



August 3, 2020

David Berrong, Mayor
City of Clinton
415 Gary Blvd.
Clinton, OK 73601

Dear Mayor Berrong:

The Oklahoma Department of Commerce/Community Development (ODOC/CD) has completed a review and analysis of the City of Clinton's Community Development Block Grant (CDBG) request for a Water/Wastewater Construction Award. ODOC/CD is pleased to inform you that the project has been approved for funding in the amount of \$450,000.

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 the following contract number **17852 CDBG 20**.

Important Information Concerning Bank Accounts and Electronic Funds Transfer (EFT):

The award recipient (grantee) requests partial pay advances for the above referenced award through the OKGrants system. The Oklahoma Department of Commerce will then request payment through PeopleSoft, the accounting system utilized by the State of Oklahoma. The Office of Management and Enterprise Services (OMES) maintains all payee information, including banking information. It is the **grantee's responsibility** to contact the OMES Vendor Maintenance Division to update any changes to grantee's financial information on file or if a new account needs to be established. Incorrect information will delay your payment. The OMES Vendor Maintenance contact information is as follows:

Vendor Registration

Victoria Baker

405-522-3093

victoria.baker@omes.ok.gov

Vendor File Maintenance

vendor.form@omes.ok.gov

Vendor Remittance Updates

update to remittance contact for vendor payment notification.

remittance@omes.ok.gov

OMES Service Desk

405-521-2444 or toll-free 866-521-2444

servicedesk@omes.ok.gov

We look forward to working with you in the coming months. Should you have any questions, please contact Karen Adair at 405-815-5363 or Karen.Adair@okcommerce.gov.

Sincerely,



Marshall Vogts, Director
Community Development

Cc: Clyde Morgan