

Dear 2017 REAP Applicants;

Attached is a PDF Form copy of the 2017 ACOG REAP application that can be filled out using your computer, **then printed to paper, signed with pen and ink, notarized and mailed (or hand delivered) the old fashioned way.**

This is version 1.0. If you find a technical issue with completing this form, call me and we will consider releasing a version 1.1.

Please plan on coming to one of the application workshops; either August 2, 10:00 a.m. or September 8, 6:00 p.m. at ACOG's office. For anyone who has not been here before, we are *currently* located at 21 E Main, Suite 100, in Bricktown at the intersection of E Main and N Oklahoma streets, about a block east of the Santa Fe tracks and Chase Bank and a block north of Bricktown Brewery and Spaghetti Warehouse.

Sometime this fall, ACOG will be moving to the building on Lincoln Blvd. occupied now by Langston University OKC. Although I doubt if we will be moved by the second training session on September 8, the likelihood of being located in our new home on Lincoln by the October 31 application deadline is much greater. **Before driving to ACOG's office or mailing the application, be sure to verify where we are located.**

The deadline is October 31, 4:00 p.m. No late applications will be accepted.

Check list for all REAP applications:

- ✓ If applications are being filled out by multiple departments, ONE person (Mayor, City Manager, Clerk, etc.) should coordinate the completion process and double check ALL the applications for completeness and accuracy before they are submitted.
- ✓ Be sure the inter-government agreements are signed by BOTH governmental entities. Use short, concise agreements. Please avoid four + page contracts if at all possible.
- ✓ Do NOT submit multipage, copied articles for your project justification.
- ✓ Be sure the professional estimates cover EACH item being applied for and are less than six months old.
- ✓ Page eight of the application is ONLY needed if your county, city or town is sponsoring another entity such as a rural fire department or EMS district.
- ✓ Submit only letter-sized (8.5"x 11") ONE-SIDED documents. Do NOT print on both sides or use legal size (8.5"x 14") or tabloid (11"x 17") paper.
- ✓ Use NO STAPLES, notebooks or folders. ONLY use only binding or paper clips
- ✓ Create a 2017 REAP Grant file in the town/city clerk's office or the county district's main office. A photocopy of the completed application, with all the attachments, goes into the file. The Pen-Signed ORIGINAL application document set comes to ACOG. No faxes or emails are acceptable.

To allow for inflation, professional estimate(s) for a transportation/road/overlay project may total up to 5% less than the project's amount. For all other type projects, the total of the estimate(s) must be equal to, or within a few dollars of, the total project amount (grant + other funding).

Additional notes concerning applications for Fire Departments or Emergency Medical Service (EMS) Districts:

1. Lists of eligible fire and emergency medical equipment are listed on pages 13-14 of the attached application.
2. Remember, **all** fire departments and EMS districts **must** be sponsored by (apply through) their city, town or county district.
3. If a city, town or county sponsors an application, it counts towards that entity's maximum allotment of four applications.
4. **All** (regardless if it is Title 11, 18 or 19) fire department or EMS district purchases or projects **must** be completed by their city, town or county, **Funding may not be transferred or passed through** an eligible government entity to a fire department or EMS district. See page 17 of the application for more information.
5. On page one, item A, the "Qualified Governmental Entity" listed must be a city, town or county. If the governmental entity is sponsoring a fire department or EMS district, list the "Entity" as the name of the entity and name of the fire department or EMS district in parenthesis; for example: Logan County District 3 (Twin Lakes Volunteer Fire Department).
6. On pages eight and nine, list only the city, town or county district in the "Entity" fields. Do **not** add the name of the fire department or EMS district on those pages as you did on page one.
7. On page one, item E, the "Contact Person" is whoever is filling out the application. This may be a fire or EMS contact person as applicable.
8. The appropriate fire chief or EMS director does NOT sign any of these forms. The signatures required on the application are those of the city, town or county sponsoring the application.

Ken Brown

CIP, REAP, CDBG Programs Manager

Association of Central Oklahoma Governments

405-234-2264, ext. 118



Rural Economic Action Plan (REAP) Grant

Deadline: 4 p.m., October 31, 2016



Grant # -2017-
(to be completed by ACOG staff)

PRIORITY # OF
See page 20 of the guidelines

SECTION I - APPLICANT INFORMATION

- A. Entity Name: _____
(Entity must be a qualified governmental entity)

- B. Complete Mailing Address: _____
(Include your city/town, state, and zip code)

 Street address of city/town hall or county barn: _____
 Phone: _____ Fax: _____

- C. Applicant's Federal Identification (FEI) Number: _____

- D. City/Town Manager , Clerk or County Clerk , (check one)
 Name: _____
 E-mail: _____

- E. Contact Person (or person completing application): _____
 Address (if different from "B" above): _____
 Phone: _____ E-mail: _____

- F. Applicant's chief elected official and title: _____
 Address: _____
 Phone: _____ Fax: _____

- G. Proposed project is located within (check one) Canadian , Cleveland , Logan , Oklahoma County
 and within (check one) District: #1 , #2 , #3 . (**Note: check only one county and one district.**)

- H. Is proposed project within any: town or city limits, or in an unincorporated area of the county?
 (check one)

- I. Population (for city/town/unincorporated area of county): _____
(Based on latest U.S. Census information available)

- J. What is entity's **local** sales tax rate? _____
(Total tax rate minus state sales tax rate of 4.5%)

- K. State Senator and District #: _____
<http://www.capitolconnect.com/oklahoma/default.aspx>

- L. State Representative and District #: _____

SECTION II - PROJECT INFORMATION

A. Under which State Statute category does this project fall (1-10 on pages 12-16 of the guidelines)?

B. Amount of Grant Request: \$ _____

C. Total project cost (including planning, engineering, design and construction): \$ _____

D. If project cost exceeds \$100,000 (**or the amount of this grant request**), additional funds will be obtained from what source(s)?

E. Project Description (one line): _____

F. Detailed project description that sufficiently identifies the location and nature of the project so that a grant monitor could review the project description and drive from the ACOG offices to the site of the project and review the project without any assistance from the grant recipient. Attach extra sheets as necessary. Label attachment as II-F.

G. Project justification. Attach extra sheets as necessary. Label attachment as II-G.

H. Project location. Attach map of target area. Label attachment as II-H.

I. Project readiness and timeline. Describe the project management steps necessary to complete this project. Include anticipated start date, term of construction or implementation, and proposed completion date. If there is anything (e.g., funding, weather, etc.) that would delay the start of the project more than 30 days from the notice to proceed, please explain.

Start Date: _____ Term: _____ Completion Date: _____

J. Total number of people benefiting from completed project: _____

Please explain if this number is different than the population of the applicant's community.

K. Project budget - **attach a CURRENT (within the last six months) itemized project budget from contractor**, cost estimates and other plans or justification supporting project budget. Label attachment as II-K.

SECTION III - PROJECT IMPACT

A. Does the proposed project create jobs (not during the construction of the project), or have a local economic impact on your community? Yes , No (check one) If yes, please describe and explain the number and nature of the jobs created or type of economic impact created by this project. Attach extra sheets as necessary. Label attachment as III-A.

B. Will the proposed project improve access to the state highway system or have a community development impact (quality of life) on your community? Yes , No (check one) If yes, please describe and explain in detail what that impact will be. Attach extra sheets as necessary. Label attachment as III-B.

C. Describe what critical need will be met or safety hazard eliminated by completion of the proposed project. Attach extra sheets as necessary. Label attachment as III-C.

D. Does the applicant have a Capital Improvement Plan (CIP)? Yes , No (check one) Is the proposed project on the applicant's CIP? Yes , No (check one) If yes, please attach only the **Capital Needs Summary Form from the CIP Plan**. Do not attach the full CIP Plan. Label attachment as III-D

- E. Does the applicant have any signed multi-jurisdictional cooperative agreements of any type? Yes , No (check one) Even though these agreements may not apply to this project, please **attach up to two complete (signed) copies of agreements for extra points**. Label attachment as III-F.

These agreements are with:

1. _____
2. _____

SECTION IV - LOCAL EFFORT

- A. Please explain and describe the history of any economic or community development projects commenced or completed in your community within the last **three** years and identify the source of funding for such projects. Attach extra sheets as necessary. Label as Attachment IV-A.

- B. Describe the nature and extent of your local efforts in this project. If there will be any in-kind labor, cash or other local support for the proposed project, please explain in detail and **give the amount**. Attach extra sheets as necessary. Label as Attachment IV-B.

In-kind: _____

Cash: _____

Other: _____

- C. What is your adopted annual budget for current year? _____

- D. Does your entity have any outstanding debt? Yes , No (check one). If yes, who is the debt with and how much do you owe? _____

- E. Did you/your entity attend an ACOG REAP grant workshop this year? Yes , No (check one). If Yes, please give the name of the person who attended _____

SECTION V – CDBG/REAP

- A. Do you believe this project is CDBG eligible? Yes , No (check one)
- B. If so do you want to be considered in the ACOG CDBG/REAP funding pool? Yes , No (check one)
- C. Is your community within the LMI threshold or did you conduct a survey? Yes , No (check one). If a Income survey was conducted, please attach a copy of the Project Beneficiary Income Summary form.
- D. Do you currently have any open grants with the Oklahoma Department of Commerce? Yes , No (check one). If yes, please specify what type.

Name of Authorized Elected Official: _____	
Title: _____	
Signature of Elected Official _____	Date _____

APPLICANT'S OATH:

_____(elected official from above), of lawful age, being first duly sworn upon oath, states that he/she is the authorized official of the above named applicant and that he/she has read the within and foregoing Application for REAP grant, knows the contents thereof, and the matters and things therein stated are true and correct to best of his/her knowledge and belief.

Signature of Authorized Elected Official

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Seal)

NOTARY PUBLIC

My Commission expires: _____

My Commission number: _____

If you have any questions regarding the application, please contact:
Julie Smedlund at (405) 234-2264 ext. 120, jmedlund@acogok.org
Ken Brown at (405) 234-2264 ext. 118, kbrown@acogok.org

Mail or hand-deliver completed application to the following address:

ACOG
Attn: REAP Program
21 E. Main Street, Suite 100
Oklahoma City, OK 73104

Applications must include the first five pages of the application packet, the resolution, and the co-sponsor certification and commitment letters, if necessary.

**DEADLINE FOR APPLICATION SUBMISSION IS Friday,
October 31, 2016 AT 4:00 P.M. AT THE ACOG OFFICE.**

*Fully signed and executed applications must be received
in the ACOG office prior to the deadline. Unsigned
applications will not be considered. Incomplete
applications are subject to penalty points.*

**THIS FORM IS REQUIRED FOR ALL REAP APPLICATIONS.
IT MUST BE SIGNED AND ATTESTED BY
CITY, TOWN OR COUNTY OFFICIALS.**

Resolution Authorizing Application for
Financial Assistance from the
Rural Economic Action Plan Fund

WHEREAS, the _____ (governmental entity, e.g., city, town or county) desires to seek funding from the Rural Economic Action Plan Fund for _____ (project descriptions/description of need) in the _____ (governmental entity); and

WHEREAS, it is in the best interest of the residents of _____ (governmental entity) to expedite the preparation and submission of an application for financial assistance from the Rural Economic Action Plan Fund in the form of a grant.

NOW THEREFORE BE IT RESOLVED that the _____ (chief elected official) of the _____ (governmental entity) is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application through the Rural Economic Action Plan Fund on behalf of the _____ (governmental entity).

PASSED AND APPROVED by the _____ (governing body) this _____ day of _____ 20_____.

By: _____
Title

ATTEST:

**ALL APPLICATIONS SPONSORED BY ANOTHER ENTITY
MUST ATTACH THIS COMPLETED RESOLUTION SIGNED
BY CITY, TOWN OR COUNTY OFFICIALS.**

LOCAL OR COUNTY GOVERNMENT
CO-SPONSOR CERTIFICATION

As the _____ (Mayor/Commissioner)
of _____ (City, Town, County), I hereby certify that I am familiar with the Rural Economic Action Plan (REAP) grant process for the ACOG region, and that I or my legal counsel have reviewed the statutory criteria for eligibility and participation in the REAP funds. Further, that I have reviewed the REAP program policies, guidelines and rating criteria for the ACOG region.

The undersigned acknowledge and understand:

1. That the completed ACOG REAP application forms with attached information and the rating criteria for projects will be the only basis utilized to score applications. Any of the specific rating criteria which are not addressed on the REAP grant application forms will not be assigned any points, and a zero point score will be recorded for that item.
2. In the applications for projects located in unincorporated areas outside the boundaries of cities or towns, the applicant must provide written documentation evidencing an existing community organization (such as an historical society, a senior citizens group, a rural fire department, etc.). The grant applicant hereby represents that it will be fully accountable and responsible for all of the grant project implementation, operations and ongoing maintenance. The grant applicant specifically understands that the local or county government co-sponsor has no responsibility for any of the grant project implementation, operations or ongoing maintenance, except as otherwise agreed upon between the parties in a separate, written agreement.

(Mayor/Commissioner)

Date

Name, Title, Signature
of REAP applicant/beneficiary

Date

ACOG 2016 REAP Schedule

Mailing and distribution of REAP grant applications	July 2016
ACOG assistance to applicants	July to October, 2016
<i>REAP application workshop or REAP application workshop</i>	<i>August 2, 2016 @ 10:00 a.m. September 8, 2016 @ 6:00 p.m.</i>
Deadline for application submission	October 31, 2016 @ 4:00 p.m.
Review of applications by ACOG	November & December, 2016
Board of Directors' selection and approval of REAP grants	December 15, 2016
Acceptance of grants by selected entities	January and February, 2017
CDBG/REAP applications due to the Oklahoma Department of Commerce	February, 2017 (to be determined by ODOC)
Contract between ACOG and funding agency (Oklahoma Department of Commerce)	March, 2017
Contracts between ACOG and funded entities are distributed*	June and July, 2017

***Contracts will not be distributed until ACOG receives its full funding. Entities cannot obligate or expend any funds until after the applicant receives a signed copy of their contract and a Release of Funds letter from ACOG. Construction projects cannot begin until also receiving a Notice to Proceed from ACOG.**

**Association of Central Oklahoma Governments
Rural Economic Action Plan**

Rating Criteria for the ACOG Region

- A. POPULATION (see page 19)..... UP TO 25 POINTS
(see attached population schedule)
 - B. CURRENT ADOPTED ANNUAL BUDGET UP TO 25 POINTS
 - (1) Annual budget under \$500,000..... 15 Points
 - (2) Annual budget \$501,000 - \$1,000,000.... 10 Points
 - (3) Annual budget over \$1,000,000..... 5 Points
 - DEBT OF COMMUNITY
 - (1) Under \$500,0004 Points
 - (2) \$500,001 to \$1,000,0006 Points
 - (3) Above \$1,000,00010 Points
 - C. COST BENEFIT (grant \$ value per capita population) UP TO 5 POINTS
 - (1) >0 - 60 5 Points
 - (2) 61 - 100 4 Points
 - (3) 101 - 160 3 Points
 - (4) Over 160 2 Points
 - D. LOCAL EFFORT UP TO 10 POINTS
 - (1) Economic or community development projects completed by your community within the last three years 3 Points
 - (2) Amount of grant requested
 - (a) Less than \$15,000 5 Points
 - (b) \$15,001 - \$35,000 4 Points
 - (c) \$35,001 - \$55,000 3 Points
 - (d) \$55,001 - \$75,000 2 Points
 - (e) \$75,001 - \$100,000 1 Point
 - (3) Local Sales Tax
 - (a) From 0% - 2% 1 Point
 - (b) From 2.1% and above..... 2 Points
 - E. MULTI-JURISDICTIONAL/COOPERATIVE AGREEMENTS UP TO 2 POINTS
 - F. IMPACTS UP TO 20 POINTS
 - (1) Job Creation/Economic Development..... up to 5 Points
 - (2) Improves access to state highway system/or has a community development impact.... up to 5 Points
 - (3) Meets critical need or eliminates hazard(s) up to 5 Points
 - (4) On Capital Improvement Plan (CIP)..... up to 5 Points
 - G. PROJECT READINESS & TIMELINE UP TO 6 POINTS
 - H. PENALTY DEDUCTION FOR PREVIOUS YEAR GRANT RECIPIENT UP TO -10 POINTS
Partially funded 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% Fully funded
-1 -2 -3 -4 -5 -6 -7 -8 -9 -10 points
 - I. INCOMPLETE/INACCURATE APPLICATION UP TO - 5 Points
 - J. WORKSHOP ATTENDANCE 2 POINTS
 - K. PROJECT IS WITHIN REAP CATEGORIES 1-6..... 5 POINTS
- TOTAL POSSIBLE POINTS 100

REAP
FUNDING POOL
SCHEDULE OF POINTS
APPLICABLE FOR POPULATION

Less than 199.....	25 Points
200 – 499	24 Points
500 – 799	23 Points
800 – 1099	22 Points
1100 – 1499	21 Points
1500 – 1899	20 Points
1900 – 2299	19 Points
2300 – 2699	18 Points
2700 – 3099	17 Points
3100 – 3499	15 Points
3500 – 3999	13 Points
4000 – 4499	11 Points
4500 – 4999	8 Points
5000 – 5499	5 Points
5500 – 5999	3 Points
6000 – 6499	2 Points
6500 – 7000	1 Point

REAP GENERAL PROGRAM POLICIES AND GUIDELINES

Funds from the REAP account will be spent on projects as awarded by the ACOG Board of Directors based on an evaluation of the needs of the entity requesting funding consideration. Points will be awarded based on fiscal capacity and local effort. Additionally, the merit of the applications will be evaluated based on cost effectiveness, health, safety and economic impacts, the degree to which the proposed project meets legislative intent, and the applicant's readiness to proceed.

Projects will include but not be limited to the following statutory categories (1-10): ACOG is statutorily required to allocate at least 80% of the total project funding to statutory categories one through six. In the event initial scoring does not fulfill this obligation ACOG reserves the right to apply additional scoring criteria to ensure compliance with state statutory project allocation requirements for funding. *(The examples of projects listed under each category are intended to be illustrative and is not intended to be exhaustive or exclusive, and is intended to serve as practical guidelines for projects that can be funded under each category.)*

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 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 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 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), 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 installation, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks:*
- 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:*
- 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, Scott 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 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. 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. 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:*
- 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 conditioning 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, museums and park pavilions.

Ineligible projects: *Ineligible projects include activities not encompassed within the above ten eligible project categories and not meeting the statutory population thresholds and include:*

- a. Consumable goods and office supplies,
- b. Personnel costs,
- c. Park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible- (see #10 above),
- d. Fairground projects (except community centers and similar public facilities located in fairgrounds which are eligible- see #10 above),
- e. Mowers and lawn equipment,
- f. Veterans memorials,
- g. Codification of ordinances,
- h. Capital Improvement Plans (CIP),
- i. Comprehensive land use Plans,
- j. Housing projects/programs (demolition, emergency repair, rehabilitation, and construction), and
- k. County maintenance barns or any other district-wide projects for county commission districts with a population of 7,000 or greater.

Applications which are being submitted in conjunction with an existing or proposed business/economic development opportunity will be required to have letters of commitment from the benefiting businesses regarding intention to locate and/or number of existing or potential jobs.

All funds expended from the ACOG REAP funds 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 county or other eligible governmental entity requesting the funds and accounted for in the same manner as other public funds.

All projects will meet the approval criteria adopted by the ACOG Board of Directors. In the review and consideration of the applications for financial assistance under the REAP program, ACOG shall give consideration to applicants based on the following general program guidelines:

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 project commencement and operation.

2. Eligibility. The applicant must be 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; not fire districts, community associations, senior centers, public trusts or any other entity. Applications to benefit Homeowners' Associations or private developments (anything having to do with PRIVATE roads), will NOT be considered for REAP grant funding. 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.**

All applications for projects in unincorporated areas must clearly indicate the submission to, and approval by the Board of County Commissioners of the county of the projects that will be executed in that county. *It should also explicitly provide that the county will perform the project through its purchasing system. (The County is the applicant, not the fire district and should be shown as such on page one of the application.)*

Any entity who will be requesting a county or other governmental entity to perform their project for them must have a letter of commitment from that governmental entity attached to their REAP application. For example, if a town plans to request that their county commissioner perform road work, they must have prior approval from that commissioner in the form of a letter of commitment.

3. Local need, support and priority. 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. ACOG shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects and applicants. ACOG shall also consider the extent and degree of local support, interest and commitment in the proposed project.
4. Economic feasibility. ACOG shall consider the overall apparent economic viability and feasibility of the project as a whole.
5. Project feasibility. ACOG 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.
6. ACOG is statutorily required to allocate at least 80% of total project funding to statutory categories one through six. In the event initial scoring does not fulfill this obligation ACOG reserves the right to apply additional scoring criteria to ensure compliance with state statutory project allocation requirements for funding.

7. 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 ACOG CDBG/REAP program will be an amount equal to the allocation made by ODOC.

CDBG/REAP

Criteria for the Community Development Block Grant/Rural Economic Action Plan (CDBG/REAP) program are outlined in the ODOC CDBG/REAP Application Guidelines.

The general policies, program guidelines and criteria set forth above are intended to constitute general guidelines and standards for application and review and consideration by ACOG. These criteria shall not be deemed exclusive and in all instances each application and project must be reviewed and considered on its own individual merits.

The criteria and standards set forth shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of ACOG's judgment and discretion. All projects that meet the guidelines of Oklahoma Statutes, Section 2008 of Title 62 will be reviewed and rated.

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

If you want to be considered in the ACOG CDBG/REAP funding pool, you should contact ACOG immediately. ACOG will assist you in determining your eligibility in this process.

LOW & MODERATE INCOME POPULATION

<u>COUNTY/CITY/TOWN</u>	<u>2010 Census POPULATION</u>
Canadian County	-----
Calumet	507
Geary (pt.)	203
Okarche (pt.)	325
Piedmont	5,712
Union City	1,645
Cleveland County	-----
Etowah	92
Lexington	2,152
Noble	6,481
Slaughterville	4,137
Logan County	-----
Cashion (pt.)	202
Cedar Valley	288
Cimarron City	150
Coyle	325
Crescent	1,411
Langston	1,724
Marshall	272
Meridian	38
Mulhall	225
Orlando	148
Oklahoma County	-----
Arcadia	247
Forest Park	998
Harrah	5,095
Jones	2,692
Lake Aluma	88
Luther	1,221
Nichols Hills	3,710
Nicoma Park	2,393
Smith Village	66
Spencer	3,912
Valley Brook	765
Woodlawn Park	153

If your income level is below the required Low to Moderate Income Level of 51%, a survey can be conducted of those beneficiaries within a targeted area that would benefit from the proposed project. If the survey shows the LMI percentage to be 51% or more then you will be eligible to apply. ACOG will assist you with this process.

REAP PROGRAM APPLICATION GUIDELINES AND RANKING CRITERIA

The program guidelines and criteria specific to implementation of the REAP program which were recommended and adopted by the ACOG Board are as follows:

Application Guidelines

1. Priority will be given to applicants with a population of under 1,500. These entities will receive the maximum number of points. Single and multi-jurisdiction applicants with a population of 1,500 to 7,000 and countywide projects will be given a lesser number of points.
2. All applications must have approval of the governmental entity submitting the project and **must be signed by a duly elected office holder who is a member of the governing body for the applicant.**
3. There will be no pre-determined geographic allocation of funds. All projects will be ranked against each other on a region-wide basis. With the exception of the pre-established need and population criteria utilizing available data, the applications will be ranked relative to each other.
4. The cut-off date for the application cycle will be October 31, 2016, at 4:00 p.m. in order to allow sufficient time for potential applicants to submit project applications. An entity may submit a maximum of four (4) applications per grant cycle, however, only one project per category per applicant will be funded (for counties, only one project per category per district). Applications which were unfunded from the previous year may be resubmitted for consideration **using the current year's application form**. If an entity submits more than one application that entity must prioritize their applications (1-4 per category) BEFORE they are submitted to ACOG.
5. The maximum REAP grant will be \$100,000.00 for single entity projects. The maximum total project funding for CDBG/REAP is \$200,000 and will be 50 percent ODOC funded and 50 percent ACOG funded.
6. Only capital-related or non-administrative expenditures such as preliminary engineering studies or architectural plans tied to a specific project or in order to seek additional funding will be allowed. No planning or promotional activities will be funded, however, project-related engineering expenses will be considered as an eligible expense. No grant writing or administration fees will be funded.
7. No matching funds are required.

Project Implementation

ACOG management will have the authority to grant minor scope changes to funded projects without prior approval by the ACOG Board of Directors. Entities with funded projects may not request more than one change of scope for their project.

Notification timelines will be included in all REAP contracts. Grantees may not substitute another project if the original project does not materialize.

Ranking Criteria

In order to evaluate the applications submitted to ACOG, the following ranking criteria have been established:

Population – 25 points

Priority will be given to applicants under 1,500 in population. Applicants with populations greater than 1,500 will be assigned points pursuant to the schedule of points applicable for population.

Fiscal Capacity – 25 points

The individual entity will provide ACOG the amount of their annual budget.

Cost Benefit – 5 points

This will be computed by dividing the grant amount requested by the population.

Local Effort – 10 points

This will be determined from the amount of the grant requested, the level of an applicant's sales tax, the applicant's historical efforts towards project implementation and completion within the last three years.

Multi-jurisdictional/Cooperative Agreements – 2 points

The grant applicant may submit up to two complete (signed) copies of the of multi-jurisdictional/cooperative agreements, one additional (not to exceed two points) will be given to the application.

These agreements may be:

- (1) An agreement between the community and the Board of County Commissioners, or
- (2) Any other cooperative agreement with another jurisdiction, COG, or another level of government.

Interlocal Agreements under the Oklahoma Emergency Management Mutual Aid Law/Act (Title 63, O.S., Section 683.12) will not considered for extra points.

Impacts – 20 points

This category will be determined by a review of the project's degree of achievement to meet the community's critical needs, whether or not jobs in the community are created or retained because of the proposed project, and the applicant's efforts towards economic or community development and public-private partnerships. Also, the health, safety and/or economic impact of the project will be considered relative to the other applications received. Applications for projects that are listed on the Capital Needs Summary Form of an existing Capital Improvement Plans (CIP) will receive up to five additional points.

Applications for projects within REAP category 4 (road projects) will receive five points each for direct access to state highways (within one mile and intersecting that state highway or interstate), access to existing or planned employment centers and elimination of hazards.

Project Readiness & Timeline – 6 points

The applicant will be asked to provide an anticipated start date. Those applications that are the most ready to proceed will receive priority. Applicants will be required to provide written documentation of the level of readiness to proceed.

Workshop Attendance – 2 points

Project is within REAP Categories 1-6 – 5 points

Any of the specific rating criteria which are not addressed on the REAP grant application forms will not be assigned any points, and a zero point score will be recorded for that item.

The general policies, program guidelines and criteria set forth above are intended to constitute general guidelines and standards for application and review and consideration by ACOG. These criteria shall not be deemed exclusive and in all instances each application and project must be reviewed and considered on its own individual merits.

The criteria and standards set forth shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of ACOG's judgment and discretion. In the event of identical scores for applications, a total of the separate scores for items C, D, F and K will be utilized as the tie breaker system. If scores remain identical, then ACOG shall review these items individually to determine a selection based upon feasibility and need.

All projects that meet the guidelines of Oklahoma Statutes Section 2008 of Title 62 will be reviewed and rated. Decisions on funding projects and amounts are at the sole discretion of ACOG. The ACOG Board of Directors also reserves the right to modify this plan in whole or any part to comply with federal, state and local laws and regulations. The ACOG Board of Directors also reserves the right to modify this plan to meet current and future needs of the entities it serves.