome:
How outcome will be measured:

**16. Will the project provide a new service or a quantifiable increase in the current level of service?**

If the proposed project is a new project or a continuing project that is requesting an increase in funding, 1.) state what your current level of service is, 2.) state what your current CDBG funding amount for this project is, if any, and 3.) indicate in quantitative terms how the new or increased CDBG funding will be used to provide a new service or quantifiable increase in the current level of service. Projects must demonstrate that new or increased funding does not merely replace other state or local government funding for an existing service in order to be eligible for funding. Continuing projects that were originally funded for a new or increased level of service are eligible for continued funding at the same or lower level; increased requests for funding must be tied to a cost of living increase or to new or increased levels of service.

**17. What methods will the proposed project use to ensure input by participants concerning the services provided?**

**18. What other organizations do you coordinate or collaborate with in the implementation of the proposed project?**

Identify other organizations that you coordinate or collaborate with regarding service delivery and the nature of the coordination or collaboration. This may be demonstrated through written cooperative agreements, coordination of services, and networking and referrals. Indicate how these partnerships will assist the clients served by the proposed project.

**19. Do other projects or services currently exist in City of Lawton’s previous Consolidated One-Year Action Plan for FFY 2015 that are similar to the proposed project?**

If yes, briefly describe the other projects or services and indicate how this project will not exceed or overfill the existing gap/need in the community.

**20. If the proposed project provides services to the homeless, do you currently participate in the Southwest Oklahoma Continuum of Care Task Force (SWOCOC)? If yes, please briefly describe your participation in the last year.**

Yes  No

**21. What experience do you have in serving the target population and in providing the type of service in the proposed project?**

This may include past experience related to the proposed project or a similar project or other experience that indicates the skills, knowledge and ability to perform successfully.

- 22. What are the qualifications (education, training, and/or experience) of the staff that will provide services? (You may provide resumes of staff members to meet this requirement. If you are providing the resumes, please note that below).**

- 23. What is your organization's experience in managing federally funded projects?**

Describe any specific experience your organization has in the administration of CDBG or other federal funds. If your organization lacks the experience described above, then the relevant experience of board members or staff may be used.

- 24. Describe your organization's fiscal management process or procedures including financial reporting, record keeping and accounting systems. Describe whether your organization has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance, and a plan for affirmative action.**

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**25. Board Information.**

A. How many current board members are there?	
B. How many positions are currently vacant?	
C. How many board meetings were held in the last 12 months?	
D. How many meetings had a quorum present?	
E. Are written meeting minutes kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F. Is the board operating in accordance with its approved bylaws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G. Do you conduct an orientation for new board members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
H. Do you provide other board training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I. List board orientation and board training provided in the past two years. Indicate how many board members received training and topics included in the training. You may also include this information for board training which members participated in on their own.	

**26. Please complete the attached Budget Summary and Budget Worksheet. Detail by line item the applicant’s proposed project budget, separating requested CDBG funding from additional agency funding dedicated to the project. Submit one set of forms (Budget Summary and Budget Worksheet) for 2016 funding requested.**

In the space below, explain in narrative form how CDBG funds will be used as shown in the budget summary and budget worksheets (e.g. specific positions, type of communication costs, type of supplies, and description of equipment items in support of direct services). If your program generates program fees or program income, explain how these dollars are generated (ex. late fees, counseling fees, transitional housing rent, etc.). For each position for which you are requesting

full or partial CDBG funding, attach a current job description which includes a list of the duties and the minimum qualifications for filling the position. HCD policy is not to reimburse agency administrative costs such as director's salary when not providing direct service to clients.

**27. Project Costs**

A. Cost Per Person. Show, using the following chart, the cost per person to provide services under the proposed project. This cost is based on total project costs and total persons served.

(a) Amount of other public/private funds	\$	
(b) Amount of CDBG funds	\$	
<b>(c) TOTAL PROJECT FUNDING</b>	\$	(sum of lines a and b)
(d) Total number of persons to be assisted		
(e) Total cost per person		(line c divided by line d)
(f) Total number of low-/mod-income served		
<b>(g) Total CDBG Cost per Beneficiary</b>		(line b divided by line f)

**28. If funded, will the proposed project leverage additional matching resources?**

List the source and amount of funds to be leveraged with CDBG fund for this project on the Budget Summary for each year of funding requested.

**29. If the proposed project is funded at a level lower than requested, at what amount of funding can the sponsoring agency still deliver meaningful service?**

Due to the limited availability of resources it is often necessary to fund proposed projects at levels below the levels requested. Please describe a reduced level of funding at which effective service can be delivered and what reductions in your budget can be made.

**Applicant Certification**

To the best of my knowledge and belief, the information contained in this application and in the additional required documentation submitted with this application is true and correct.

The submission of this application has been duly authorized by the governing body of the Applicant.

The Applicant agrees that if the project is allocated CDBG funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable with CDBG funding.

Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

\_\_\_\_\_  
Signature of Authorized Applicant Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Applicant Representative (Please Print or Type)

**Insert Budget Summaries and Worksheets after this page.  
Include a budget summary and worksheet for the funding you are requesting.**

## APPENDIX A

### Community Development Block Grant (CDBG) Public Services Application Checklist

Incomplete or late applications will not be considered for funding. Submit two of each of the following:

- 1. Completed Application for Funding with Certification Statement Signed by Authorized Representative
- 2. Budget Summary for 2016
- 3. Budget Worksheet for 2016
- 4. Copy of Board Minutes or Board Resolution approving application for funding, including prioritization of applications if more than one application is being submitted
- 5. Copy of Articles of Incorporation
- 6. Copy of By-Laws
- 7. Current Board of Directors list
- 8. Proof of 501(c)(3) status with IRS
- 9. Organizational chart
- 10. Resumes of Executive Director, Chief Fiscal Officer and Chief Program Administrator
- 11. Current agency budget
- 12. Most recent audit with management letter
- 13. Copy of state license or certificate, if state license or certificate is required
- 14. Additional documentation regarding meeting the CDBG National Objective (see Question 4 on page 16).
- 15. Job descriptions for positions for which you are requesting CDBG funding

## **APPENDIX B**

### Definition of Severely Disabled

Persons are considered severely disabled if they:

- 1) use a wheelchair or other special aid for 6 months or longer.
- 2) are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs and walking), need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating, and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone).
- 3) are prevented from working at a job or doing housework.
- 4) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation.
- 5) are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

## APPENDIX C

### CITY OF LAWTON HOUSING AND COMMUNITY DEVELOPMENT 2015-2019 CONSOLIDATED PLAN

#### NON-HOUSING COMMUNITY DEVELOPMENT STRATEGIES AND OBJECTIVES APPLICABLE TO CDBG PUBLIC SERVICE PROJECTS

##### PRIORITY: Youth Programs

**Strategy CD-3:** City of Lawton will support programs that provide for the well-being of youth, both homeless and the children of low- and moderate-income families, by providing services including, but not limited to, housing, case management, life-skill training, health care and recreation.

*Objective YPO-1:* Provide case management and support services for up to 50 child victims of sexual abuse/assault and non-offending family members each year for the next five years for a total of 250 children served. Provide sexual abuse/assault prevention education and violence prevention education for up to 500 children and youth each year for the next five years for a total of 2,500 children served.

*Objective YPO-2:* Provide assistance with the costs of providing recreational opportunities such as attending summer camp, participating in sports activities, and attending youth clubs for up to 250 children of low- and moderate-income families each year for a total of up to 1,250 children served.

*Objective YPO-3:* Provide parenting skills training and case management services for up to 75 low- and moderate-income pregnant or parenting teens each year for the next five years for a total of up to 375 youth served.

*Objective YPO-4:* Provide case management services and transitional housing for up to 3 homeless single teen mothers and their children each year for the next five years for a total of up to 15 families (30 persons).

*Objective YPO-5:* Provide emergency and transitional housing, case management and supportive services for up to 50 homeless youth per year for each of the next five years for a total up to 250 homeless youth.

##### PRIORITY: Senior Programs

**Strategy CD-4:** Provide support services to assist low- and moderate-income elderly citizens to continue to live independently in all housing settings appropriate to their individual needs.

*Objective SPO-1:* Provide in-home chore services, in-home monitoring and case management for up to 65 elderly persons per year for five years to benefit a total of up to 325 elderly persons.

Objective SPO-2: Provide daycare respite services for frail elderly persons for up to 35 elderly persons per year for five years for a total of up to 175 benefited elderly persons.

PRIORITY: Public Services

**Strategy CD-5:** In order to provide a suitable living environment for the homeless, low- and moderate-income persons and households, the disabled, the elderly and members of special needs populations, City of Lawton will support services, prioritized at the municipal and community levels, that address the most urgent needs of those groups.

Objective PSO-1: Provide health services for up to 500 low- and moderate-income and/or homeless persons each year for five years to benefit a total of up to 2,500 persons.

Objective PSO-2: Provide transitional housing, related case management services and supportive services for up to 15 single parent homeless families and their children per year for the next five years for a total of up to 75 benefited families.

Objective PSO-3: Provide supportive services to homeless individuals and families including, but not limited to, meals, dental health care, prescription medication, and transportation assistance, for up to 150 persons per year for each of the next five years to benefit a total of up to 750 persons.

Objective PSO-4: Provide homeless prevention services including, but not limited to, security deposit/first month's rent assistance for homeless persons and short-term rent and utility costs for those who are at risk of becoming homeless to up to 35 persons each year for the next five years for a total of 175 persons served.

Objective PSO-5: Provide emergency shelter, transitional housing, and related case management and supportive services for up to 100 victims of domestic violence and their children for each of the next five years to benefit up to 500 persons.

Objective PSO-6: Provide emergency shelter and/or transitional housing and related case management and supportive services for up to 200 homeless families per year for each of the next five years for a total of up to 1,000 benefited families (2,500 persons).

Objective PSO-7: Provide permanent housing, related case management services, employment training, and training supportive services for homeless individuals with special needs including, but not limited to, chronic mental illness, substance abuse and/or multiple episodes of homelessness, for up to 5 homeless individuals per year for each of the next five years for a total of up to 25 persons served.

Objective PSO-8: Provide case management and supportive services to assist up to 40 persons with special needs including, but not limited to persons with HIV/AIDs and persons with developmental and physical disabilities, to live independently in all housing settings appropriate to their needs for each of the next five years for a total of 200 persons served.

*Objective PSO-9:* Each year for the next five years, provide counseling, parenting skills training and support services to up to 65 families with children at risk of abuse or neglect per year benefiting a total of up to 325 families (650 persons).

*Objective PSO-10:* Provide information on landlord/tenant and fair housing laws, conciliation and mediation services to help resolve disputes between landlords and tenants, and fair housing counseling to individuals who believe they are experiencing discrimination in housing for up to 1,500 persons each year of the next five years for a total of 7,500 persons.

*Objective PSO-11:* Provide case management for up to 80 low-income families per year to return them to self-reliance for each of the next five years for a total of up to 400 families (1,000 persons) benefited.

## HOUSING STRATEGIES AND OBJECTIVES APPLICABLE TO CDBG PUBLIC SERVICE PROJECTS

PRIORITY: Housing

**Strategy H-1:** Sustain, and increase to the extent possible with available funds, the number of subsidized rental apartments affordable to households with incomes of up to 80% of area median income, with emphasis on those at or below 50% of area median income.

*Objective HO-3:* Support the provision of programs related to fair housing for low-income renters.

**Strategy H-2:** Provide support for operations of existing homeless shelters and the construction of needed shelters in under-served areas and for under-served populations. Increase the inventory of transitional housing for households needing assistance to move from homelessness into self-sufficiency. Continue to work in partnership with the Great Plains Improvement Foundation's program to expand the inventory of transitional housing in City of Lawton.

*Objective HO-4:* Maintain the existing shelter and transitional housing system in order to serve about 150-200 homeless people each year.

*Objective HO-5:* Develop new shelter beds, transitional housing units, rent subsidies and permanent housing for homeless people. Groups currently underserved are homeless families with children and homeless youth. Increase the supply of beds/units or rent subsidies so that by 2016 an additional 100 individuals can be assisted annually.

*Objective HO-6:* Continue to support the operation of facilities and programs providing shelter and services to homeless families and individuals, particularly the chronically homeless and those at risk for chronic homelessness.

**Strategy H-3:** Provide support for the operations and development of transitional and permanent housing, and service programs for people with special needs, including: the elderly

and frail elderly, chronically mentally ill, developmentally disabled, people with physical disabilities, people in recovery from substance abuse, people with HIV/AIDS and victims of domestic violence.

*Objective HO-9:* Provide support for service programs necessary for people living with special needs to live independently.

CDBG Public Service  
Objectives and Outcomes  
HUD CPD Performance Measurement System  
2015-2019 Consolidated Plan

Con Plan Priority	Con Plan Strategy	Con Plan Objective	HUD Objective	HUD Outcome
<b>Youth Programs</b>	CD-3	YPO-1	Suitable Living Environment	Availability/Accessibility
	CD-3	YPO-2	Suitable Living Environment	Affordability
	CD-3	YPO-3	Suitable Living Environment	Availability/Accessibility
	CD-3	YPO-4	Suitable Living Environment	Availability/Accessibility
	CD-3	YPO-5	Suitable Living Environment	Availability/Accessibility
<b>Senior Programs</b>	CD-4	SPO-1	Suitable Living Environment	Affordability
	CD-4	SPO-2	Suitable Living Environment	Affordability
<b>Public Services</b>	CD-5	PSO-1	<u>Project Serving Homeless:</u> Suitable Living Environment <u>Projects Serving Low/Mod:</u> Suitable Living Environment	<u>Projects Serving Homeless:</u> Availability/Accessibility <u>Projects Serving Low/Mod:</u> Affordability
	CD-5	PSO-2	Suitable Living Environment	Availability/Accessibility
	CD-5	PSO-3	Suitable Living Environment	Availability/Accessibility
	CD-5	PSO-4	Decent Housing	Affordability
	CD-5	PSO-5	Suitable Living Environment	Availability/Accessibility
	CD-5	PSO-6	Suitable Living Environment	Availability/Accessibility
	CD-5	PSO-7	Suitable Living Environment	Availability/Accessibility
	CD-5	PSO-8	Suitable Living Environment or Decent Housing, depending on type of service provided	Availability/Accessibility
	CD-5	PSO-9	Suitable Living Environment	Availability/Accessibility
	CD-5	PSO-10	Decent Housing	Availability/Accessibility
	CD-5	PSO-11	Suitable Living Environment	Availability/Accessibility

**APPENDIX D**

**CITY OF LAWTON FFY 2015-2019 PRIORITIES**

<b>PRIORITY COMMUNITY DEVELOPMENT NEEDS</b>	<b>Priority Need Level High, Medium, Low, No Such Need</b>	<b>ESTIMATED DOLLARS NEEDED TO ADDRESS</b>
<b>PUBLIC FACILITY NEEDS</b>		
Senior Centers	N	\$0.00
Youth Centers	N	\$0.00
Neighborhood Facilities	N	\$1,500,000.00
Child Care Centers	N	\$0.00
Parks and/or Recreation Facilities	M	\$1,500,000.00
Health Facilities	N	\$0.00
Parking Facilities	N	\$0.00
Other Public Facilities	N	\$0.00
<b>INFRASTRUCTURE IMPROVEMENT</b>		
Solid Waste Disposal Improvements	H	\$600,000.00
Flood Drain Improvements	H	\$7,000,000.00
Water Improvements	H	\$6,721,000.00
Street Improvements	H	\$10,447,000.00
Sidewalk Improvements	M	\$0.00
Sewer Improvements	H	\$26,707,783.00
Asbestos Removal	L	\$0.00
Other Infrastructure Improvement Needs	N	\$0.00
<b>PUBLIC SERVICE NEEDS</b>		
Food/Feeding the Hungry	M	\$0.00
Senior Services	M	\$250,000.00
Handicapped Services	M	\$250,000.00
Youth Services	M	\$2,500,000.00
Transportation Services	N	\$500,000.00
Substance Abuse Services	H	\$250,000.00
Employment Training	H	\$5,000,000.00
Crime Awareness	H	\$1,250,000.00
Fair Housing Counseling	N	\$0.00
Tenant/Landlord Counseling	N	\$0.00
Child Care Services	M	\$250,000.00
Health Services	M	\$500,000.00
Other Public Service Needs	N	\$0.00
<b>ACCESSIBILITY NEEDS</b>		
Public Accessibility Needs	M	\$250,000.00
<b>HISTORIC PRESERVATION NEEDS</b>		
Residential Historic Preservation Needs	N	\$0.00
Non-Residential Historic Preservation Needs	N	\$500,000.00
<b>ECONOMIC DEVELOPMENT NEEDS</b>		
Commercial-Industrial Rehabilitation	H	\$1,000,000.00
Commercial-Industrial Infrastructure	H	\$2,500,000.00
Other Commercial-Industrial Improvements	H	\$2,500,000.00
Micro-Business	H	\$500,000.00
Other Businesses	H	\$500,000.00
Technical Assistance	N	\$0.00
Other Economic Development Needs	L	\$0.00
<b>OTHER COMMUNITY DEVELOPMENT NEEDS</b>		

<b>PRIORITY COMMUNITY DEVELOPMENT NEEDS</b>	<b>Priority Need Level</b> High, Medium, Low, No Such Need	<b>ESTIMATED DOLLARS NEEDED TO ADDRESS</b>
Energy Efficiency Improvements	M	\$0.00
Lead Based Paint/Hazards	M	\$0.00
Code Enforcement	H	\$0.00
<b>PLANNING</b>		
Planning	M	\$250,000.00
<b>TOTAL ESTIMATED DOLLARS NEEDED TO ADDRESS:</b>		<b>\$73,225,783.00</b>

### Top Ten Unmet Needs

1. Substance Abuse (drug, alcohol) – Youth and Adults; to include underage drinking
2. Obesity – Children and Adults
3. Infrastructure Needs for Low-Income Areas
4. Services for Schools/Families with Children with Disciplinary Problems
5. Access to Shelter/Transitional Housing for Homeless/Feeding the Hungry
6. Delinquency Prevention and Services to Prevent Delinquency and School Drop Outs
7. Constructive Recreational Programs/ Social Skills Training for Youth and Children to Reduce the Threat of Violence in/out of Schools
8. Affordable Legal Services/ Consumer Protection
9. Crime Prevention (General)/Gangs/Gang Violence (Specific)
10. Training for Unskilled Workers/Career Planning in Schools

## APPENDIX E

### CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the Agency certifies that:

**Drug Free Workplace** – it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Agency's workplace(s) and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace.
  - b. The Agency's policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation, and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement.
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the Agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including

termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.

b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** – To the best of the Agency’s knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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, or an employee of a Member 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 agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instruction.

3. It will require that the language of paragraph 1 and 2 of the anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Compliance with Anti-Discrimination Laws** – The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601 – 3619), and implementing regulations.

**Compliance with Laws** – It will comply with applicable laws.

\_\_\_\_\_  
Responsible Individual

\_\_\_\_\_  
Date

## **ADDENDUM TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the Agency is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the City awards the grant. If it is later determined that the Agency knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies (This is the information to which subrecipient agencies certify.).
4. For grantees who are individuals, Alternate II applies (Not applicable to subrecipient agencies.).
5. Workplaces under grants, for subrecipient agencies other than individuals, need not be identified on the certification. If known, they may be identified in the grant application or agreement. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the subrecipient agency must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the subrecipient agency's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the Agency shall inform the City of the change(s), if it previously identified the workplaces in question (See paragraph five.).

8. The Agency may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Check \_\_\_\_\_ if there are workplaces on file that are not identified here related to the certification regarding the drug-free workplace required by 24 CFR Part 24, Subpart F.

9. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Agency's attention is called, in particular, to the following definitions from these rules.

“Controlled substance” means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

“Employee” means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees, (ii) all “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## **CONFLICT OF INTEREST PROVISION**

No person (1) who is an employee, agent, consultant, officer, or elected or appointed official of the recipient, or any designated public agencies, or any subrecipient which is receiving CDBG or ESGP funds and (2) who exercises or has exercised any functions or responsibilities with respect to CDBG or ESGP activities assisted under this Part, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest in or benefit from the activities assisted under the Agreement, or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure and for one year thereafter.

\_\_\_\_\_  
Responsible Individual

\_\_\_\_\_  
Date

## APPENDIX F

### AUTHORIZED SIGNATURE FORM

A. Name/Address of Recipient:	<p style="text-align: center;"><b>For City of Lawton Use Only</b></p> Project Funding Number:  (2016 -__ __ __)  Funding Year: <u>FFY 2016</u>
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### AUTHORIZED SIGNATURES FOR REQUEST FOR PAYMENT

B. Typed Name and Signature:	C. Typed Name and Signature:
D.  Typed Name, Signature and Date (Responsible Party (Board President, Chairperson, etc.))	Approved:  Date:  Anthony Griffith Assistant Director, Housing & Community Development City of Lawton

### INSTRUCTIONS

1. In Box A, insert the legal name of recipient and complete mailing address, including zip code.
2. In Boxes B and C, enter the typed name and signature of two separate individuals who are authorized to sign the recipient's request for payment. **Two different signatures are required in these boxes**
3. In Box D, enter the date and signature of the Board President, Chairperson, etc. to certify that the signatories in Boxes B and C that are authorized to request payment of City of Lawton funds.