

December 11, 2015

Cindy S. Rosenthal, Mayor
City of Norman
PO Box 370
Norman, OK 73070-9195

Dear Mayor Rosenthal:

The Oklahoma Department of Commerce/Community Development (ODOC/CD) has completed a review and analysis of the City of Norman Community Development Block Grant (CDBG) request for a Disaster Recovery (DR) award. ODOC/CD is pleased to inform you that the project has been approved for funding in the amount of \$5,004,821.00.

To officially accept this award:

- The **Authorized Official** must log-in to OKGrants (<https://grants.ok.gov>); or click the link above.
- Once signed-in, proceed to **My Tasks** and click on the contract that says **Contract Signatures Required**; which will take you to the **Application Menu**.
- At **Application Menu**, select **View, Edit, and Complete Forms**.
- In the **Award Section** (bottom of page) select **Contract Part I**.
- Review the **Contract Part I** and click on the link to **Part II** and print off for your records. When ready to accept, follow the next step.
- Next, **click on the radio-button** to **Certify authorization to sign the document**.
- **Type in Name and Date**.
- Once completed, **click save button (top of page)**.
- Next, click on the **Print Version** button and print out the form for your records. You can also do this step once it is executed by ODOC. Should this contract ever be modified, this information will not be retained.
- Once saved, click on the contract title next to **Document Information** (*Contract title will highlight when mouse is moved over it*) located on same page above **Instructions** to take you back to **Application Menu**.
- Once back in **Application Menu**, click the **Apply Status** button underneath **Change the Status** and then click the button of **Contract Signatures Submitted** to change the status.

Should this award be accepted, it will be memorialized as **contract number 16570 CDBGDR 13**. We look forward to working with you in the coming months. Should you have any questions, please contact D. Scott Myers at 405-815-5356.

Sincerely,



Vaughn Clark, Director
Community Development

VC/cd

c: Senator John Sparks
Representative Emily Virgin
U.S. Senator James Lankford
U.S. Senator Jim Inhofe
U.S. Representative Thomas Cole

900 North Stiles Avenue, Oklahoma City, Oklahoma 73104, U.S.A. É Tel: (405) 815-6552 É OKcommerce.gov