FY20 OEDA REAP APPLICATION INSTRUCTIONS

Blank applications available on our website www.oeda.org or via email by contacting Jennifer Firgard: jennifer@nodanet.org. *If assistance is needed in preparing the application, please contact Jennifer at 580-599-0358*.

1. Application must be submitted by a chartered city, town or county. Unincorporated communities and Title 19 Fire Districts must apply through their county.
2. Applications submitted must be on this original OEDA application. Any other forms will <u>NOT</u> be accepted.
3. **Applications must be typed. Fill in all blanks.**
4. County-sponsored projects must be submitted to OEDA by the county. Remember, provide county address, phone, contacts, email, etc. on the application.
5. REAP funds <u>CANNOT</u> be used to pay for any administrative or legal fees, maintenance and licenses. REAP funds are for materials, labor and equipment. Engineering and architect fees, project inspection and permits to construct will be allowable only if tied to CDBG applications, or the REAP application is not just for engineering and architect fees, project inspection and permits to construct expenses only.
6. Provide these documents with the application:
   a. Professional written cost estimate;
   b. Any consent order or notice of violation (if applicable);
   c. Completed resolution (passed by governing body). Sample included in the application;
   d. Procurement Policy;
   e. Photos or map of the proposed project;
   f. Copy of most recent audit – FY19 if it is completed, otherwise FY18 audit.
      i. Rural Fire Districts/Depts. – provide a copy of the sponsoring county's recent audit and copies of two recent month bank statements
      ii. If being sponsored by a county, please provide the county's recent audit
7. **Any prior REAP grants must be closed out by 4:30 pm, October 31, 2019.**
8. REAP contract periods if funded:
   a. 6 MONTHS – equipment/vehicle purchases;
   b. 12 MONTHS – construction projects;
   c. 18 MONTHS – street/road projects or projects tied to CDBG.
9. APPLICATION DEADLINE = 4:30 PM – OCTOBER 31, 2019 in the OEDA office @ Hooker.

<u>**Eligible projects**</u> include, but are not limited to:	<u>**Ineligible projects**</u> include, but are not limited to:
1. Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both; 2. Rural solid waste disposal, treatment, or similar projects; 3. Rural sanitary sewer construction or improvement projects; 4. Rural road or street construction or improvement projects; 5. Provision of rural fire protection and public safety services; 6. Expenditures designed to increase the employment level within the jurisdiction of OEDA; 7. Provision of health care services, including emergency medical care, in rural areas; 8. Construction or improvement of telecommunication facilities or systems; 9. Improvement of municipal energy distribution systems; 10. Community Bldgs., courthouses, town halls, senior center.	1. Consumable goods, office supplies, and personnel costs 2. Park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible) 3. Fairgrounds projects (except community centers and similar public facilities located in fairgrounds which are eligible) 4. Mowers and lawn maintenance equipment 5. Veterans memorials 6. Codification of ordinances, Capital Improvement Plans (CIP's), Comprehensive (Land use) Plans 7. Housing projects/programs (demolition, emergency repair, rehabilitation, construction) 8. County maintenance barns, or any other district-wide projects for county commission districts with a population of 7,000 or greater.

APPLICATION ASSISTANCE BY SECTION

REAP Request Amount
- List the amount of funds you intend to request to complete your project.

Project Category
- Please mark the category that matches the type of project you are doing. See the FY20 Project Category List provided in the application.
- The FY19 Project Category List is listed in priority level. Number 1 is the higher priority down to number 5 being the lowest priority.

Project Name
- Tell us what your project is. *Examples: resurfacing streets, water line improvements, etc.*

Applicant Information
- Please fill in the blanks with the information about the applicant.
- County-sponsored projects must be submitted to OEDA by the county. Remember, provide county address, phone, contacts, email, etc. on the application.
- Name of Applicant for County-sponsored project should list the county name and whom they are sponsoring. *Example: Dewey County Sponsoring Seiling EMS.*

Project Priority & Justification
- Here you will explain the need of the project and how it specifically benefits your community. Why is the project a high priority to fund? *Examples: economic growth provides job security, enhances quality of life, attract new residents, etc.*

Project Impact
- List the numbers that are impacted by each question.

Consent Order Questions
- Answer these questions as they pertain to the OK Corp. Commission (OCC) and OK Dept. of Environmental Quality (ODEQ).

Strategic Planning
- This section looks at the community's preparation of your proposed project. The answers to the questions should reflect your current Capital Improvements Plan (CIP).
- A CIP is a comprehensive inventory of all governmentally owned assets. Based on this inventory a 5-year strategic capital improvements plan is developed and all assets placed on GIS mapping. This becomes your road map for needed improvements and applying for funding of your project.
- Contact OEDA if you have questions regarding your CIP.

Attachment A
- Applicant Name: Use the same name of applicant from the application information section.
- Project Category: Use the same Project Category from the start of the application.
- Project Name: Use the same Project Name from the start of the application.
- Financial (Leverage)
  - REAP Request Amount – List the amount of REAP funds you need to complete the project. Should be the same as the REAP requested amount at the top of your application.
  - Local Contributions – List any local funds you plan to use on the projects. Can be cash, labor or equipment used.

- o Other Funds – If there are other funds via grants, loans, etc. list the amount, source and when the funds will be available. Failure to list other funds could result in the de-obligation of your REAP contract.
- Landowner: Construction projects must state the landowner's name. If the property is leased from a private source, a copy of the lease must be included with the application. The length of the lease needs to clearly exceed the value of the project.
- Project Description: Should be sufficiently detailed to avoid any ambiguity. (if the project is a community building, is it construction, purchase or renovation? What are the dimensions? What type of material is to be used? Are furnishings, equipment or supplies included? If it is water or sewer lines replacement, what size of pipe and how much?) **The description must be sufficiently specific so that it can be audited.**

APPLICATION DEADLINE = 4:30 PM – OCTOBER 31, 2019

In the OEDA office @ Hooker, OK.

Mail: PO Box 425 – Hooker, OK 73945

Hand Deliver: 302 E Glaydas – Hooker, OK

Faxed copies will NOT be accepted.

Incomplete and/or LATE Applications will be returned unprocessed!