O.E.D.A.

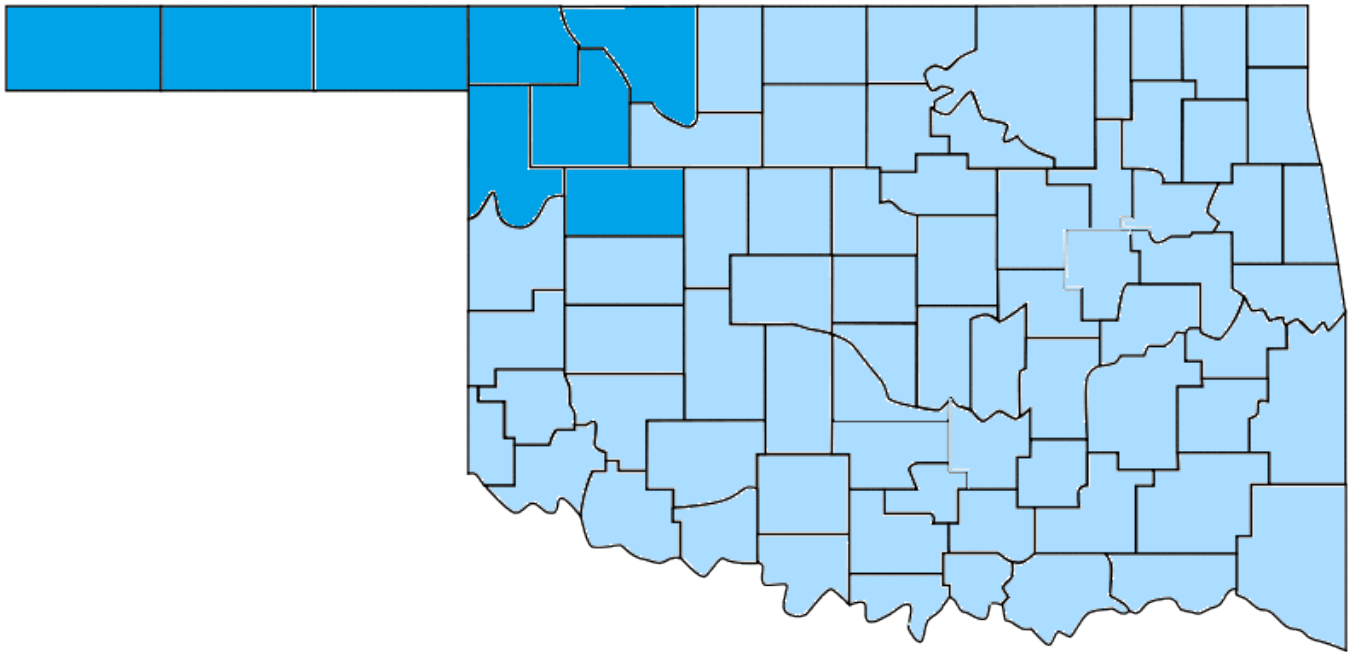## Oklahoma Economic Development Authority

Proudly serving our communities in Northwest Oklahoma.

FY2021 Rural Economic Action Plan Grant Program Plan

OEDA & SERVICE AREA

The Oklahoma Economic Development Authority (OEDA) is an association of local governments voluntarily joining together to work on common interests for the greater economy of each entity and the benefit of all. The membership is made up of the counties of Beaver, Cimarron, Dewey, Ellis, Harper, Texas, woods and Woodward and all cities and towns and conservation districts having some jurisdiction within those counties.

OEDA was formed as a result of Oklahoma Senate Bill 290 adopted by the Oklahoma Industrial Development Park Commission, December 9, 1970, and an Executive Order signed by Governor David Hall on May 21, 1971.

The OEDA region contains over 70,356 residents and covers an area of approximately 11,484 square miles.

Cities and towns with a population of less than 7,000 that lie within the OEDA region:

BEAVER COUNTY		CIMARRON COUNTY		DEWEY COUNTY	
Beaver	1,151	Boise City	1,266	Camargo	178
Forgan	547	Keyes	324	Leedey	485
Gate	93			Oakwood	65
Knowles	11			Putnam	42
				Seiling	860
				Taloga	299
				Vici	699

ELLILS COUNTY		HARPER COUNTY		TEXAS COUNTY	
Arnett	524	Buffalo	1,312	Goodwell	1,293
Fargo	354	Laverne	1,344	Hardesty	212
Gage	442	May	39	Hooker	1,978
Shattuck	1,356	Rosston	31	Optima	356
				Texhoma	926
				Tyrone	762

WOODS COUNTY		WOODWARD COUNTY	
Alva	4,945	Fort Supply	330
Capron	23	Mooreland	1,190
Dacoma	107	Mutual	61
Freedom	276	Sharon	135
Waynoka	927		

Counties with a population of less than 7,000 that lie within the OEDA region:

BEAVER COUNTY	CIMARRON COUNTY	DEWEY COUNTY
Population – 5,636	Population – 2,475	Population – 4,807
Per District – 1,878 (approx.)	Per District – 825 (approx.)	Per District – 1,602 (approx.)

ELLIS COUNTY	HARPER COUNTY	TEXAS COUNTY
Population – 4,151	Population – 3,685	Population – 20,640
Per District – 1,383 (approx.)	Per District – 1,228 (approx.)	Per District – 6,880 (approx.)

WOODS COUNTY	WOODWARD COUNTY
Population – 8,878	Population – 20,081
Per District – 2,959 (approx.)	Per District – 6,693 (approx.)

FY2021 DETAILED LINE ITEM BUDGET

Upon receiving notification from the Oklahoma Department of Commerce/Community Development, we are pleased to announce that the State Rural Economic Action Plan (REAP) Program has been funded for SFY21. OEDA has been awarded the following amounts:

Planning Income (Administration)	Pass Through Income (Project Funding)	Total Funding
$65,667.40	$1,247,680.60	$1,313,348.00

ELIGIBLE & INELIGIBLE PROJECTS

Funds from the REAP account will be spent on projects determined by public input to the OEDA and an evaluation of the financial needs of the eight county area. Items used to rate projects will include, but not be limited to, considering employment conditions, income levels, utility rates and indebtedness. Public meetings will be held and suggestions will be accepted from legislators, elected officials, and other interested parties.

In following Oklahoma Statutes, Section 2008 of Title 62, as amended by HB 3291, 52nd Legislature, Second Regular Session 2010 all projects must fall into one of the following ten (10) activities to be considered eligible for funding:

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 for rural fire protection services and public safety services;
6. Expenditures designed to increase the employment level within the jurisdiction of the entity;
7. Provision of health care services, emergency medical care, in rural areas;
8. Construction or improvement of telecommunication facilities or systems;
9. Improvements of municipal energy distribution systems; and
10. Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities.

At least eighty percent (80%) of all funds expended shall be for projects that fall under activities 1-6 as set forth above.

Ineligible projects include, but not limited to:
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. County Conservation District projects
7. Codification of ordinances, Capital Improvement Plans (CIP's), Comprehensive (Land use) Plans
8. Housing projects/programs (demolition, emergency repair, rehabilitation, construction)
9. Courthouses, County maintenance barns, or any other county-wide or district-wide projects for county commission districts with a population of 7,000 or greater.

All funds expended from the OEDA REAP Fund shall be made in the same manner as provided by law for the expenditure of other public funds and will be accounted for in the same manner as other public funds.

Funds distributed on behalf of unincorporated areas will be accounted for by the OEDA or by the county requesting the funds and accounted for in the same manner as other public funds.

APPROVAL & RAITING CRITERIA
All projects will meet the approval criteria adopted by the OEDA Board of Directors. In the review and consideration of the applications for financial assistance under the REAP

program, the OEDA Board of Directors shall give consideration to the following criteria for application approval:

1. **Compliance with the law**. The application and proposed project must be found to be in compliance with all applicable and relevant federal, state, and local laws and regulations, and the applicant must possess all necessary and incidental legal rights and privileges necessary for the project commencement and operation.
2. <u>Eligibility</u>. The applicant must be a qualified entity (or represented by OEDA applying on behalf of a qualified entity) and the proposed project must be for a qualified purpose as defined in the REAP plan. Proposed projects for unincorporated areas must secure a qualified governmental entity as their grant applicant. The REAP statutes allow projects to be performed only by counties, municipalities or councils of government. In addition, counties, municipalities and councils of government must perform the project themselves through their purchasing procedures. **They cannot simply transfer the funds to another entity for them to perform the project.**
3. *<u>Local need, support and priority</u>*. The project must be found to be needed in the area to be served and must be found to be sufficient, as proposed, to serve such needs. OEDA shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects. OEDA shall also consider the extent and degree of local support, interest and commitment in the proposed project. The OEDA Board of Directors has adopted, and reserves the right to change, a priority project list as shown in ***<u>Attachment A</u>***.
4. <u>Availability of other assistance</u>. The OEDA Board of Directors shall consider the feasibility and availability of alternative sources of revenue which could be obtained and utilized by the applicant for project financing.
5. <u>Economic feasibility</u>. The OEDA Board of Directors shall consider the overall apparent economic viability and feasibility of the project as a whole.
6. <u>Project feasibility</u>. The OEDA Board of Directors shall consider from the engineering data (if required for the project) submitted and other sources available whether the proposed project appears feasible and serves the public interest and welfare.
7. <u>REAP grant amounts and availability of funds</u>. Applicants are encouraged to request the smallest amount necessary to accomplish the projects. Should ODOC fund a CDBG/REAP set-aside, the matching funds for the OEDA REAP program will be an amount equal to the allocation made by ODOC
8. OEDA is statutorily required to allocate at least 80% of total project funds to the statutory categories one through six. In the event initial scoring does not fulfill this obligation OEDA reserves the right to apply additional scoring criteria to ensure compliance with the state statutory project allocation requirements for funding.

The criteria and standards set forth in this section shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of OEDA's judgment and

discretion. All projects that meet the guidelines of Oklahoma Statute Title 62 Section 2001 et seq. will be reviewed and rated. See score sheet in *Attachment B*.

CDBG-REAP program criteria will follow both the OEDA REAP requirements as well as those outlined in the ODOC CDBG-REAP Application Guidelines.

PROJECT DECISIONS

Decisions on funding projects and amounts are at the sole discretion of the OEDA Board of Directors. The OEDA Board of Directors also reserves the right to modify this plan in its whole or any part to comply with federal, state, and local laws and regulations. The OEDA Board of Directors also reserves the right to modify this plan to meet current and future needs of the entities it serves.

GRANT RECIPIANT PROJECT MONITORING

The main objective for the OEDA monitoring tool is to provide assistance to the Grantee in carrying out their responsibilities under the OEDA Rural Economic Action Plan Grant Program Plan. It is viewed not as a once a year or periodic exercise, but as an ongoing process involving continuous communication and evaluation.

The OEDA monitoring tool will be completed for each funded project through two processes: Desk Top Monitoring and Physical Monitoring. Projects receiving a Physical Monitoring represent at least 30% of the funded projects. Selection for this category include projects that have a tie to the Community Development Block Grant (CDBG) in either the CDBG/REAP grant or REAP funds used as leverage with a CDBG or any other federally funded program. If the project selection has not reached the proper percentage then the highest funded projects will be added to achieve the proper percentage. Projects receiving a Desk Top Monitoring represent the remainder of the funded projects. Projects selected for this category are those not chosen for Physical Monitoring. See *Attachment **C*** for the OEDA REAP Monitoring Tool.

FY21 Project Category List

Points will be awarded for projects in these 5 categories.
Categories listed in priority level. Number one is highest priority down
to number five being the lowest priority.

1. <u>INFRASTRCTURE IMPROVEMENTS:</u>
    Any water, wastewater, street, electrical, or gas project. Engineering and architect fees will be allowable only if tied to a CDBG application, or the REAP application is not for just engineering and/or architect expenses only. Inspection, maintenance and administrative fees are non-allowable costs. Those projects under Oklahoma Department of Environmental Quality (ODEQ) consent order will be given additional priority points in this category.

2. <u>EMERGENCY SERVICES:</u>
    Fire, police, healthcare and EMS, which includes vehicles, buildings, and equipment, storm shelters, storm sirens etc. Provision of rural protection services and public safety services.

3. <u>ECONOMIC DEVELOPMENT:</u>
    The project creates jobs, increases population, housing construction, or can exhibit an increased or positive financial impact on the local economy; such as tax revenue, utility sales etc.

4. <u>AMERICAN'S WITH DISABILITIES ACT (ADA):</u>
    Projects that will provide handicapped accessibility to any municipal facility.

5. <u>OTHER</u>:
    Any other type of project will be prioritized in this order:
    A. <u>MUNICIPAL:</u> Construction or improvements to city building, purchase of equipment, tractors, backhoes, paving of parking lots, utility vehicles, etc.

    B. <u>BUILDINGS:</u> Community buildings, senior nutrition centers, meeting rooms or similar public facilities (libraries; museums).

    C. <u>PARKS:</u> Pavilions only.

Entity: _____   Score: _____

County: _____   Project: _____

A. Project Prioritizing (max. 60 points)		Points Earned
1. Infrastructure Improvements	60 pts.	
2. Emergency Services	40 pts.	
3. Economic Development	35 pts.	
4. American's with Disabilites Act (ADA)	25 pts.	
5. Other	10 pts.	

B. Population (max. 20 pts)		Points Earned
0 - 1,000	20 pts	
1,000 - 2,000	17 pts	
2,001 - 3,000	14 pts	
3,001 - 4,000	10 pts	
4,001 - 5,000	7 pts	
5,001 - 6,000	5 pts	
6,001 - 7,000	3 pts	

C. Requested Grant Amount (max. 0 pts)		Points Earned
$5,000 or less	0 pts	
$5,001 - $12,000	-2 pts	
$12,001 - $18,000	-4 pts	
$18,001 - $25,000	-6 pts	
$25,001 - $38,000	-8 pts	
$38,001 +	-10 pts	

D. Leverage and Need (max. 60 pts)				Points Earned
Local Contributions	CIP Project	Consentent Order		
10% 5 pts	Mandatory 10 pts	15 pts		
11-20% 10 pts	Essential 8 pts	SCORE:_____		
21-30% 15 pts	Desirable 6 pts			
31-40% 20 pts	Deferrable 4 pts	Justification of Need		
41-50% 25 pts	Have CIP 2 pts	0-10 pts		
SCORE:____	SCORE:____	SCORE:____		

E. Prior REAP Grant (max. 25 pts)		Points Earned
1. Did not receive FY18 grant (15 pts) _____		
2. Prior project completed in a timely manner (0 - 10 pts) _____		

TOTAL POINTS EARNED (165 pts maximum):

OEDA REAP MONITORING TOOL

REAP Recipient

_____

Contract #

_____

Monitoring Type (Circle One)

Desk Top   Physical

1. PROGRAM MANAGEMENT	Yes	No	N/A	Initials	Date	Comments
Application Packet : Typed Application, Resolution, Professional Cost Estimate, Procurement Policy, Before Photos, Audit						
REAP Award Letter						
Executed OEDA Contract						
Contract Extension Requests/Approval Letters						
Project Modification Requests/Approval Letters						
2. OPERATIONAL MONITORING	**Yes**	**No**	**N/A**	**Initials**	**Date**	**Comments**
Procurement Policy Followed?						
Bid/Solicitation Documentations: Bid Advertisements, Bids or Quotes, Bid Tabulation						
Governing Body Board Minutes of Contract Award						
If Applicable, Engineer Agreement and/or Contractor Agreement						
Pre-Construction Conference Documentation						
3. CLOSEOUT	**Yes**	**No**	**N/A**	**Initials**	**Date**	**Comments**
Closeout Documentation: Affidavit Certifying REAP Project Completion (Inventory or Infrastructure), Project Complete Minutes, After Photos.						
If Applicable, OEDA Field Observation						
REAP Inventory Tracking Form Started						
REAP Recipient Proof of Inventory Addition						
4. FINANCIAL MANAGEMENT	**Yes**	**No**	**N/A**	**Initials**	**Date**	**Comments**
REAP Ledger Sheet in file						
OEDA Request for Payment Form for each transaction						
Invoices for each transaction						
Purchase Order or Minutes approving each transaction						
Bank Statements: OEDA Check Deposits and Payment Check Cleared						
Current Audit						

SUMMARY OF MONITORING ACTIVITY

OEDA Representative: _____ Date: _____

Entity Representative: _____ Date: _____