

COMMUNITY DEVELOPMENT BLOCK
GRANT

FISCAL YEAR 2009

WATER AND WASTEWATER CONSTRUCTION



OKLAHOMA DEPARTMENT OF COMMERCE
COMMUNITY DEVELOPMENT

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December 2008

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2009 WATER AND WASTEWATER CONSTRUCTION PROGRAM**

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OKLAHOMA'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

Many of Oklahoma's rural communities face serious community and economic development challenges. Outdated water and wastewater systems are prevalent, many streets, sidewalks, senior and community centers are in poor condition. Dilapidated housing and out-migration is a serious concern. To assist rural Oklahoma to prosper, to become self sufficient and viable, the Oklahoma Department of Commerce/Community Development (ODOC/CD) offers a variety of financing and planning programs. Among these is the Community Development Block Grant (CDBG) program.

The CDBG program is authorized under the U.S. Department of Housing and Urban Development (HUD); Title I of the Housing and Community Development Act of 1974, as amended. The primary National Objective of the program is the "development of communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low income". CD has administered the program since 1982, funding well over 2,900 projects.

The CDBG program is highly flexible and is considered one of the basic funding sources for comprehensive community and economic activities in rural Oklahoma. Projects that can be undertaken with CDBG funds include but are not limited to water, wastewater, streets, community centers, fire protection, drainage, parks and whole host of other activities.

For those rural communities that are striving to improve their quality of life the CDBG program can help make a difference. The CDBG program can help provide a solid foundation for communities to be in a better position to attract, develop, and retain diverse higher paying business while improving the quality of life of local residents. The CDBG program works for rural Oklahoma.

SECTION ONE

2009 Water and Wastewater Construction Program

Application Guidance

The purpose of this Application Guide is to provide guidance in preparing a Community Development Block Grant (CDBG) for Water or Wastewater projects that are ready to begin **CONSTRUCTION**. Applications must be received by the Oklahoma Department of Commerce/Community Development (ODOC/CD) no later than ***5:00 P.M., April 30, 2009***. Applications received after this date will ***not*** be considered for funding. Submit one (1) unbound original application to:

Oklahoma Department of Commerce
Community Development
Attn: Karen Adair
900 North Stiles
P.O. Box 26980
Oklahoma City, OK 73126-0980

National Objective

The primary National Objective of the Community Development Block Grant (CDBG) Program is the "development of viable urban communities by providing decent housing and a suitable living environment, particularly for persons of low and moderate incomes." All project proposals submitted for funding through the CDBG Program must document the achievement of at least one of the following National Objectives:

- ***Provide benefit to low and moderate income persons.***
- ***Aid in the prevention or elimination of slums or blight.***
- ***Meet other community development needs having particular urgency, posing a serious or immediate threat to the health or welfare of a community.***

ELIGIBLE APPLICANT

Eligible applicants are units of local government (incorporated towns, cities, and counties) that are **not** participants in the CDBG Entitlement Program. Oklahoma's entitlement cities are Edmond, Enid, Lawton, Midwest City, Norman, Oklahoma City, Shawnee, and Tulsa as well as the units of local government participating in the CDBG Urban County Designation for Tulsa County which consists of the following:

City of Bixby
City of Broken Arrow
City of Collinsville
City of Glenpool

City of Jenks
City of Owasso
City of Sand Springs
City of Sapulpa

Town of Skiatook
Town of Sperry
Unincorporated Tulsa County

Those successfully competing under this program must provide documentation of final plans and specifications or a construction permit secured through the Oklahoma Department of Environmental Quality (ODEQ). The documentation must show that the final plans and specifications have been submitted to ODEQ or the construction permit has been issued prior to the CDBG application deadline. This information will be verified with ODEQ. ***Absolutely no engineering costs will be allowed or reimbursed using CDBG funds.***

Application Submission Requirements

Applicants must submit **only one (1)** grant application per Program Year selecting from Water or Wastewater Engineering, Water or Wastewater Construction, or Community Revitalization. ***Exclusions:*** Community Based Development Organization (CBDO) Housing Revitalization, CDBG-EDIF, CIP and Century Community.

Proper Sponsors

The process of determining which unit of government (a town, city or county) should submit or sponsor an application for CDBG assistance must include an examination of the relationship between the location of proposed improvements in the service delivery area, and the proposed beneficiaries. The unit of government with direct jurisdiction over the majority (60%) of the proposed beneficiaries must be the sponsor or applicant for CDBG funds. However, in the event that no unit of local government has 60% of the proposed beneficiaries, then the unit of local government with the majority of proposed beneficiaries must sponsor the application for grant assistance.

Use of Funds

Eligible applicants submitting under the Construction Program may only use the funds for construction and administration. All projects shall either be water or wastewater projects that will focus on some of the most serious problems in the state.

The total Grant Maximum is \$350,000.

Proposal Guidance

Technical assistance regarding eligible projects, project concepts, the application guidelines, and other information pertaining to the CDBG Program is available upon request.

Applicants are encouraged to contact the staff persons listed below anytime they are uncertain with regard to Program requirements, project conceptualization, or any portion of the Application Packet and/or Guidelines.

Karen Adair, 800/879-6552 ext. 5363 or 405/815-5363

Steve Hoover, 800/879-6552 ext. 5268 or 405/815-5268

If unavailable, call:

D. Scott Myers, 800/879-6552 ext. 5356 or 405/815-5356

SECTION TWO

2009 Water and Wastewater Construction Program

Required Application Documents

The following discussion provides detailed guidance regarding the different components needed to submit a complete CDBG application.

1. Application Summary (Application Form Attachment A)

This form contains important information including a certification from the sponsor and the application preparer attesting to the accuracy and completeness of the application. This form must be completed and signed by the chief elected official of the sponsoring unit of local government, and the preparer before the application is submitted to ODOC/CD.

2. Documentation of Project Qualification under National Objective of Benefit to Low and Moderate Income Persons, Slum or Blight, or Urgent Need.

Most of Oklahoma's CDBG Applicants qualify their project activities under the National Objective of benefit to low and moderate income persons. Applicants are cautioned that qualifying a project under slum or blight or urgent need is a difficult process that has very limited application and can only be used under special conditions and circumstances. Therefore, you are urged to qualify your proposal under benefit to low and moderate income persons. **Applicants who qualify a proposal using slum and blight or urgent need must receive guidance and approval from ODOC/CD, Karen Adair (405) 815-5363 or Steve Hoover (405) 815-5268.**

Qualifying under the National Objective of Benefit to Low and Moderate Income Person.

To qualify for CDBG funding under the National Objective of benefit to low and moderate income persons, the proposed project activities must show a positive or general improvement of living condition in a definable geographic target area where at least 51% of the occupied households/homes are of low and moderate income families. Low and moderate income families have an income equal to or less than the current Section 8 low income limits established by the United States Department of Housing and Urban Development (HUD), (Appendix C of this guidance document).

Each activity proposed for funding with Community Development Block Grant (CDBG) dollars claiming the National Objective of benefit to low and moderate

income persons, must provide data indicating the percentage of low and moderate income beneficiaries.

Various questions must be answered before determining whether or not an activity proposed for CDBG funding provides benefit to principally low and moderate income families. Questions to be answered include: (1) How does the proposed activity serve the residents of the geographic target area in which it is taking place? (2) Which occupied households/homes within the geographic target area are directly affected or impacted by the proposed activity? (3) Is there a larger set of households/homes that will be served by the proposed activity? These questions can best be answered by using the following guidelines to identify specific beneficiaries for various activities:

Water or Wastewater Line Replacement or Rehabilitation:

Those households directly tapped to or receiving improved service from the lines. Generally, beneficiaries are considered those persons residing in houses who receive their water through new, replaced or upgraded lines, or houses that discharge sewage into or through an improved collection line or main en route to the treatment plant. Remember, concerning water and wastewater activities, it is useful to identify beneficiaries in relation to supply and distribution, and collection and treatment. Activities you propose may or may not have some or all of the same beneficiaries.

New Wastewater or Water Extensions to Previously Unserved Areas: The households/homes that will actually be connected to the wastewater or water line extensions.

Once the beneficiaries for each activity proposed for funding with CDBG dollars have been identified, the next step is to document the percentage of low and moderate income households/homes that will benefit from each of those activities. This is best accomplished by performing an income survey in order to determine family incomes.

Income surveys for each proposed CDBG funded activity is typically a requirement. However, in some very limited cases, other techniques may be used to document the percentage of low and moderate income families receiving benefit, such as the use of the 2000 Census Data. However, the use of any Census Data to document the percentage of low and moderate income beneficiaries for any CDBG funded activity should receive prior ODOC review and approval. An Applicant's failure to obtain prior ODOC review and approval of the use of Census Data to qualify CDBG activities may result in rejection of the data's conclusions.

Income survey techniques consist of door-to-door surveys, telephone surveys, mail surveys, or any combination of the three. Regardless of the technique used, an Applicant must be able to link each income response to a specific

family within a specific household/home. Blind survey techniques that cannot match households/homes and their respective family incomes will not be accepted, as they do not allow for verification should it become necessary.

For all FY 2009 income surveys, only the Random Sample Survey methodology will be accepted by ODOC/CD. ODOC/CD will accept income surveys that have been conducted within the previous five (5) program years (FY 2004, 2005, 2006, 2007 or 2008).

For those Applicants conducting Random Sample Income Surveys, a sample Field Survey Form can be found in Appendix A of this guidance document. All applicants are required to complete the Direct Project Beneficiary Income Survey Summary Form located in the application at **Attachment B**. If an income survey was conducted, submit as part of the application Attachment B, a copy of the Random Number Table that was generated by ODOC/CD to perform the survey. Also, as Attachment B of the application, submit a map that identifies each surveyed home's income status (above or below low and moderate income status); the location of all proposed CDBG and leverage activities, and the central business district.

An overview of the Random Sample Survey procedures is provided below:

- Step 1.** List by name and address, the number of households within the geographic area to be covered by the project (for example, the following listings may be used to identify the number of households within your universe: water billing, wastewater billing, solid waste billing, 911 emergency service databases, or in the case of a county, the voting rolls).
- Step 2.** Alphabetize your universe by last name (all households) or list in ascending or descending order by account numbers. This establishes a random distribution for your universe.
- Step 3.** Number all households composing your universe.
- Step 4.** Call ODOC/CD, Karen Adair, (405) 815-5363 or 1-800-879-6552 Extension 5363, or Steve Hoover, (405) 815-5268 or 1-800-879-6552 Extension 5268, and provide the total number of households within your universe. Universe is composed of the total number of households in the project area.
- Step 5.** Based on the number of households provided, a random survey sample will be generated by ODOC/CD and provided to the Applicant along with the required response rate that must be achieved.
- Step 6.** Match the random sampling numbers to your numbered household universe and survey those locations. For example, if the random

sample provided by ODOC/CD is #47, match that number, 47, to the 47th entry on your numbered universe and survey that location. Continue to survey until you have achieved the required response rate. Do not over survey.

- Step 7.** Survey using the “Direct Project Beneficiary Income Survey Field Worksheet” provided in the appendix to this application packet (these working papers are to be retained with the permanent records of the unit of local government) and the low-income percentages/limits for your county provided in Appendix B and C.
- Step 8.** Aggregate the survey results by family size and record that data on the “Direct Project Beneficiary Income Survey Summary Form” provided in the Forms Section of this application packet.
- Step 9.** Calculate the LMI percentage by dividing the total number of low and moderate households resulting from your survey by the total number of households surveyed. Record the results on the “Survey Summary Form.”
- Step 10.** Include the signed “Income Survey Summary Form” in your application.

The table below provides the sample size of households that must be surveyed compared to the number of households identified in the target area. For example: If you had 230 occupied households in the target area you would need to survey 150 occupied households.

REQUIRED SAMPLE SIZES FOR UNIVERSES OF VARIOUS SIZES

Number of Occupied Households in Target Area	Survey Sample Size
1-55	50
56-63	55
64-70	60
71-77	65
78-87	70
88-99	80
100-115	90
116-133	100
134-153	110

154-180	125
181-238	150
239-308	175
309-398	200
399-650	250
651-1200	300
1201-2700	350
2701-or more	400

The results of the Random Survey ***must be clearly shown on a map*** that identifies each surveyed home with the low and moderate income homes designated with a distinct color. Applicants performing income surveys are cautioned that incorrectly administered surveys or their resulting data regarding low and moderate income percentage claims will be rejected. ***Failure to include a properly marked map with the application will result in rejection and return of the application.***

Determining the beneficiaries and performing a survey for any activity under any project category is critical. ODOC/CD guidance regarding beneficiaries and surveys is well advised. Therefore, all Applicants should take the time to discuss their project activities and surveys with OCD staff before performing their survey(s).

Applicants requesting water/wastewater system expansions serving new housing development must provide a sample Deed Restriction that will be placed on the lots to limit the income to homebuyers in Low and Moderate Income designated units. For rental unit developments using conventional financing, a certification from the applicant and developer must be provided stating that at least 51% of the units will be designated for Low and Moderate Income households. For rental developments using other financing means such as public subsidies including Home Investment Partnerships Program (HOME), Income Tax Credits, Section 8, etc., you must comply with the appropriate federal rules for income targeting. If using public subsidy financing, please provide a commitment letter and/or award letter. Also, provide the applicant's plans to market housing to low and moderate income households.

3. Citizen Participation Requirements (Application Form Attachment C)

All applicants, in order to apply for CDBG assistance, must complete and document the following requirements: (1) create and adopt a Written Citizen Participation Plan and (2) hold an application phase public hearing regarding the CDBG Program.

Citizen Participation Plans must be officially adopted and followed by all Applicants, and submitted as Attachment C in the application. Re-stating the Citizen Participation Plan outline requirements does not constitute a valid plan. Applicants must clearly state the actions they will undertake to meet the requirements of written Citizen Participation Plans. (Sample Citizen Participation Plan can be found in the Attachment C of the application.) Applicants may readopt prior years Citizen Participation Plans provided that the previous plan has been reviewed and updated as needed to adequately support the proposed project.

Documentation of the *application phase* Public Hearing is also an application requirement. Acceptable documentation consists only of the ***affidavit of publication, official posting announcing where and when the hearing is to be held along with a listing of the posting locations*** (posting is an acceptable method of advertising only where it is the standard method used by a unit of local government to provide notice of official meeting), or a copy of the newspaper article announcing the public hearing.

ODOC/CD recommends that no less than seven (7) to ten (10) working days be given as advance notice of the application phase Public Hearing or any subsequent public meetings held for the purpose of discussing project activities as they relate to the Community Development grant funds.

All written Citizen Participation Plans must explain how an Applicant unit of local government will:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used.
2. Ensure citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of local government's proposed and actual use of the CDBG funds; including, but not limited to, the following:
 - (a) The amount of CDBG funds expected to be made available for the current fiscal year if the project is approved;
 - (b) The range of activities that may be undertaken with CDBG funds;

- (c) The estimated amount of CDBG funds proposed to be used for activities that will meet the National Objective of benefit to low and moderate income persons;
 - (d) The proposed CDBG activities likely to result in displacement and the sponsoring unit of local government's anti-displacement and relocation plans developed in accordance with Section 104(d)(1) and (2) of the Act; and
 - (e) The basis on which the sponsoring unit of local government may provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals. The level and type of assistance to be provided are at the discretion of the sponsoring unit of local government. Such assistance need not include providing funds to such groups.
3. Provide for a minimum of two (2) public hearings; one prior to submission of the application for funding of the project that favors the purpose of obtaining citizens' views and formulating or responding to proposals and questions; the other at the end of the grant period, if the Applicant receives funding, that discusses Grantee performance. There must be reasonable notice of the public hearings. ODOC/CD suggests seven (7) to ten (10) days and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped.
 4. Meet the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
 5. Provide citizens with reasonable advance notice. ODOC/CD suggests seven (7) to (10) days and the opportunity to comment on proposed activities not previously described in a unit of local government's funding request and activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries.
 6. Provide the place, phone numbers, and times where and when citizens are able to communicate when submitting written complaints and grievances; the process the unit of local government will use to provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable.

The application phase public hearing must, at a minimum, address the following topics:

1. Community development and housing needs;
2. CDBG Program purpose, i.e., meet one of three (3) National Objectives;

3. The development of proposed activities.

4. Leverage (Application Form Attachments D1, D2, D3)

Proposed leverage must be directly related to the proposed CDBG project. Leverage may consist of cash or in-kind contributions. Cash includes other federal/state grants and loans and capital improvement funds set-aside for a specified purpose in the municipal and/or county budget. Cash also includes fair market value of land, building, or materials portion of infrastructure improvements. In-kind includes the value of force account labor, voluntary labor (\$10.00 per hour) or the services and supplies provided by another local entity.

Administration costs may be donated as “in-kind” leverage. However, the amount of administrative costs for CDBG projects is established at 6% of the CDBG award. Therefore, any value of administrative services above that amount cannot be considered as leverage.

The value of in-kind contributions must be reasonable and verifiable. The Oklahoma Department of Commerce (ODOC) reserves the right to require additional documentation of the value and extent of in-kind contributions. ODOC will utilize professional engineers and/or other appropriate personnel to ascertain the validity of the in-kind contributions. Penalties such as deobligation of the grant, reduction of the grant amount or other measures deemed appropriate by ODOC may be assessed for in-kind contributions not materializing. Additionally, if the applicant wishes to use volunteer labor, it might want to review its exposure to any potential liability before submitting the application.

5. Certified Engineering Report and Professional Cost Estimates, provide two (2) copies (Application Form Attachment E)

All cost estimates must be derived from professional sources, and submitted with the application as Attachment E.

Water or Wastewater projects must have a certified cost estimate from a professional engineer licensed to work in Oklahoma. The following information should be contained in the professional engineering report submitted for this application:

A. General

The Engineering Report should clearly describe the following:

- The present situation
- An analysis of alternatives
- The proposed course of action

B. Project Planning Area

1. Furnish a map that shows the existing service area or municipal boundaries.

2. When applicable show a map of new service areas or annexed areas that are to be served by the project.

C. Existing Facilities

1. Evaluate the condition and suitability for continued use. For example, you may want to discuss cost of rehabilitation versus replacement or cost of Operation & Maintenance.
2. Adequacy of the facilities such as pumping capacities, treatment capacities, and storage capacities during the useful life of the Project.

D. Proposed Facilities

Provide brief but clear descriptions of proposed facilities

1. Water Systems

- a. Sources: Identify sources of supply and provide comparisons of each (quantity and quality).
- b. Treatment: Compare alternatives considered.
- c. Storage: Discuss type of tank and tank materials.
- d. Distribution System: Give line lengths and diameter, and other key features such as valves.
- e. Pumping Stations: Describe pump type including pumping capacity (GPM).

2. Wastewater Systems

- a. Collection Mains: Include information on rehabilitation of manholes, cleanout, wastewater mains, etc., when applicable. If wastewater mains are extended, briefly address reserve capacity of existing mains and treatment facilities.
- b. Lift Stations: Briefly describe type of construction, pumps, emergency operations, and force main.
- c. Treatment: Discuss alternative if applicable.

3. Land

If applicable, discuss amount required, location, etc.

4. Rights

If applicable discuss easements, permits, and right-of-ways

E. Cost Estimate

- Construction
- Land Cost
- Engineering Cost
- Inspection Cost
- Legal Fees

Applicants requesting water/wastewater system expansions serving new housing developments must provide in addition to the engineering report and preliminary cost for the water/wastewater system the following:

- *Detailed Description of the proposed housing development.*
 - *Map of the proposed development.*
 - *Formal development/construction budget and cost estimates.*
 - *Detailed Work Plan Timeline for completing the housing development.*
 - *Developer's last year's audited financial statements or equivalent documentation showing the assets, liabilities, net worth, and income of the project developer.*
 - *Last three (3) projects completed by the developer along with references.*
 - *Three (3) years projected pro forma to evaluate the financial health of the projected project (rental units only).*
 - *Standard lease agreement between the owner and the tenant (rental units only).*
 - *Verification of Zoning.*
- Note: A water/wastewater system for expansions serving new housing developments will not be approved contingent upon an application for rezoning. A project must be in compliance with the applicant's subdivision regulations before a funding approval can be issued.*

All residential property proposed by the applicant must meet 1999 Building Officials and Code Administrators International (BOCA) standards including 2003 Model Energy Code (MEC). All commercial property proposed by the applicant must meet ASHRAE/IES 90.1 building standards.

6. Detailed Line Item Budget (Application Form Attachment F)

The proposed activities listed in the Detailed Line Item Budget should be as specific as possible as they will provide the basis of your contract and project budget should you receive funding.

For a basic water or wastewater project the maximum amount of CDBG funds that may be used for project administration by a CDBG certified administrator is 8% of the total CDBG funds awarded.

In addition, an Applicant may elect to take an optional \$2,000 set-aside for direct Grantee administrative tasks. These funds may ***only*** be utilized by a Grantee to pay for ***its own*** allowable administrative costs such as: audit; legal services; environmental publication; publication costs of requests for proposals; bookkeeping supplies; travel; advertising costs; costs associated with the release

of funds; maintenance of program and fiscal records; and, the preparation of program reports. Funds set aside for direct Grantee administrative tasks ***may not*** be used to pay for contracts for administrative services.

Construction Resident Inspection expenses are an eligible cost to the CDBG contract if budgeted for in the application and the application is approved for funding. Construction Resident Inspection services paid for with CDBG funds must be procured in accordance with ODOC/CD procedures.

The maximum amount of Block Grant funds that may be used for resident inspection is based on the total proposed CDBG activity dollar costs using the USDA-Rural Development resident inspection fee table on the following page:

USDA – RURAL DEVELOPMENT RESIDENT INSPECTION FEE TABLE

<u>Proposed CDBG Construction Amount</u>	<u>Percentage Limit</u>
100,000 or Less	5.0 (or negotiated lump sum)
200,000	4.2
300,000	3.8
400,000	3.5
500,000	3.2
600,000	3.0
700,000	2.8
800,000	2.65
900,000	2.5
1,000,000	2.4
2,000,000	2.3
3,000,000	2.2
4,000,000	2.1
5,000,000	2.0

The aforementioned limitations are to be used by Applicants as guides for CDBG project proposal budgeting only. ODOC/CD does not mean to imply that percentage of professional and construction resident inspection fee contracts are acceptable. In the event a grant is awarded and CDBG funds are used to pay for professional and construction resident inspection services, only lump sum or fixed price contracts for those services will be acceptable when procured in accordance with the CDBG Contractors Implementation Manual.

ODOC/CD reserves the right to review, question, realign and/or negotiate any part of an Applicant's proposed project costs including, but not limited to resident inspection fees, administrative costs, leverage, all elements of construction costs, etc. Applicants should be prepared to justify the costs associated with their entire project. Any proposed costs that cannot be fully justified and/or documented shall be subject to change by ODOC/CD.

Applicants requesting water/wastewater system expansions serving new housing development must include on their Detailed Line Item Budget all sources of financing (infrastructure and housing development). Speculative projects will not be accepted.

7. Documentation of Severity of Need (Application Form Attachment G)

Water and wastewater health, safety, and welfare deficiencies may be documented in one of two ways: (1) through the presence of a legal enforceable order issued by the Oklahoma Department of Environmental Quality (ODEQ), or (2) by a written confirmation of a “hazard” from ODEQ or the County Health Department, that specifically states the cause and extent of water or wastewater health, safety, and welfare deficiency.

Applicants requesting water/wastewater system expansions serving new housing development must document Severity of Need by providing a formal housing market analysis prepared by a Member of the Appraisal Institute (MAI) Appraiser which clearly indicates a projected three (3) to five (5) year demand for a specific number of single family ownership units and/or rental units. Market data must clearly indicate that the housing can be sold or rented in a reasonable period of time.

8. Current Water and Wastewater Rate Structures (Application Form Attachment H)

Water and wastewater rate structures must favor both strong fiscal management and conservation measures. Rate structures will be analyzed and awarded points by using portions of the “Water Resources Board’s Emergency Grant Priority System.”

9. Applicant Resolution (Application Form Attachment I)

Applications must include a resolution passed by the current governing body requesting that particular assistance. A sample resolution is provided in Attachment I of the application.

10. Section 102 Disclosures and Certifications (Application Form Attachment J)

This statement must be completed if the minimum requirements of the disclosure are met and certified by the interested parties as set forth in the disclosure.

11. Strategic Planning Processes Verification (Application Form Attachment K)

If applicable, applicants should document their participation in the Strategic Planning Processes. Those applicants that are participants will be awarded points as prescribed in the rating criteria of Section Three.

12. *Audit (Attachment L)*

Towns and cities (counties are exempt) must submit a copy of the FY 2008 Audit or most recent audit or the agreed upon procedures.

If the city or town receives less than \$25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so.

SECTION THREE

2009 Water and Wastewater Construction Program

Application Review and Rating

ODOC/CD will accept water and wastewater applications on ***April 30, 2009***. All project proposals in the Water and Wastewater Construction Program must meet threshold requirements to become a grantee. Water and Wastewater Construction Program applications not meeting all of the threshold requirements will be returned to the Applicant within thirty (30) days and will not be considered for funding.

Threshold Requirements

1. Requests for funds must address at least one or more of the Primary National Objectives of the CDBG program:
 - A. Provide a direct benefit (fifty-one percent [51%] or more) principally for persons of low income;
 - B. Aid in the prevention or elimination of slums or blight; and
 - C. Address a particular urgent need posing a serious and immediate threat to the health or welfare of a community.
2. Proof that citizen participation requirements have been met, as evidenced by an application phase public hearing and written Citizen Participation Plan. Each unit of local government benefiting from a consolidation project must meet Citizen Participation Requirements.
3. All cost estimates must be derived from professional sources and submitted with the application. Water and wastewater projects must have a certified cost estimate from a professional engineer licensed to do business in the State of Oklahoma (provide two [2] copies).
4. Applications must include a resolution passed by the current governing body requesting the particular assistance.
5. Grant request cannot exceed \$2,000 per beneficiary for all projects, except in the case of new housing development.
6. A proper sponsor of water and wastewater projects is defined as a unit of local government with direct jurisdiction over the majority (60%) of the proposed project beneficiaries.
7. **Towns and cities (counties are exempt) must submit a copy of the FY 2008 Audit or most recent audit or the agreed upon procedures.**

If the city or town receives less than \$25,000 in annual revenues from its normal business and does not have an audit or agreed upon procedure, the city or town cannot apply directly to ODOC. The city or town can apply only by having the local County apply on their behalf, if the County chooses to do so. Nothing contained herein mandates a County to act as an accommodating party. Any applications by a County to act as an accommodation for a city or town that does not have \$25,000 in annual revenues from its normal business, will not count against the County's open contract maximum.

8. Applicants must provide documentation that Final Plans and Specifications or a Construction Permit was issued by the Oklahoma Department of Environmental Quality (ODEQ), prior to the Application deadline. If an ODEQ Permit is not required, Applicants must provide supporting documentation from ODEQ.
9. Towns, cities and counties with open CDBG contracts must have close-out documents **submitted by 5:00 p.m., January 30, 2009**. As part of the close-out documents, the Final Inspection Report along with Board/Council approval must also be submitted.

Close-out exceptions:

- Counties may have two (2) open grants, and still make application under the FY 2009 program.
 - Previously funded Economic Development, CIP, Consolidation/Regional, Community Revitalization Re-Use projects, Water and Wastewater Re-Use projects, Community Based Development Organization (CBDO) Housing Revitalization and Century Community Program may be open and still make application under the FY 2009 program.
10. Applicant must provide a response to all application questions and satisfy all documentation requirements delineated in the Guidelines and Application package including, but not limited to, income survey results; survey maps; certifications; Section 102 Disclosures; project budget; etc.

Rating Criteria for Water and Wastewater Construction Program

Water and Wastewater applications, which meet threshold criteria, will be ranked for funding utilizing the following criteria (75 total points):

1. *Project Benefit to Low to Moderate Income Persons (0-10 points).*

Projects awarded under these criteria will be awarded 0-5 points for percentage of LMI, and 0-5 points for total number of LMI.

<u>LMI%</u>	<u>Points</u>	<u>#of LMI Persons</u>	<u>Points</u>
51-60	1	0-250	1
61-70	2	251-500	2
71-80	3	501-750	3
81-90	4	751-1000	4

2. ***Severity of Need Water and Wastewater Projects (0-10 points)***. Projects will be rated on the verification of the level of seriousness associated with documented health, safety, and welfare hazards.

Water and wastewater health, safety, and welfare deficiencies may be documented in one of two ways: (1) through the presence of a legal enforceable order issued by Oklahoma Department of Environmental Quality (ODEQ) or the U.S. Environmental Protection Agency (EPA), or (2) by written confirmation of a "hazard" from ODEQ or the local ODEQ representative that specifically states the cause and extent of the water or wastewater, health, safety, and welfare deficiency. Water and Wastewater category health, safety, and welfare hazards will be validated and analyzed by ODOC/CD through ODEQ. Additionally, ODEQ will determine the level of severity associated with legal enforceable orders or documented hazards and will assist in determining whether a proposed project's activities directly address the identified system deficiencies.

Water and Wastewater projects that document health, safety, and welfare hazards involving legal enforceable orders will be rated on a separate scale of severity than written documentation of hazards. The two scales are as follows:

Legal Enforceable Orders

Low Severity	5.0 point
Medium Severity	7.5 points
High Severity	10.0 points

Documented Hazards

Invalid	0 points
Low Severity	2.5 point
Medium Severity	5.0 points
High Severity	7.5 points

Severity of Need (0-5 points) Water and Wastewater Projects for New Housing Construction

Projects for water/wastewater system expansions serving new housing developments shall be rated on their verification of the extent of the local jurisdictions housing shortage as documented by an official housing market analysis that clearly concludes a projected 3-5 year demand for a specific number of single family ownership units and/or rental units. Points will be determined by the level of impact based on the following criteria:

- Vacancy rates
- Population growth
- Projected job growth
- Number of units + Total units

3. *Residential Water and Wastewater Rates and Water Rate Structures (-3 to +10 points)*

Water project proposals will earn points based on the first 5,000 gallons of the most current water rate structure and the subsequent revenue generating capacities where wastewater service is provided in conjunction with water service. Water rate structures that favor both strong fiscal management and conservation awareness will be analyzed and awarded points by using portions of the Oklahoma "Water Resources Boards' Emergency Grant Priority Point System." Only proposals for water related system improvements will receive points for the residential water rate structure based on the following table:

Flat Water Rate: Unmetered charges on unmetered systems that charge a fee without regard to the amount of water used, unless the proposed project involves metering of all taps on the system. **-3 points**

Decreasing Block Water Rates: Price per unit of water becomes lower as the quantity of water use increases. **-3 points**

Fixed/Uniform Water Rates: Price per unit of water, in excess of any base or minimum charge, remains constant. **0 points**

Increasing Block Water Rates: Price per unit of water increases as the quantity of water use increases. **+ 3 points**

All Water and Wastewater category projects will also receive points based on the revenue generating capacity of their rate structures. The appropriate table of points is determined based on the type of services provided by the system operator. If the system operator provides water service only, then Table #1 is used; if the system operator provides water and wastewater service, then Table #2 is used; and if the system operator provides wastewater service only, then Table #3 is used.

Table #1 For Systems Providing Water Service Only:

<u>Cost Per 5,000 gallons</u>	<u>Points</u>
\$35 or greater	7
\$30 to \$34.99	6
\$25 to \$29.99	5
\$23 to \$24.99	4
\$21 to \$22.99	3
\$19 to \$20.99	2
\$18 to \$18.99	1
Less than \$18	0

Table #2 For Systems Providing Water and Wastewater Services:

<u>Cost Per 5,000 gallons</u>	<u>Points</u>
\$45 or greater	7
\$41 to \$44.99	6
\$37 to \$40.99	5
\$34 to \$36.99	4
\$32 to \$33.99	3
\$31 to \$31.99	2
\$30 to \$30.99	1
Less than \$30	0

Table #3 For Systems Providing Wastewater Service Only:

<u>Cost of connection/month</u>	<u>Points</u>
\$28 or greater	7
\$26 to \$27.99	6
\$24 to \$25.99	5
\$22 to \$23.99	4
\$20 to \$21.99	3
\$18 to \$19.99	2
\$16 to \$17.99	1
Less than \$16	0

4. **Ability to Finance Project (0-10 points)**

Applicants ranked by giving a standardized account of the amount of the existing water/sewer rates would have to be raised in order for the applicant to finance the project through a loan. The formula is as follows:

$$FP = AR(0.1102)$$

(12) (c)

FP = Estimate of amount of rates to be raised to finance project through loan

AR = Amount Requested

0.1102 = Annual rate factor for a 25 year loan at 10%

12 = Number of months per year

c = Number of Customers

Ability to Finance Project Through Loan Points

\$12.00 or Greater	10
\$10.00 - \$11.99	9
\$9.00 - \$9.99	8
\$8.00 - \$8.99	7
\$7.00 - \$7.99	6
\$6.00 - \$6.99	5
\$5.00 - \$5.99	4
\$4.00 - \$4.99	3
\$3.00 - \$3.99	2
\$2.00 - \$2.99	1
Less than \$2.00	0

5. **Grant Request Amount (0-10 points)**

Due to the limited amount of funds, ODOC/CD encourages the smallest grant possible.

<u>Grant Request</u>	<u>Points</u>
\$ 159,999 or Less	10
\$ 160,000 to \$169,999	9
\$ 170,000 to \$179,999	8
\$ 180,000 to \$199,999	7
\$200,000 to \$224,999	6
\$225,000 to \$249,999	5
\$250,000 to \$274,999	4
\$275,000 to \$299,999	3
\$300,000 to \$324,999	2
\$325,000 to \$350,000	1

6. **Leverage (0-10 points)**

Projects will be rated on their ability to integrate the use of funds other than CDBG to carry out the proposed CDBG project. *Leverage will be valued using full value for cash leverage and **half** of the in-kind leverage will be recognized as cash. **A maximum of 10 points is available for leverage.** The leverage score will be calculated as follows:*

Formula:

Cash Leverage	\$ _____	x	1	=	\$ _____
In-Kind Leverage	\$ _____	x	.5	=	\$ _____
Total Cash Leverage Allowed for Rating					\$ _____
Total Cash Leverage					X
Grant Request Amount					10 = Leverage Points

EXAMPLE:

Grant Amount Requested \$100,000

Cash Leverage	\$50,000	x	1	=	\$50,000
In-Kind Leverage	\$25,000	x	.5	=	\$12,500
Total Cash Leverage Allowed For Rating					\$62,500

\$62,500		X	10	=	6.25 points
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7. **Oklahoma Department of Environmental Quality (ODEQ) Permitting (0-10 Points)**

<u>Permitting Status</u>	Points
• ODEQ Permit not required	0
• Final Plans and Specifications submitted to ODEQ for approval	5
• Permit to Construct Issued by ODEQ	10

8. **Strategic Planning Programs (Application Form Attachment K) (0-5 Points)**

Points awarded to CDBG-CIP, Century Communities, and other local planning programs if eligible.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2009 WATER AND WASTEWATER CONSTRUCTION

APPENDICES

- APPENDIX A: Direct Project Beneficiary Income Survey Field Worksheet
- APPENDIX B: HUD City/County Low and Moderate Income Percentages
- APPENDIX C: HUD Income Limits
Metropolitan Statistical Area
- APPENDIX D: W-9 Form with Instructions

APPENDIX B

LOW AND MODERATE INCOME LIMITS AND TABLE

The following definitions should be useful in the determination of a CDBG project's benefit to low and moderate income households.

Households - Household is defined as all persons who occupy a housing unit. The occupants may be a single-family, one person living alone, two (2) or more families living together, or any other group of related or unrelated persons who share living arrangements.

Low and Moderate Income Household - Low and moderate income household is defined as a household having an income equal to or less than the current Section 8 lower income limits established by HUD (please refer to the attached HUD Section 8 income limits).

APPENDIX B

Low & Moderate Income Percentages & Population

United States Census Bureau - Summary File 1 and 3

United States Department of Housing and Urban Development - Income Limits

(released Fall 2002)

<u>County</u>	<u>LMI</u>	<u>Population</u>	<u>County</u>	<u>LMI</u>	<u>Population</u>
Adair.....	45.73.....	21,038	Le Flore.....	41.11.....	48,109
Alfalfa.....	34.07.....	6,105	Lincoln.....	41.47.....	32,080
Atoka.....	45.51.....	13,879	Logan.....	39.23.....	33,924
Beaver.....	36.09.....	5,857	Love.....	33.88.....	8,831
Beckham.....	40.74.....	19,799	McClain.....	41.87.....	27,740
Blaine.....	36.53.....	11,976	McCurtain.....	46.01.....	34,402
Bryan.....	37.70.....	36,534	McIntosh.....	41.09.....	19,456
Caddo.....	41.60.....	30,150	Major.....	41.76.....	7,545
Canadian.....	31.15.....	87,697	Marshall.....	41.28.....	13,184
Carter.....	40.51.....	45,621	Mayes.....	38.41.....	38,369
Cherokee.....	41.06.....	42,521	Murray.....	34.67.....	12,623
Choctaw.....	48.17.....	15,342	Muskogee.....	40.78.....	69,451
Cimarron.....	36.44.....	3,148	Noble.....	44.65.....	11,411
Cleveland.....	31.30.....	208,016	Nowata.....	32.75.....	10,569
Coal.....	46.88.....	6,031	Okfuskee.....	44.24.....	11,814
Comanche.....	37.80.....	114,996	Oklahoma.....	41.86.....	660,448
Cotton.....	38.57.....	6,614	Okmulgee.....	39.28.....	39,685
Craig.....	35.01.....	14,950	Osage.....	45.32.....	44,437
Creek.....	48.24.....	67,367	Ottawa.....	39.74.....	33,194
Custer.....	38.70.....	26,142	Pawnee.....	34.02.....	16,612
Delaware.....	39.10.....	37,077	Payne.....	37.45.....	68,190
Dewey.....	35.93.....	4,743	Pittsburg.....	39.19.....	43,953
Ellis.....	35.84.....	4,075	Pontotoc.....	37.82.....	35,143
Garfield.....	36.12.....	57,813	Pottawatomie.....	47.72.....	65,521
Garvin.....	39.19.....	27,210	Pushmataha.....	48.68.....	11,667
Grady.....	38.90.....	45,516	Roger Mills.....	34.99.....	3,436
Grant.....	41.31.....	5,144	Rogers.....	33.13.....	70,641
Greer.....	42.27.....	6,061	Seminole.....	43.53.....	24,894
Harmon.....	47.84.....	3,283	Sequoyah.....	47.41.....	38,972
Harper.....	31.22.....	3,562	Stephens.....	43.01.....	43,182
Haskell.....	45.37.....	11,792	Texas.....	37.65.....	20,107
Hughes.....	46.73.....	14,154	Tillman.....	44.05.....	9,287
Jackson.....	39.76.....	28,439	Tulsa.....	37.59.....	563,299
Jefferson.....	44.50.....	6,818	Wagoner.....	36.86.....	57,491
Johnston.....	45.17.....	10,513	Washington.....	41.50.....	48,996
Kay.....	41.78.....	48,080	Washita.....	35.92.....	11,508
Kingfisher.....	34.50.....	13,926	Woods.....	34.55.....	9,089
Kiowa.....	38.24.....	10,227	Woodward.....	35.55.....	18,486
Latimer.....	46.30.....	10,692			

Place	LMI	Population
Achille town	54.79	506
Ada city	43.17	15,691
Adair town	39.67	704
Addington town	26.67	117
Afton town	48.13	1,118
Agra town	50.49	356
Albion town	78.49	143
Alderson town	44.84	261
Alex town	49.04	635
Aline town	47.97	214
Allen town	48.94	951
Altus city	40.42	21,447
Alva city	35.92	5,288
Amber town	41.74	490
Ames town	46.54	199
Amorita town	38.00	44
Anadarko city	49.87	6,645
Antlers city	58.33	2,552
Apache town	39.57	1,616
Arapaho town	36.25	748
Arcadia town	67.19	279
Ardmore city	41.74	23,711
Arkoma town	45.38	2,180
Armstrong town	42.97	141
Arnett town	42.41	520
Asher town	74.90	419
Ashland town	43.47	53
Atoka city	55.98	2,988
Atwood town	41.17	113
Avant town	47.66	372
Avard town	25.00	26
Barnsdall city	53.58	1,325
Bartlesville city	41.02	34,748
Bearden town	54.05	140
Beaver city	33.90	1,570
Beggs city	42.00	1,364
Bennington town	62.80	289
Bernice town	42.49	504
Bessie town	49.30	190
Bethany city	39.51	20,307
Bethel Acres town	32.16	2,735
Big Cabin town	39.18	293
Billings town	40.63	436
Binger town	43.73	708
Bixby city	26.24	13,336
Blackburn town	42.86	102

Place	LMI	Population
Blackwell city	51.63	7,668
Blair town	44.41	894
Blanchard city	38.65	2,816
Bluejacket town	41.89	274
Boise City city	36.37	1,483
Bokchito town	50.73	564
Bokoshe town	45.16	450
Boley town	49.15	1,126
Boswell town	59.13	703
Bowlegs town	47.64	371
Boynton town	55.84	274
Bradley town	69.49	182
Braggs town	59.73	301
Braman town	49.24	244
Bray town	47.21	1,035
Breckenridge town	34.99	239
Bridgeport city	62.09	109
Bristow city	58.91	4,325
Broken Arrow city	23.40	74,859
Broken Bow city	61.84	4,230
Bromide town	56.68	163
Brooksville town	40.74	90
Buffalo town	39.68	1,200
Burbank town	70.00	155
Burlington town	29.96	156
Burns Flat town	35.07	1,782
Butler town	42.23	345
Byars town	70.03	280
Byng town	33.09	1,090
Byron town	12.50	45
Cache city	41.94	2,371
Caddo town	37.10	944
Calera town	40.58	1,739
Calumet town	47.35	535
Calvin town	62.00	279
Camargo town	41.18	115
Cameron town	52.00	312
Canadian town	46.22	239
Caney town	65.00	199
Canton town	37.10	618
Canute town	36.10	524
Capron town	66.67	42
Cardin town	55.66	150
Carmen town	39.37	411
Carnegie town	52.46	1,637
Carney town	52.72	649

Place	LMI	Population
Carrier town	30.62	77
Carter town	51.03	254
Cashion town	35.85	635
Castle town	53.35	122
Catoosa city	45.42	5,449
Cedar Valley city	26.09	58
Cement town	53.44	530
Centrahoma city	58.31	110
Central High town	36.61	954
Chandler city	42.24	2,842
Chattanooga town	42.14	432
Checotah city	43.87	3,481
Chelsea city	61.83	2,136
Cherokee city	33.71	1,630
Cheyenne town	37.94	778
Chickasha city	47.78	15,850
Choctaw city	29.02	9,377
Chouteau town	35.28	1,931
Cimarron City town	34.48	110
Claremore city	40.45	15,873
Clayton town	58.59	719
Clearview town	80.00	56
Cleo Springs town	33.48	326
Cleveland city	35.34	3,282
Clinton city	45.90	8,833
Coalgate city	51.33	2,005
Colbert town	41.13	1,065
Colcord town	54.68	819
Cole town	40.46	473
Collinsville city	43.07	4,077
Colony town	40.28	147
Comanche city	55.90	1,556
Commerce city	42.62	2,645
Cooperton town	57.14	20
Copan town	52.75	796
Corn town	33.17	591
Cornish town	60.41	172
Council Hill town	64.14	129
Covington town	48.95	553
Coweta city	43.27	7,139
Cowlingtown town	59.19	133
Coyle town	55.91	337
Crescent city	57.71	1,281
Cromwell town	37.60	265
Crowder town	43.00	436
Cushing city	48.21	8,371

Place	LMI	Population
Custer City town	34.08	393
Cyril town	38.65	1,168
Dacoma town	45.51	148
Davenport town	52.15	881
Davidson town	46.64	375
Davis city	33.07	2,610
Deer Creek town	36.00	147
Delaware town	38.18	456
Del City city	50.00	22,128
Depew town	72.52	564
Devol town	19.90	150
Dewar town	35.74	919
Dewey city	52.88	3,179
Dibble town	51.04	289
Dickson town	34.67	1,139
Dill City town	52.28	526
Disney town	38.97	226
Dougherty town	41.28	224
Douglas town	58.33	32
Dover town	41.40	367
Drummond town	34.02	405
Drumright city	56.94	2,905
Duncan city	42.44	22,505
Durant city	39.79	13,549
Dustin town	57.20	452
Eakly town	36.04	276
Earlsboro town	58.12	633
East Duke town	30.03	445
Edmond city	21.74	68,315
Eldorado town	60.65	527
Elgin city	29.97	1,210
Elk City city	40.59	10,510
Elmer town	35.31	96
Elmore City town	53.26	756
El Reno city	46.67	16,212
Empire City town	31.94	734
Enid city	37.06	47,045
Erick city	50.13	1,023
Erin Springs town	78.76	114
Etowah town	54.52	122
Eufaula city	47.25	2,639
Fairfax town	63.67	1,555
Fairland town	45.54	1,025
Fairmont town	33.24	147
Fair Oaks town	33.93	122
Fairview city	42.24	2,733

Place	LMI	Population
Fallis town.....	7.72.....	28
Fanshawe town	46.75.....	384
Fargo town.....	34.68.....	326
Faxon town	49.49.....	134
Fitzhugh town	36.52.....	204
Fletcher town	44.65.....	1,022
Foraker town.....	25.00.....	23
Forest Park town	23.43.....	1,066
Forgan town.....	53.11.....	532
Fort Cobb town	41.94.....	667
Fort Coffee town	37.55.....	412
Fort Gibson town.....	38.03.....	4,054
Fort Supply town	39.81.....	328
Fort Towson town.....	60.00.....	611
Foss town	42.81.....	127
Foyil town	63.89.....	234
Francis town.....	53.05.....	332
Frederick city.....	47.88.....	4,637
Freedom town	37.11.....	271
Gage town	38.32.....	429
Gans town.....	60.10.....	208
Garber city	47.32.....	845
Garvin town	39.86.....	143
Gate town	20.00.....	112
Geary city	48.48.....	1,258
Gene Autry town	72.73.....	99
Geronimo town.....	50.97.....	959
Gerty town.....	66.47.....	101
Glencoe town	40.00.....	583
Glenpool city	34.37.....	8,123
Goldsby town	38.05.....	1,204
Goltry town	34.82.....	268
Goodwell town	39.64.....	1,192
Gore town.....	42.74.....	850
Gotebo town	36.12.....	272
Gould town	47.91.....	206
Gracemont town.....	39.67.....	336
Grainola town.....	62.50.....	31
Grandfield city	50.25.....	1,110
Grand Lake Towne town	21.78.....	65
Granite town	43.16.....	1,844
Grayson town.....	55.11.....	134
Greenfield town.....	59.83.....	123
Grove city	30.54.....	5,131
Guthrie city	47.08.....	9,925
Guymon city.....	35.92.....	10,472

Place	LMI	Population
Haileyville city	47.88.....	891
Hallett town	44.22.....	168
Hall Park town	15.59.....	1,088
Hammon town	50.66.....	469
Hanna town.....	45.83.....	133
Hardesty town	60.84.....	277
Harrah city	34.86.....	4,719
Hartshorne city	52.64.....	2,102
Haskell town.....	48.80.....	1,765
Hastings town.....	59.79.....	155
Haworth town.....	56.21.....	354
Headrick town.....	52.96.....	130
Healdton city	52.15.....	2,786
Heavener city.....	47.72.....	3,201
Helena town	32.76.....	443
Hendrix town	66.74.....	79
Hennessey town	46.62.....	2,058
Henryetta city	54.40.....	6,096
Hickory town	69.57.....	87
Hillsdale town	57.14.....	101
Hinton town.....	35.67.....	2,175
Hitchcock town	45.71.....	141
Hitchita town	56.97.....	113
Hobart city.....	38.42.....	3,997
Hoffman town.....	54.79.....	148
Holdenville city	49.26.....	4,732
Hollis city.....	56.12.....	2,264
Hollister town	50.80.....	60
Hominy city	71.15.....	2,584
Hooker city	40.50.....	1,788
Hoot Owl town.....	0.00.....	0
Horntown town	20.00.....	61
Howe town	45.84.....	697
Hugo city.....	51.11.....	5,536
Hulbert town.....	56.75.....	543
Hunter town	49.93.....	173
Hydro town.....	40.92.....	1,060
Idabel city	54.47.....	6,952
Indianoma town.....	57.43.....	374
Indianola town.....	34.69.....	191
Inola town.....	52.20.....	1,589
Jamestown town.....	0.00.....	10
Jay city.....	52.77.....	2,482
Jefferson town	40.00.....	37
Jenks city	24.72.....	9,557
Jennings town	33.37.....	373

Place	LMI	Population
Jet town.....	34.32.....	230
Johnson town.....	56.44.....	223
Jones town.....	41.67.....	2,517
Kansas town.....	50.60.....	685
Kaw City city.....	54.21.....	372
Kellyville town.....	58.66.....	906
Kemp town.....	43.43.....	144
Kendrick town.....	67.65.....	138
Kenefic town.....	57.86.....	192
Keota town.....	53.92.....	517
Ketchum town.....	44.06.....	286
Keyes town.....	43.79.....	410
Kiefer town.....	46.30.....	1,026
Kildare town.....	66.67.....	92
Kingfisher city.....	32.13.....	4,380
Kingston town.....	45.86.....	1,390
Kinta town.....	38.27.....	243
Kiowa town.....	42.95.....	693
Knowles town.....	33.33.....	32
Konawa city.....	56.10.....	1,479
Krebs city.....	45.09.....	2,051
Kremlin town.....	31.56.....	240
Lahoma town.....	38.53.....	577
Lake Aluma town.....	6.25.....	97
Lamar town.....	49.02.....	172
Lambert town.....	0.00.....	9
Lamont town.....	58.59.....	465
Langley town.....	61.66.....	669
Langston town.....	72.80.....	1,670
Laverne town.....	30.93.....	1,097
Lawrence Creek town.....	75.00.....	119
Lawton city.....	39.39.....	92,757
Leedey town.....	39.36.....	168
Le Flore town.....	53.42.....	345
Lehigh city.....	58.82.....	315
Lenapah town.....	39.32.....	298
Leon town.....	41.67.....	96
Lexington city.....	55.39.....	2,086
Liberty town.....	50.94.....	184
Lima town.....	94.74.....	74
Lindsay city.....	38.13.....	2,889
Loco town.....	54.20.....	150
Locust Grove town.....	57.97.....	1,366
Lone Grove city.....	41.30.....	4,631
Lone Wolf town.....	38.84.....	500
Longdale town.....	54.51.....	310

Place	LMI	Population
Lookeba town.....	66.67.....	131
Lotsee town.....	0.00.....	11
Loveland town.....	50.00.....	14
Loyal town.....	64.58.....	81
Luther town.....	52.26.....	612
McAlester city.....	37.41.....	17,783
McCurtain town.....	46.41.....	466
McCloud town.....	48.57.....	3,548
Macomb town.....	83.60.....	61
Madill city.....	52.18.....	3,410
Manchester town.....	34.45.....	104
Mangum city.....	42.54.....	2,924
Manitou town.....	25.82.....	278
Mannford town.....	44.28.....	2,095
Mannsville town.....	43.05.....	587
Maramec town.....	56.79.....	104
Marble City town.....	74.83.....	242
Marietta city.....	43.57.....	2,445
Marland town.....	61.89.....	280
Marlow city.....	54.56.....	4,592
Marshall town.....	71.45.....	258
Martha town.....	50.48.....	205
Maud city.....	64.85.....	1,136
May town.....	14.29.....	33
Maysville town.....	43.31.....	1,313
Mead town.....	59.66.....	123
Medford city.....	38.62.....	1,172
Medicine Park town.....	46.43.....	373
Meeker town.....	43.73.....	978
Meno town.....	38.25.....	195
Meridian town.....	78.57.....	54
Miami city.....	42.91.....	13,704
Midwest City city.....	44.22.....	54,088
Milburn town.....	47.47.....	312
Mill Creek town.....	51.50.....	340
Millerton town.....	46.27.....	359
Minco city.....	37.58.....	1,672
Moffett town.....	65.91.....	179
Moore city.....	33.48.....	41,138
Mooreland town.....	37.41.....	1,226
Morris city.....	35.98.....	1,294
Morrison town.....	55.01.....	636
Mounds town.....	52.88.....	1,153
Mountain Park town.....	68.74.....	390
Mountain View town.....	39.65.....	880
Muldrow town.....	47.75.....	3,104

Place	LMI	Population
Mule Barn town	0.00	0
Mulhall town	50.14	239
Muskogee city	42.97	38,310
Mustang city	28.49	13,156
Mutual town	44.00	76
Nash town	46.19	224
New Alluwe town	41.17	95
Newcastle city	29.88	5,434
New Cordell city	37.05	2,867
Newkirk city	41.23	2,243
New Tulsa town	54.61	568
Nichols Hills city	9.60	4,056
Nicoma Park city	42.68	2,415
Ninnekah town	41.63	994
Noble city	43.41	5,260
Norge town	34.62	82
Norman city	32.81	95,694
North Enid town	18.90	796
North Miami town	45.98	433
Nowata city	39.13	3,971
Oak Grove town	0.00	18
Oakland town	47.65	674
Oaks town	44.07	412
Oakwood town	36.36	72
Ochelata town	45.02	494
Oilton city	61.21	1,099
Okarche town	28.28	1,110
Okay town	70.47	597
Okeene town	26.36	1,240
Okemah city	50.21	3,038
Oklahoma City city	42.10	506,132
Okmulgee city	43.91	13,022
Oktaha town	47.26	327
Olustee town	57.22	680
Oologah town	45.38	883
Optima town	37.49	266
Orlando town	52.32	201
Osage town	72.55	188
Owasso city	27.92	18,502
Paden town	37.20	446
Panama town	45.29	1,362
Paoli town	35.86	649
Paradise Hill town	35.00	100
Pauls Valley city	41.87	6,256
Pawhuska city	56.70	3,629
Pawnee city	39.62	2,230

Place	LMI	Population
Pensacola town	14.29	71
Peoria town	19.49	141
Perkins town	39.58	2,272
Perry city	48.24	5,230
Phillips town	33.21	150
Picher city	53.31	1,640
Piedmont city	25.70	3,650
Pink town	46.34	1,165
Pittsburg town	63.19	280
Pocasset town	53.52	192
Pocola town	33.23	3,994
Ponca City city	40.38	25,919
Pond Creek city	40.87	896
Porter town	72.48	574
Porum town	69.64	725
Poteau city	44.80	7,939
Prague city	46.96	2,138
Prue town	54.33	433
Pryor Creek city	39.54	8,659
Purcell city	50.02	5,571
Putnam town	26.32	46
Quapaw town	47.74	984
Quay town	60.00	47
Quinton town	53.38	1,071
Ralston town	57.33	355
Ramona town	49.83	564
Randlett town	42.25	511
Ratliff City town	57.49	131
Rattan town	45.24	241
Ravia town	50.18	459
Redbird town	66.67	153
Red Oak town	51.92	581
Red Rock town	68.49	293
Renfrow town	0.00	16
Rentiesville town	45.92	102
Reydon town	34.66	177
Ringling town	45.10	1,135
Ringwood city	39.35	424
Ripley town	42.34	444
Rock Island town	36.31	709
Rocky town	25.00	174
Roff town	46.21	734
Roland town	46.33	2,842
Roosevelt town	33.38	280
Rosedale town	91.47	66
Rosston town	22.22	66

Place	LMI	Population
Rush Springs town.....	59.42.....	1,278
Ryan town.....	50.82.....	894
St. Louis town.....	64.31.....	206
Salina town.....	48.09.....	1,422
Sallisaw city.....	48.97.....	7,989
Sand Springs city.....	37.33.....	17,451
Sapulpa city.....	49.78.....	19,166
Sasakwa town.....	61.50.....	150
Savanna town.....	40.83.....	730
Sawyer town.....	44.08.....	274
Sayre city.....	48.25.....	4,114
Schulter town.....	37.61.....	600
Seiling city.....	46.36.....	875
Seminole city.....	45.81.....	6,899
Sentinel town.....	37.17.....	859
Shady Grove town.....	46.15.....	44
Shady Point town.....	45.05.....	848
Shamrock town.....	76.47.....	125
Sharon town.....	26.50.....	122
Shattuck town.....	35.16.....	1,274
Shawnee city.....	51.37.....	28,692
Shidler city.....	53.87.....	520
Silo town.....	25.93.....	282
Skedee town.....	56.83.....	102
Skiatook town.....	49.60.....	5,396
Slaughterville town.....	44.15.....	3,609
Slick town.....	47.92.....	148
Smith Village town.....	26.22.....	40
Smithville town.....	72.41.....	123
Snyder city.....	42.57.....	1,509
Soper town.....	61.29.....	300
South Coffeyville town.....	33.39.....	790
Sparks town.....	79.46.....	137
Spaulding town.....	58.82.....	62
Spavinaw town.....	57.17.....	563
Spencer city.....	49.60.....	3,746
Sperry town.....	62.87.....	981
Spiro town.....	53.19.....	2,227
Sportsmen Acres town.....	27.99.....	204
Springer town.....	39.33.....	577
Sterling town.....	53.16.....	762
Stidham town.....	100.00.....	23
Stigler city.....	48.55.....	2,731
Stillwater city.....	36.94.....	39,065
Stilwell city.....	55.62.....	3,276
Stonewall town.....	57.29.....	465

Place	LMI	Population
Strang town.....	58.09.....	100
Stratford town.....	53.62.....	1,474
Stringtown town.....	66.33.....	396
Strong City town.....	50.00.....	42
Stroud city.....	47.38.....	2,758
Stuart town.....	47.65.....	220
Sugden town.....	56.25.....	59
Sulphur city.....	38.74.....	4,794
Summit town.....	84.48.....	226
Swink town.....	76.30.....	83
Taft town.....	54.36.....	349
Tahlequah city.....	40.81.....	14,458
Talala town.....	29.29.....	270
Talihina town.....	53.85.....	1,211
Taloga town.....	30.38.....	372
Tamaha town.....	30.41.....	198
Tatums town.....	81.47.....	172
Tecumseh city.....	57.50.....	6,098
Temple town.....	55.18.....	1,146
Terlton town.....	43.48.....	85
Terral town.....	59.17.....	386
Texhoma town.....	44.55.....	935
Texola town.....	35.70.....	47
Thackerville town.....	39.38.....	404
The Village city.....	36.37.....	10,157
Thomas city.....	40.56.....	1,238
Tipton town.....	43.21.....	916
Tishomingo city.....	47.87.....	3,162
Tonkawa city.....	44.31.....	3,299
Tribbey town.....	48.32.....	273
Tryon town.....	60.35.....	448
Tulahassee town.....	92.31.....	106
Tulsa city.....	41.28.....	393,049
Tupelo city.....	77.37.....	377
Tushka town.....	53.00.....	345
Tuttle city.....	29.95.....	4,294
Tyrone town.....	43.38.....	880
Union City town.....	34.90.....	1,375
Valley Brook town.....	79.45.....	817
Valley Park town.....	25.00.....	24
Valliant town.....	53.27.....	771
Velma town.....	44.30.....	664
Vera town.....	53.28.....	188
Verden town.....	56.69.....	659
Vian town.....	63.81.....	1,362
Vici town.....	39.43.....	668

<u>Place</u>	<u>LMI</u>	<u>Population</u>
Vinita city	38.82	6,472
Wagoner city	52.31	7,669
Wainwright town.....	73.92	197
Wakita town	37.62	420
Walters city	42.68	2,657
Wanette town	72.91	402
Wann town.....	36.81	132
Wapanucka town	52.05	445
Warner town.....	51.59	1,430
Warr Acres city	41.01	9,735
Warwick town.....	43.91	235
Washington town	49.05	520
Watonga city	39.96	4,658
Watts town.....	45.63	316
Waukomis town	35.54	1,261
Waurika city.....	40.41	1,988
Wayne town	69.10	714
Waynoka city	50.73	993
Weatherford city	33.86	9,859
Webb City town	75.00	95
Webbers Falls town.....	59.22	726
Welch town	34.25	597
Weleetka town.....	49.30	1,014
Wellston town.....	45.32	825
Westport town.....	15.23	264
West Siloam Springs town ..	38.38	877
Westville town	46.70	1,596
Wetumka city.....	61.52	1,451
Wewoka city	50.27	3,562
Whitefield town.....	41.93	231
Wilburton city	52.31	2,972
Willow town.....	29.21	114
Wilson city	56.43	1,584
Winchester town	26.88	424
Wister town	51.85	1,002
Woodlawn Park town.....	28.00	161
Woodville town	76.47	69
Woodward city.....	36.13	11,853
Wright City town	40.21	848
Wyandotte town	52.11	363
Wynnewood city.....	42.91	2,367
Wynona town	58.74	531
Yale city	52.75	1,342
Yeager town	88.23	67
Yukon city	28.55	21,043

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

Program		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Fort Smith, AR-OK MSA									
Fort Smith, AR-OK HMFA									
FY 2008 MFI: 45700	30% OF MEDIAN	9600	10950	12350	13700	14800	15900	17000	18100
	VERY LOW INCOME	16000	18300	20550	22850	24700	26500	28350	30150
	LOW-INCOME	25600	29250	32900	36550	39450	42400	45300	48250
Le Flore County, OK HMFA									
FY 2008 MFI: 40100	30% OF MEDIAN	8800	10100	11350	12600	13600	14600	15600	16650
	VERY LOW INCOME	14700	16800	18900	21000	22700	24350	26050	27700
	LOW-INCOME	23500	26900	30250	33600	36300	39000	41650	44350
Lawton, OK MSA									
FY 2008 MFI: 48100	30% OF MEDIAN	10100	11550	13000	14450	15600	16750	17900	19050
	VERY LOW INCOME	16850	19250	21650	24050	25950	27900	29800	31750
	LOW-INCOME	26950	30800	34650	38500	41600	44650	47750	50800
Oklahoma City, OK MSA									
Grady County, OK HMFA									
FY 2008 MFI: 49000	30% OF MEDIAN	10300	11750	13250	14700	15900	17050	18250	19400
	VERY LOW INCOME	17150	19600	22050	24500	26450	28400	30400	32350
	LOW-INCOME	27450	31350	35300	39200	42350	45450	48600	51750
Lincoln County, OK HMFA									
FY 2008 MFI: 45000	30% OF MEDIAN	9450	10800	12150	13500	14600	15650	16750	17800
	VERY LOW INCOME	15750	18000	20250	22500	24300	26100	27900	29700
	LOW-INCOME	25200	28800	32400	36000	38900	41750	44650	47500
Oklahoma City, OK HMFA									
FY 2008 MFI: 55300	30% OF MEDIAN	11600	13300	14950	16600	17950	19250	20600	21900
	VERY LOW INCOME	19350	22100	24900	27650	29850	32050	34300	36500
	LOW-INCOME	31000	35400	39850	44250	47800	51350	54850	58400
Tulsa, OK MSA									
Okmulgee County, OK HMFA									
FY 2008 MFI: 41400	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Pawnee County, OK HMFA									
FY 2008 MFI: 46200	30% OF MEDIAN	9700	11100	12450	13850	14950	16050	17150	18300
	VERY LOW INCOME	16150	18500	20800	23100	24950	26800	28650	30500
	LOW-INCOME	25850	29550	33250	36950	39900	42850	45800	48750
Tulsa, OK HMFA									
FY 2008 MFI: 54700	30% OF MEDIAN	11500	13100	14750	16400	17700	19000	20350	21650
	VERY LOW INCOME	19150	21900	24600	27350	29550	31750	33900	36100
	LOW-INCOME	30650	35000	39400	43750	47250	50750	54250	57750

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Adair County, OK									
FY 2008 MFI: 35800	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Alfalfa County, OK									
FY 2008 MFI: 43100	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	9800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Atoka County, OK									
FY 2008 MFI: 35900	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Beaver County, OK									
FY 2008 MFI: 50800	30% OF MEDIAN	10700	12200	13750	15250	16450	17700	18900	20150
	VERY LOW INCOME	17800	20300	22850	25400	27450	29450	31500	33550
	LOW-INCOME	28450	32500	36600	40650	43900	47150	50400	53650
Beckham County, OK									
FY 2008 MFI: 44400	30% OF MEDIAN	9300	10650	11950	13300	14350	15450	16500	17550
	VERY LOW INCOME	15550	17750	20000	22200	24000	25750	27550	29300
	LOW-INCOME	24850	28400	31950	35500	38350	41200	44000	46850
Blaine County, OK									
FY 2008 MFI: 42900	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Bryan County, OK									
FY 2008 MFI: 42100	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Caddo County, OK									
FY 2008 MFI: 39400	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Carter County, OK									
FY 2008 MFI: 45100	30% OF MEDIAN	9500	10850	12200	13550	14650	15700	16800	17900
	VERY LOW INCOME	15800	18050	20300	22550	24350	26150	27950	29750
	LOW-INCOME	25250	28900	32500	36100	39000	41900	44750	47650

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Cherokee County, OK									
FY 2008 MFI: 40300	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Choctaw County, OK									
FY 2008 MFI: 34800	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Cimarron County, OK									
FY 2008 MFI: 44000	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Coal County, OK									
FY 2008 MFI: 34800	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Cotton County, OK									
FY 2008 MFI: 43700	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Craig County, OK									
FY 2008 MFI: 44400	30% OF MEDIAN	9300	10650	11950	13300	14350	15450	16500	17550
	VERY LOW INCOME	15550	17750	20000	22200	24000	25750	27550	29300
	LOW-INCOME	24850	28400	31950	35500	38350	41200	44000	46850
Custer County, OK									
FY 2008 MFI: 46500	30% OF MEDIAN	9750	11150	12550	13950	15050	16200	17300	18400
	VERY LOW INCOME	16300	18600	20950	23250	25100	26950	28850	30700
	LOW-INCOME	26050	29750	33500	37200	40200	43150	46150	49100
Delaware County, OK									
FY 2008 MFI: 40800	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Dewey County, OK									
FY 2008 MFI: 44800	30% OF MEDIAN	9400	10750	12100	13450	14550	15600	16700	17750
	VERY LOW INCOME	15700	17900	20150	22400	24200	26000	27800	29550
	LOW-INCOME	25100	28700	32250	35850	38700	41600	44450	47300

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Ellis County, OK									
FY 2008 MFI: 42700	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Garfield County, OK									
FY 2008 MFI: 49300	30% OF MEDIAN	10350	11850	13300	14800	16000	17150	18350	19550
	VERY LOW INCOME	17250	19700	22200	24650	26600	28600	30550	32550
	LOW-INCOME	27600	31550	35500	39450	42600	45750	48900	52050
Garvin County, OK									
FY 2008 MFI: 43400	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Grant County, OK									
FY 2008 MFI: 43600	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Greer County, OK									
FY 2008 MFI: 37700	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Harmon County, OK									
FY 2008 MFI: 36000	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Harper County, OK									
FY 2008 MFI: 51100	30% OF MEDIAN	10750	12300	13800	15350	16600	17800	19050	20250
	VERY LOW INCOME	17900	20450	23000	25550	27600	29650	31700	33750
	LOW-INCOME	28650	32700	36800	40900	44150	47450	50700	54000
Haskell County, OK									
FY 2008 MFI: 37000	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Hughes County, OK									
FY 2008 MFI: 36300	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

Program		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Jackson County, OK									
FY 2008 MFI: 47500	30% OF MEDIAN	10000	11400	12850	14250	15400	16550	17650	18800
	VERY LOW INCOME	16650	19000	21400	23750	25650	27550	29450	31350
	LOW-INCOME	26600	30400	34200	38000	41050	44100	47100	50150
Jefferson County, OK									
FY 2008 MFI: 37200	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Johnston County, OK									
FY 2008 MFI: 37200	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Kay County, OK									
FY 2008 MFI: 47300	30% OF MEDIAN	9950	11350	12800	14200	15350	16450	17600	18750
	VERY LOW INCOME	16550	18900	21300	23650	25550	27450	29350	31200
	LOW-INCOME	26500	30300	34050	37850	40900	43900	46950	49950
Kingfisher County, OK									
FY 2008 MFI: 53700	30% OF MEDIAN	11250	12900	14500	16100	17400	18700	19950	21250
	VERY LOW INCOME	18800	21500	24150	26850	29000	31150	33300	35450
	LOW-INCOME	30050	34350	38650	42950	46400	49800	53250	56700
Kiowa County, OK									
FY 2008 MFI: 42900	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Latimer County, OK									
FY 2008 MFI: 38900	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Love County, OK									
FY 2008 MFI: 45600	30% OF MEDIAN	10350	11800	13300	14750	15950	17100	18300	19450
	VERY LOW INCOME	17200	19650	22100	24550	26500	28500	30450	32400
	LOW-INCOME	27500	31450	35350	39300	42450	45600	48750	51900
Major County, OK									
FY 2008 MFI: 46000	30% OF MEDIAN	9650	11050	12400	13800	14900	16000	17100	18200
	VERY LOW INCOME	16100	18400	20700	23000	24850	26700	28500	30350
	LOW-INCOME	25750	29450	33100	36800	39750	42700	45650	48600

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

Program		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Marshall County, OK									
FY 2008 MFI: 39300	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Mayes County, OK									
FY 2008 MFI: 45600	30% OF MEDIAN	9600	10950	12350	13700	14800	15900	17000	18100
	VERY LOW INCOME	15950	18250	20500	22800	24600	26450	28250	30100
	LOW-INCOME	25550	29200	32850	36500	39400	42350	45250	48200
McCurtain County, OK									
FY 2008 MFI: 37000	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
McIntosh County, OK									
FY 2008 MFI: 39400	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Murray County, OK									
FY 2008 MFI: 45300	30% OF MEDIAN	9500	10900	12250	13600	14700	15800	16850	17950
	VERY LOW INCOME	15850	18100	20400	22650	24450	26250	28100	29900
	LOW-INCOME	25400	29000	32650	36250	39150	42050	44950	47850
Muskogee County, OK									
FY 2008 MFI: 44400	30% OF MEDIAN	9300	10650	11950	13300	14350	15450	16500	17550
	VERY LOW INCOME	15550	17750	20000	22200	24000	25750	27550	29300
	LOW-INCOME	24850	28400	31950	35500	38350	41200	44000	46850
Noble County, OK									
FY 2008 MFI: 48900	30% OF MEDIAN	10250	11700	13200	14650	15800	17000	18150	19350
	VERY LOW INCOME	17100	19550	22000	24450	26400	28350	30300	32250
	LOW-INCOME	27350	31300	35200	39100	42250	45350	48500	51600
Nowata County, OK									
FY 2008 MFI: 45100	30% OF MEDIAN	9500	10850	12200	13550	14650	15700	16800	17900
	VERY LOW INCOME	15800	18050	20300	22550	24350	26150	27950	29750
	LOW-INCOME	25250	28900	32500	36100	39000	41900	44750	47650
Okfuskee County, OK									
FY 2008 MFI: 36900	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

Program	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Ottawa County, OK									
FY 2008 MFI: 40100	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Payne County, OK									
FY 2008 MFI: 51000	30% OF MEDIAN	10700	12250	13750	15300	16500	17750	18950	20200
	VERY LOW INCOME	17850	20400	22950	25500	27550	29600	31600	33650
	LOW-INCOME	28550	32650	36700	40800	44050	47350	50600	53850
Pittsburg County, OK									
FY 2008 MFI: 43800	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Pontotoc County, OK									
FY 2008 MFI: 43600	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Pottawatomie County, OK									
FY 2008 MFI: 50000	30% OF MEDIAN	11050	12650	14200	15800	17050	18350	19600	20850
	VERY LOW INCOME	18400	21000	23650	26300	28400	30500	32600	34700
	LOW-INCOME	29450	33700	37900	42100	45450	48850	52200	55550
Pushmataha County, OK									
FY 2008 MFI: 34100	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Roger Mills County, OK									
FY 2008 MFI: 45200	30% OF MEDIAN	9500	10850	12200	13550	14650	15700	16800	17900
	VERY LOW INCOME	15800	18100	20350	22600	24400	26200	28000	29850
	LOW-INCOME	25300	28900	32550	36150	39050	41950	44850	47700
Seminole County, OK									
FY 2008 MFI: 38900	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Stephens County, OK									
FY 2008 MFI: 44800	30% OF MEDIAN	9400	10750	12100	13450	14550	15600	16700	17750
	VERY LOW INCOME	15700	17900	20150	22400	24200	26000	27800	29550
	LOW-INCOME	25100	28700	32250	35850	38700	41600	44450	47300

2008 HUD INCOME LIMITS

STATE: OKLAHOMA

INCOME LIMITS

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Texas County, OK									
FY 2008 MFI: 51900	30% OF MEDIAN	10900	12450	14000	15550	16800	18050	19300	20550
	VERY LOW INCOME	18150	20750	23350	25950	28050	30100	32200	34250
	LOW-INCOME	29050	33200	37350	41500	44800	48150	51450	54800
Tillman County, OK									
FY 2008 MFI: 38000	30% OF MEDIAN	9250	10550	11900	13200	14250	15300	16350	17400
	VERY LOW INCOME	15400	17600	19800	22000	23750	25500	27300	29050
	LOW-INCOME	24650	28150	31700	35200	38000	40850	43650	46450
Washington County, OK									
FY 2008 MFI: 52900	30% OF MEDIAN	11100	12700	14250	15850	17100	18400	19650	20900
	VERY LOW INCOME	18500	21150	23800	26450	28550	30700	32800	34900
	LOW-INCOME	29600	33850	38050	42300	45700	49050	52450	55850
Washita County, OK									
FY 2008 MFI: 44800	30% OF MEDIAN	9400	10750	12100	13450	14550	15600	16700	17750
	VERY LOW INCOME	15700	17900	20150	22400	24200	26000	27800	29550
	LOW-INCOME	25100	28700	32250	35850	38700	41600	44450	47300
Woods County, OK									
FY 2008 MFI: 48100	30% OF MEDIAN	10100	11550	13000	14450	15600	16750	17900	19050
	VERY LOW INCOME	16850	19250	21650	24050	25950	27900	29800	31750
	LOW-INCOME	26950	30800	34650	38500	41600	44650	47750	50800
Woodward County, OK									
FY 2008 MFI: 51000	30% OF MEDIAN	10700	12250	13750	15300	16500	17750	18950	20200
	VERY LOW INCOME	17850	20400	22950	25500	27550	29600	31600	33650
	LOW-INCOME	28550	32650	36700	40800	44050	47350	50600	53850

FY 2008 List of Counties (and New England Towns) Identified By State and Metropolitan Area

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----- METROPOLITAN AREA -----	----- Counties of FMR AREA within STATE -----
Fort Smith, AR-OK MSA - 22900 CBSA: Fort Smith, AR-OK HMFA – METRO22900M22900 SA: Le Flore County, OK HMFA – METRO22900N40079	135–Sequoyah 079–Le Flore
Lawton, OK MSA - 30020 CBSA: Lawton, OK MSA – METRO30020M30020	031–Comanche
Oklahoma City, OK MSA – 36420 SA: Grady County, OK HMFA – METRO36420N40051 SA: Lincoln County, OK HMFA – METRO36420N40081 CBSA: Oklahoma City, OK HMFA – METRO36420M36420	051–Grady 081–Lincoln 017–Canadian, 027–Cleveland, 083–Logan, 087–McClain, 109–Oklahoma
Tulsa, OK MSA - 46140 SA: Okmulgee County, OK HMFA – METRO46140N40111 SA: Pawnee County, OK HMFA – METRO46140N40117 CBSA: Tulsa, OK HMFA – METRO46140M46140	111–Okmulgee 117–Pawnee 037–Creek, 113–Osage, 131–Rogers, 143–Tulsa, 145–Wagoner

-----NONMETROPOLITAN COUNTIES -----

001–Adair	003–Alfalfa	005–Atoka	007–Beaver	009–Beckham
011–Blaine	013–Bryan	015–Caddo	019–Carter	021–Cherokee
023–Choctaw	025–Cimarron	029–Coal	033–Cotton	035–Craig
039–Custer	041–Delaware	043–Dewey	045–Ellis	047–Garfield
049–Garvin	053–Grant	055–Greer	057–Harmon	059–Harper
061–Haskell	063–Hughes	065–Jackson	067–Jefferson	069–Johnston
071–Kay	073–Kingfisher	075–Kiowa	077–Latimer	085–Love
093–Major	095–Marshall	097–Mayes	089–McCurtain	091–McIntosh
099–Murray	101–Muskogee	103–Noble	105–Nowata	107–Okfuskee
115–Ottawa	119–Payne	121–Pittsburg	123–Pontotoc	125–Pottawatomie
127–Pushmataha	129–Roger Mills	133–Seminole	137–Stephens	139–Texas
141–Tillman	147–Washington	149–Washita	151–Woods	153–Woodward

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

- 7. A foreign central bank of issue,
- 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
- 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
- 10. A real estate investment trust,
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
- 12. A common trust fund operated by a bank under section 584(a),
- 13. A financial institution,
- 14. A middleman known in the investment community as a nominee or custodian, or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.