

INSTRUCTIONS

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS RURAL ECONOMIC ACTION PLAN APPLICATION INSTRUCTIONS

Application Documents must be received by close of
business (5:00 pm) on the last Workday of September

Most instructions are specifically covered on the application form. Any funding for REAP grants is contingent upon receiving financial appropriations from the State of Oklahoma.

APPLICATION ASSISTANCE

Read the Instructions carefully before filling out the application form. If you are unclear about any of the instructions, ASCOG CED staff assistance is available. Any fees for grant writing, grant administration, bid specifications, etc. cannot be paid from the REAP.

ELIGIBLE APPLICANTS

- A. Only County Commissioners, Conservation Districts, and Mayors may submit REAP applications. Applications from County Commissioners cannot be for the sole benefit of any incorporated area that is eligible to submit their own application.
- B. County Commissioners may submit an application on behalf of entities within their district that lack the legal status to do so such as fire districts, rural water districts etc. In such applications, the County Commissioner remains the applicant and is responsible for all grant activities. When a County Commissioner submits an application on behalf of an entity, the County Commissioner is precluded from submitting an additional application on behalf of the commissioner's district. A County Commissioner may not submit an application for any incorporated area unless the application is a Regional Application that includes the incorporated area. For example, a County Commissioner cannot submit an application for the town of "Anywhere" if the town is eligible to submit an application on its own unless the application is for a project that benefits citizens in the Commissioner's unincorporated area and citizens within the town of "Anywhere" is a co-applicant. Each eligible community and county commissioner district is limited to one application.

ELIGIBLE PROJECTS

- a. At least 80% of REAP funds must be spent for projects appearing in the first six (6) categories (1-6) listed below. Funding may be awarded to projects in last four (4) categories (7-10) for 0%-20% of the remaining allocation. The project categories and the types of projects listed under each category is not intended to be exhaustive but to provide examples for projects that can be funded under each category. REAP statutory language appears in bold font. Clarification language appears in *italicized* font. Examples appear in regular font.
1. **Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both, including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction, operation, or maintenance of water systems:**
 - a. Land acquisition for water projects
 - b. Costs for planning, engineering, and designing water projects.
 - c. Costs for hydraulic testing and analysis
 - d. Wells, test wells, well houses, blending stations, chlorine booster stations, water towers, standpipes, water storage tanks, pump houses, water treatment plants, security fencing and other water related structures.
 - e. Waterlines, pumps, pressure booster pumps, transfer pumps, motors, valves, shut off valves, fire hydrants, water meters, master meters, emergency generators, metal detectors to locate pipes, filters filter media, water chlorinator, telemetry monitoring system with alarms or other water related equipment or parts.
 - f. Backhoes, trenchers, or other water related vehicles required to install or maintain water systems.
2. **Rural solid waste disposal, treatment or similar projects including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction, operation, or maintenance of solid waste systems:**
 - a. Land acquisition for solid waste projects
 - b. Costs for planning, engineering, and designing solid waste projects.
 - c. Collection facilities, landfills, transfer stations and other solid waste related structures
 - d. Packer trucks and other solid waste related vehicles
 - e. Dumpsters, poly carts and other solid waste related equipment
3. **Rural sanitary sewer construction or improvement projects including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction, operation, or maintenance of sanitary sewer systems:**
 - a. Land acquisition for sanitary sewer projects
 - b. Costs for planning, engineering, and designing sanitary sewer systems.

- c. Sanitary sewer evaluation survey (SSES) must include, at a minimum, smoke testing, in-line camera inspection and manhole evaluations. Additionally, it can include flow monitoring and other sanitary sewer related testing, but these are not necessary to meet this requirement.
 - d. Lagoons, transfer stations, treatment facilities and other sanitary sewer related structures
 - e. Sewer lines, force mains, interceptor lines, lift stations, pumps, irrigation systems, rip rap, emergency generators, pipe locators, high pressure hoses, debris screens, clarifier and trickling filters, diffused aeration system, bentonite for lagoons, grinder pumps, grinders, aerators, lagoon liners and other sanitary sewer related equipment or parts.
 - f. Sewer rodding machines, high pressure sewer jet, trenchers, backhoe, or other sanitary sewer related vehicles
4. **Rural road or street construction or improvement projects** *including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks and equipment to operate and maintain such facilities:*
- a. Costs for planning, engineering, and designing roads, streets, bridges, and ADA compliant sidewalks.
 - b. Concrete, asphalt, chip and seal and other road and street related material
 - c. County maintenance shops and other road and street related structures
 - d. Road easement purchases
 - e. Sidewalks with ADA compliant crosswalks, curb and guttering, pavement markings, drainage improvements, parking lots and other similar projects
 - f. Traffic signals and signs, street signs, school crossing signals and signs, streetlights, culverts and other road and street related equipment
 - g. Dump trucks, laydown machines, graders, dozers, loaders and other road and street related vehicles
5. **Provision of rural fire protection services and public safety services** *including but not limited to the following projects for buildings, vehicles, equipment for fire protection, law enforcement, emergency management and 9-1-1 or E 9-1-1 services:*
- a. Land acquisition for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects.
 - b. Costs for planning, engineering, and designing fire stations, police stations, storm shelters, animal shelters or other fire protection or public safety services related projects.
 - c. Costs for construction, expansion, rehabilitation, refurbishment or other building expenses for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects.

- d. Storm siren and tower, emergency radios, emergency portable radios, emergency pagers, emergency generators, automatic electronic defibrillator (AED), rescue tools, compressor system, jaws of life, air tanks and other fire protection or public safety services related equipment.
 - e. Pumpers, trucks, tanker trucks, tanker tenders, grass rigs, brush trucks, wild land fire trucks, skid steers (only for county commissioner applications for fire prevention and flood control) and other fire protection services related vehicles.
 - f. Sirens, lightbars, ladders, hose, fire swatters, nozzles, ventilation fans, skid units, water tanks, pond drop buckets, rescue saws, jaws of life and other fire services equipment for fire protection related vehicles.
 - g. Self-contained breathing apparatus (SCBAs), cascade SCBA refilling station, personal alert safety system (PASS) devices, PPE extractors, bunker gear, or other personal protection equipment for fire protection services personnel.
 - h. Police cars, animal control trucks, lake patrol rescue boat and other related public safety services related vehicles.
 - i. Sirens, lightbars, prisoner transport partitions, radars, in-car video cameras, animal control transport boxes, shotgun racks, spotlights, and other public safety services vehicle equipment
 - j. Costs for planning, engineering, and designing 911 call centers, dispatch centers and telecommunication facilities or systems related to public safety.
 - k. Costs for installing, constructing, reconstructing, or otherwise improving 911 call centers, dispatch centers and telecommunication facilities or equipment related to public safety.
 - l. Interoperable emergency communication radio system, 911 addressing, call center radio equipment, call center computers required for dispatching (no office computers), call center computer aided dispatch (CAD) software, 911 wiring or cables, emergency generator, repeaters and other 911 related equipment related to public safety.
6. **Expenditures designed to increase the employment level within the jurisdiction of the entity.**
including but not limited to the following provided there is a nexus to increased employment levels:
- a. Land acquisition for business or economic development
 - b. Costs for planning, engineering, and designing buildings or industrial parks for business and economic development.
 - c. Costs for construction, expansion, rehabilitation, refurbishment, hazard mitigation or other building expenses for business and economic development
 - d. Feasibility or market studies and plans
 - e. Costs for installing, constructing, reconstructing, or otherwise improving water, sanitary sewer, rail spur and roads and streets to or within an industrial park.
 - d. Costs for installing, constructing, reconstructing, or otherwise improving water, sanitary sewer, rail spur and roads and streets to or within an industrial park.
 - e. Business incubators

7. **Provision of health care services, including emergency medical care, in rural areas**
including but not limited to:
 - a. Land acquisition for hospitals, emergency care centers and other health care and emergency medical care related projects.
 - b. Costs for planning, engineering, and designing hospital, helo-pads, health care facilities or emergency care facilities.
 - c. Costs for construction, expansion, rehabilitation, refurbishment or other building expenses for health care services and emergency care facilities.
 - d. Equipment for telemedicine and other health and medical programs. Ambulances and other emergency medical care vehicles.
 - e. Automatic electronic defibrillator (AED), transport ventilator, gurney and other non-consumable equipment for outfitting ambulances and other emergency medical care vehicles.
8. **Construction or improvement of telecommunication facilities or systems**
including but not limited to:
 - a. Costs for planning, engineering, and designing non-public safety dispatch centers and telecommunication facilities or systems.
 - b. Costs for installing, constructing, reconstructing, or otherwise improving non-public safety dispatch centers and telecommunication facilities or equipment.
 - c. Wireless equipment and devices, broadband equipment and devices, optic fiber, and other telecommunication related equipment.
 - d. Telephone systems including system equipment.
9. **Improvement of municipal energy distribution systems including but not limited to:**
 - a. Costs for planning, engineering, and designing municipal system distribution structures and systems.
 - b. Costs for installing, constructing, reconstructing, or otherwise improving electric substations and other municipal energy distribution structures and systems.
 - c. Poles, wire, switches, voltage regulators, conductors, transformers, natural gas lines, gas meters and other municipal energy distribution system Equipment.
 - d. Aerial bucket trucks and other municipal energy distribution system vehicles
10. **Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities including but not limited to:**
 - a. Costs for planning, engineering, and designing public buildings and facilities.
 - b. Costs for constructing, reconstructing, rehabilitating, hazard mitigation or otherwise improving public buildings and facilities.
 - c. Sound systems, heat/air condition units, electrical system upgrades, security cameras, security fencing, elevator, ceiling fans, kitchen equipment (senior nutrition centers and community centers only) and other furniture, fixtures and equipment for public buildings and facilities.
 - d. Lighting, parking lots, sidewalks, septic systems, fire sprinkler system, alarm systems, emergency generator, parking blocks, security fencing and other related public building and facilities related projects.
 - e. Libraries and park pavilions

- A. Some projects fall into the grey area. If the project includes any of the following, please call ASCOG's CED division to discuss the project. Projects that might be funded through the REAP program include but are not limited to:**
- a. Demolition such as removing a building to construct a new structure that will house a business or industry creating new, permanent jobs could be funded.
 - b. Demolition of dilapidated buildings and leaving it as a vacant lot will not be funded.
 - c. Demolition of buildings to create open space for a park will not be funded.
 - c. Any applicant desiring to include these types of projects in their application should contact ASCOG CED staff as soon as possible to ensure that their proposal can be approved.
- B. Projects that will not be funded through the REAP program include but are not limited to:**
- a. Courthouse projects or any other county-wide projects for counties with a population of 7,000 or greater
 - b. County maintenance barns or any other district-wide project for county commissioners whose district has a population of 7,000 or greater.
 - c. Fairgrounds projects (except community centers and similar public facilities located in fairgrounds which are eligible - see #10 above)
 - d. Consumable goods or supplies
 - e. Staff costs including independent grant writer fees, grant administration fees, specifications and contract writing fees, etc.
 - f. Computers (except for computer aided dispatch applications in 911 call centers)
 - g. Office equipment
 - h. Building demolition as part of a park project
 - i. Veterans Memorials
 - j. Websites
 - k. Mowers and lawn maintenance equipment
 - l. Capital Improvement Plan (CIP)
 - m. Comprehensive (Land Use) Plans
 - n. Code of Ordinances
 - o. Housing projects/programs (demolition, emergency repair, rehabilitation, construction)

- p. Imminent Domain issues including attorney fees, land purchase, surveying, engineering, etc.
 - q. REAP funds cannot be used to pay the applicant's employee salaries or benefits or use of applicant machinery for the project. These expenses can, however, be included as part of the applicant's match for the project.
11. Expenditure of REAP funds must be consistent with the project description. The description must be as precise as possible. For example, waterlines cannot be purchased if the project description is to complete the construction of a water tower. If the project is for waterlines, the description should include, at a minimum, the location and size of the waterlines to be replaced. If previous REAP funds replaced waterlines, the applicant must adequately describe where the previous project was located and where the current application project is located. The engineer's project description and cost estimate must be dated within the previous six (6) months prior to the application date. Other types of projects must meet similar criteria appropriate for their requirements. If there are any questions concerning the project description, please contact ASCOG CED staff for further direction.

APPLICATION PROCEDURE

All applications must be for one project category. For instance, the application cannot be for a water project and a sewer project. However, a county commissioner can submit one application that will benefit more than one rural fire department.

The project narrative should elaborate on the benefits your community and/or entity gains from the expenditure of the grant funds. The narrative must explain the extent to which the grant would further governmental functions or generally improve living or working conditions in the area.

LIMITATIONS

1. More than one entity can apply for a regional application to purchase vehicles that will be used in a region. For example, three (3) applicants can use their applications for a regional application to get up to \$135,000 (\$45,000 each for a pumper fire truck, tanker truck, etc. The applicant must agree to provide replacement insurance for any vehicle purchased with REAP funds.
2. Buildings or building improvements are eligible only on property owned by or leased to the government for a minimum of 39 years. The remaining period of the lease must exceed the useful life of the building or improvement. The applicant must provide insurance for any building or facility improvement paid for with REAP funds.

3. No water or sewer project will be considered unless the applicant has current title on the property, a long-term lease on the property (minimum 39 years), or the current property owner has signed a certified letter of intent to sell or long-term lease the property to the applicant contingent upon the applicant being awarded a REAP grant that includes the purchase/lease of the property.
1. Funds spent prior to July 1, 2020, are not eligible for reimbursement for any project funded for the 2021 REAP application process.

SUPPORTING DOCUMENTATION

- A. Supporting documentation is required as identified on the application form. Any application that is incomplete or fails to include the required, valid, up to date, supporting documentation for the specific project requested will be considered an incomplete application. Incomplete applications will be returned to the applicant without further consideration unless the applicant provides the missing documentation with the re-submitted application prior to the original due date.
- B. Each question on the application must be completed with supporting documentation submitted with the application.
- C. Water and sewer projects must include an engineer's estimate and project description from a state certified engineer unless the project is for lagoon maintenance, pump replacement, SSES or other operational issues. However, estimates for these exceptions must be submitted from vendors or service providers,
- D. All building projects must include an estimate and project description prepared by a state licensed professional (i.e., architect, building contractor, etc.). No REAP funds can be used for estimates or project description development unless performed by a licensed architect.
- E. All other projects for equipment, vehicles, etc. must include documentation from vendors or service providers listing the estimated cost for the items requested. Used fire trucks are exempt from this requirement.

CONTRIBUTING PARTNER AND LEVERAGE DOCUMENTATION

- A. Contributing partner and leverage documentation for the applicant has been separated into different forms.
- B. All cash matches for leverage must be spent and documentation submitted to ASCOG prior to accessing REAP funds.

BONUS POINTS

Applications not funded will receive bonus points if resubmitted for the same project during the following two years. If the same project is unfunded and requested for a third consecutive year, the application will receive an additional 5 bonus points for a total of 14 bonus points. A new application must be submitted for the current year using the same project description from the previous year(s) to receive the bonus points.

20 bonus will be added to all Applicants that are current with all ASCOG projects.

PROJECT PHASES

Application projects that require more than one REAP grant are allowed. However, such projects must be identified as "phased" and the number of phases (grants) and the total ASCOG -REAP grant assistance required for completion specified.

LOCAL EFFORT- CONTRIBUTING PARTNER/COMMUNITY EFFORT (Community

Resources Applications Only):

Attach a letter or commitment signed and dated by the individual, entity, organization, or company stating the amount of money being contributed toward the project. Partners contributing labor, materials and equipment must equate their contribution to a dollar amount. Hourly pay for skilled labor should reflect normal wages for that position. The value of skilled in-kind labor must be reasonable and verifiable. The value of in-kind or unskilled volunteer labor is determined to be \$10 per hour.

REGIONAL PROJECTS

Any eligible applicant may act as a "host applicant" and apply for large-scale or regional projects on behalf of itself and any number of neighboring entities. A commissioner cannot submit an application to be a part of a regional project and submit another application on his/her own behalf or on behalf of an entity within his/her district. Cooperative agreements must be signed by all eligible applicants of a regional project.

FIVE (5) YEAR STRATEGIC PLAN

ALL applications must include a current 5-year strategic plan formally adopted in a council or commissioners meeting including submission of the minutes. 5-Year plans should include at least one project for each year. Additional projects can be planned for the same year.

The 5-year strategic plan is only a part of the Capital Improvement Plan. The purpose of the 5-year strategic plan is to ensure participation of the governing body in identifying and selecting capital improvement projects in order of priority of needs for the applicant.

CAPITAL IMPROVEMENT PLANS

A capital improvement plan (CIP) is intended to be a planning tool to assist entities in identifying and addressing the greatest needs of the entity. The Oklahoma Department of Commerce (ODOC) has determined the processes to be conducted for a viable Capital Improvement Plan. ODOC prefers all CIP activities be conducted jointly between the applying entity and the council of governments for that region (i.e., ASCOG). Unless the plan meets rigid requirements, it will not be accepted by ODOC.

A CIP must include: an inventory of all infrastructure and equipment (normally conducted by ASCOG staff), mapping and locating the infrastructure using a GPS system (normally conducted by ASCOG staff), production of an inventory list to be reviewed by the entity requesting the CIP, a review of the inventory list and maps by the requesting entity, identification of any errors or discrepancies conducted by the requesting entity, corrections as applicable, production of a 5-year strategic plan and the passage of a resolution accepting the plan as finalized. When ASCOG receives copies of the approving resolution and the adopted 5-year plan, the CIP is considered to be valid. The 5-year strategic plan is just one part necessary for a valid CIP. ODOC provides very limited grant funding to pay for the CIP program and, as is true for every state-funded program, funding is not guaranteed from year to year. In addition to funding from ODOC, entities may also cover the costs from their own funds. Cost determination is based on factors such as size, types of infrastructure, entity-owned utilities, travel, etc. An estimate is available upon request. *No points will be awarded in this part of the application unless the applicant submits a completed 5-year strategic plan approved by the applicant's governing body.*

Once a CIP has been approved by council or county resolution, it is valid for a maximum of 5 years unless it is updated annually. Annual updates are accomplished when the qualified entity presents any changes to inventory (increases or decreases, changes in condition such as when roads are resurfaced, etc.), along with a description of any mapping changes (new roads, new water lines, changes in materials such as when clay sewer lines are replaced with PVC, etc..) and approval from the governing body to keep the CIP current and up to date. Costs for these changes vary based on the amount of time that it takes to make them on the inventory list and maps. The maximum points are awarded for this category when an entity has completed a CIP within the last 5 years, is in the process of having a CIP conducted or whose CIP has been completed more than 5 years ago but annual updates have been kept current.

If an entity does not keep the updates current, the entire process must be repeated at the end of 5 years to be eligible for the maximum REAP points. If an entity does not keep its plan updated, fewer points are awarded for CIPs more than 5 years old but less than 10 years.

No points are awarded in this category if a CIP has never been conducted or when an entity has been presented with the inventory data and maps at least 6 months prior to the application due date and has failed to correct or approve the plan.

SCORING WORKSHEET AND PROJECT CATEGORIES

The order of the questions on the **scoring sheet** has changed. Applicants must submit a completed Scoring Worksheet as part of their application. WATER AND SEWER includes water and sewer projects including related vehicles and equipment. ECONOMIC DEVELOPMENT projects are those related to expenditures intended to increase or produce jobs. STREETS, BUILDINGS, EQUIPMENT, ETC. includes community buildings, streets, sidewalks, drainage, fire trucks and equipment, etc. Applicants should complete only those areas of the scoring worksheet that applies to their requested project. If you have a question as to project category or how to complete the worksheet, please contact ASCOG CED staff.

WATER AND SEWER PROJECTS

Water and Sewer Rates

If the applicant provides water and sewer services, the water and sewer rate must be used. If the applicant only provides water (i.e., on a rural water district and septic tanks), use the water rate only category. Do not use both categories for scoring.

DEQ Regulations

Water and sewer projects must comply with all regulations required by the Oklahoma Department of Environmental Quality (ODEQ).

Sanitary Sewer Evaluation Survey (SSES)

Before sewer construction projects are funded, a SSES must be conducted. The cost of the SSES may be requested in the application but the results of the SSES must be obtained before accessing any construction funds. This requirement does not apply for sewer system maintenance (i.e., replacement lift stations, pumps, lagoon maintenance, etc.).

APPLICATION EVALUATION PROCESS

ASCOG ranks all complete applications based on the established program grading worksheets. A panel of ASCOG staff members compiles the objective points from the grading worksheets. The ASCOG executive committee trustees further evaluate the applications and score all applications strictly on merit. When reviewing your application, the trustees use your narrative and all the information in your application to determine the worthiness of your request for an award. The trustees provide a subjective but qualitative judgment on the merits of each request. Each application is judged on its own worth to the applicant(s) - not against other applications.

PRELIMINARY DETERMINATION OF AWARD

The trustee points and the objective points will be added together for a total score which determines which applications will be recommended to the full board for funding. Applications falling with the first six categories as listed will be separated from applications falling within the last four categories with both stacks prioritized from the highest overall score to the lowest. Applications for the first six categories will be tentatively awarded until 80% of available funding has been awarded. Both stacks of remaining applications will then be combined and prioritized regardless of category from highest to lowest overall score. The remainder of REAP funds will be tentatively awarded from highest score to lowest score until the available funds are exhausted. The board of trustees reserves the right and ability to determine which projects will be approved for funding.

Enough applicants are selected to obligate all the funding available. Applications are listed in order of their grading score. ASCOG works down the list subtracting the amount to be awarded from the total available until all funding is tentatively obligated. No partial funding will be awarded. As de-obligated funds or REAP interest funds become available, they will be added to any remaining REAP funds that have not been obligated and the next application on the priority list will receive full funding. Should there be a tie in points for two entities vying for the next project to be funded, the applicant receiving the highest score from the executive committee will be selected. If both entities are tied for executive committee points, the applicant receiving the lesser REAP funding within the last 5 years will be selected.

BOARD OF TRUSTEES REVIEW/APPROVAL

Following the executive committee's action, but prior to award, ASCOG's full board of trustees reviews and approves the applications to be awarded. ASCOG's board of trustees reserves the right to reduce any requests for assistance, in whole or in part, that are deemed excessive or otherwise contrary to the best interests of this program.

EXCESS FUNDS AND DE-OBLIGATION OF FUNDS

REAP grants can only be used as described in the project application. When grantees determine not to undertake their project, not to complete their project or when grant funds awarded exceed the actual expenses of the project, grantees must notify ASCOG in writing to de-obligate the balance. Such de-obligated funds will be added back to the program and will be made available for future REAP contracts. De-obligated funds will be subtracted, if appropriate, from the total amount of REAP funds awarded in the last 5 years which may result in additional points. For example, if an applicant received \$100,200 in the last 5 years (worth 4 points in that category) but de-obligates \$15,200 of that total, the amount awarded would be reduced to \$85,000 (worth 6 points in that category).

When grant funds are not spent in a timely manner, the award is devalued due to inflation and rising costs of material and labor. To encourage timely expenditure of funds, REAP funds awarded this year that remain unspent next year, will be de-obligated and returned to the REAP program for re- appropriation.

DO NOT RETURN INSTRUCTIONS WITH APPL/CAT/ON. SUBMIT ONLY APPLICATION WITH APPROPRIATE, REQUIRED ATTACHMENTS AS DESCRIBED IN THE INSTRUCTIONS!