



*******Application Deadline*******
CLOSE OF BUSINESS
No later than 5:00 p.m.
Thursday, December 15, 2016
Grant Maximum \$40,000.00

2017 REAP GRANT INSTRUCTIONS

No application will be accepted from an entity with an open 2014 or older REAP contract.

**May submit a #1 priority and a #2 priority application.
(Counties may submit one application per unincorporated area.)**

Please read and follow these instructions completely, as an incomplete or incorrect application may affect the outcome of your proposal. Be sure that you respond to all items as fully and completely as you can. If any item does not apply, indicate by "N/A." If a specific item on the application is not covered by these instructions, they are considered self-explanatory and need no further instructions.

Do not put the completed application in a separate folder or notebook or put pages in protective sleeves. Additional information that accompanies your application should be attached to the original application pages.

If you would like to provide photos of the proposed project or project site feel free to do so.

REAP statutes allow projects to be performed only by counties, municipalities and councils of government. The funds must be used for a public activity and cannot be used on private property or private business opportunities. All applications for projects in unincorporated areas must clearly indicate the submission to and approval by the county commissioner of that county. Counties must perform the project themselves through their purchasing procedures. They cannot simply transfer the funds to another entity for them to perform the project.



(Please type or use electronic form found at www.oeda.org)

REAP Process

- **According to the newly enacted REAP legislation the following guidance will be used for compliance of the new reap law**

House Bill 3291 approved by the Legislature and signed into law by the Governor enacts changes to the Oklahoma Rural Economic Action Program. These guidelines have been developed by the Oklahoma Association of Regional Councils to provide guidance and encourage consistency in the administration of the REAP Program by Oklahoma's 11 regional councils.

According to the newly enacted REAP legislation, 80% of REAP funds must be spent for projects appearing in the first six (6) categories listed below. 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, construction, rehabilitation, reconstruction, and equipment for 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
 - g. Equipment for Flood Control Projects through eligible sponsors.
2. **Rural solid waste disposal, treatment or similar projects** *including but not limited to the following projects for planning, engineering, design, construction, rehabilitation, reconstruction, and equipment for 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, construction, rehabilitation, reconstruction, and equipment for 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), smoke testing, in-line camera inspection, flow monitoring, manhole evaluations, and other sanitary sewer related testing
 - d. Lagoons, transfer stations, treatment facilities and other sanitary sewer related structures
 - e. Sewer lines, force mains, interceptor lines, lift stations, lift pumps, pumps, center pivot irrigation systems and parts, rip rap, emergency generators, pipe locators, high pressure hoses, debris screens, clarifier and trickling filters, diffused aeration system, bentonite for lagoons, grinder pumps, grinders, lagoon baffles, aerators, lagoon liners, and other sanitary sewer related equipment or parts
 - f. Sewer rodding machines, high pressure sewer jet, trenchers, 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, design, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks and equipment to operate and maintain such facility:*
 - 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, street lights, 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 rural fire protection, law enforcement, emergency management, and 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, wildland fire trucks, skid steers and other fire protection services related vehicles
 - f. Sirens, lightbars, ladders, hose, skid steer attachments, 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, air-packs and carbon cylinders, personal alert safety system (PASS) devices, 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 system development for 911 services including designing 911 call centers, dispatch centers and telecommunication facilities or systems
 - k. Costs for installing, constructing, reconstructing, or otherwise improving 911 call centers, dispatch centers, and telecommunication facilities or equipment
 - 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
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
 - f. 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
 - e. Ambulances and other emergency medical care vehicles
 - f. 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. Wireless equipment and devices, broadband equipment and devices, optic fiber and other telecommunication related equipment
 - b. 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 the following projects for planning, design, construction, rehabilitation, and furnishings, fixtures and equipment for community building, including courthouses, town halls, senior nutrition centers, community centers, libraries, and fairgrounds, 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, including land acquisition
 - 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 and libraries.

Population Thresholds

- Cities and towns with a population below 7,000 persons are eligible to receive REAP funds. (Funds may also be expended for any city or town with a population below seven thousand (7,000) persons based upon the current population estimate according to the U.S. Census Bureau. Funds may be expended for such cities and towns until the next following Federal Decennial Census.)
- County projects are eligible to receive REAP funds for the benefit of unincorporated areas below 7,000 population. (“For the benefit of an unincorporated area...if the area benefitted does not contain a population in excess of seven thousand (7,000) people.”)

Ineligible projects

- Ineligible projects include activities not encompassed by the 10 eligible project categories and not meeting the statutory population thresholds enumerated previously including:
 - Consumable goods and office supplies
 - Personnel cost
 - Park projects including park maintenance equipment (except community center and similar public facilities located in parks which are eligible-see #10 above)
 - Mowers and lawn maintenance equipment
 - Veterans memorials
 - Codification of ordinances
 - Capital Improvement Plans (CIP’s)
 - Comprehensive (Land Use) Plans
 - Housing projects/programs (demolition, emergency repair, rehabilitation, construction)
 - County maintenance barns or any other district-wide projects for county commission districts with a population of 7,000 or greater
- **If applying for fire equipment any non compliant fire department as determined by Oklahoma Forestry Services guidelines applicant will not be eligible for REAP funds.**
- **May submit a priority #1 and a priority #2 application**

I. APPLICANT INFORMATION

Entity name: Enter the name of the entity to which the contract will be awarded. The name of a municipality or county must be entered here.

Population-Use 2010 census results.

Chief Elected Official: Enter the name of the mayor or the chairman of the board of county commissioners, whichever is appropriate.

Clerk: Enter the name of the current town clerk

II. SECOND PARTY APPLICANT

For applications from unincorporated areas, enter the name of the organization or entity for which the grant will benefit. Please do not omit related information (i.e. complete address, phone, contact). The population must be provided by the county commissioner and certified by the commissioner in whose district the proposed project will be completed.

III. PROJECT INFORMATION

A. Project Type

Select one of the type of choices for the project

B. Detailed Project Description

Funding may not be awarded to an applicant who fails to provide sufficient requested details.

- *Provide copy of written contractor/vender estimates, quotes, preliminary architectural drawings, engineering estimates or studies related to request.*
- Include copies of all agendas and minutes pertaining to the REAP application process.

Professional services: Describe the services to be procured (as, for example, engineering or architectural) and for what purpose. Submit a written quote or estimate from engineer or architect for services to be performed.

Project Descriptions: All project descriptions must be sufficiently detailed. For example, simply stating "community building" is not sufficient. Is that constructing a building? If so, how big a building? What kind of materials? Does it include furnishings, equipment or supplies? Another example: "replace water (or sewer) line." What size pipe? How long a line? 25 feet? 25 miles? Where?

Construction Projects: *NOTE: For any building project in excess of \$158,000 or greater than two stories, state law requires plans be prepared by a certified architect.* For buildings, describe dimensions and type of construction. A general description of interior work should be provided in sufficient detail so an understanding of the proposed project can be determined. The narrative should describe the intended use of the building as well. Include a map showing location of all work. ***Also include a statement regarding who owns the property and provide a copy of the deed.***

Street projects: Provide linear feet and width of proposed street repairs. The engineering report or estimate should indicate materials to be used and any costs to purchase and install street materials. A map showing location of all the work should be included. Describe all related activity to be funded through the project, i.e., striping, drainage, etc.

Water/waste water construction projects: A complete detailed engineering report should be submitted for water/wastewater projects.

Purchases: If the application is for the purchase of specific items, accurately describe what is to be purchased, but **DO NOT describe proposed purchases by brand name or model numbers**. Describe the method to be used for the purchase and how it complies with state law.

For building purchases a recent certified property appraisal must be submitted with your application.

C. Project Location

Complete this section by specific address or location description. Attach a map of the project location if the proposal is for any type of construction.

D. Total Project Cost

If other sources of funds have been or will be acquired for this project, enter here the total project costs. (NOTE: Matching funds are not required. Lack of other funds will have no effect on the potential awarding of REAP funds.)

E. REAP Grant request amount

\$40,000.00 REAP Grant Maximum (Applicants may provide a #1 priority and a #2 priority application)

F. Applicant's Sale Tax

Please provide sales tax percentage for entity and does the entity have a use tax.

G. Attendance at OEDA REAP Workshop

There will be 5 points given for attending the REAP Workshop. Persons attending the REAP Workshop will need to sign the REAP workshop attendance form. If a person is attending the workshop on behalf of one or more applicants, the person will need to sign the workshop attendance form for each entity the person is representing at the REAP Workshop.

H. Any Debt for the Entity

Complete this section by circling yes or no if the applicant (includes trust authority) have any debt. If the applicant has debt please attach information of current debt. (Example: Bond, Loan, Amount, Etc.)

V. LOCAL EFFORT

A. Project listed as CIP Top Priority?

Is the proposed project identified in the top five (5) priorities determined by the Capital Needs Summary of the CIP?

B. Adopted Resolution:

Use the blank resolution provided. Make sure all requested signatures are obtained and place the city, town, county seal in the place indicated. Submit an original resolution.

C. Interlocal Cooperative Agreements:

If another governmental entity is involved, describe the role and include as an attachment to the application an intergovernmental agreement, which describes the roles of all governmental parties. If another governmental entity is involved for the purchase of equipment or vehicles, list the type of equipment on the intergovernmental agreement, which describes the roles of all governmental parties.

Additional Documentation: Agenda/Meeting Minutes

- Cities and Towns should submit Official Copies of the town meeting agenda and meeting minutes held concerning the REAP Grant Application process.
- Counties and Second Party Applicants should submit Official Copies of the county meeting agenda and meeting minutes held concerning the REAP Grant Application process.

CONTRACT PERIOD: Contracts for 2017 REAP projects will be for twelve (12) months. If necessary for project completion a one-time six (6) month extension request may be submitted to our Community & Economic Development Division for consideration.

Completed applications can be mailed to:

**OEDA
Attn: Kimberly Terry
P.O. Box 668
Beaver, OK 73932**