

# RURAL ECONOMIC ACTION PLAN



## RURAL ECONOMIC ACTION PLAN (REAP) GRANT PROGRAM POLICIES & PROCEDURES

The general policies, program guidelines, and criteria set forth here are intended to constitute general guidelines and standards for REAP applications, 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.

ACOG is an organization of, by, and for local governments that allows member entities to work in partnership to address issues or problems common to many jurisdictions. This regional cooperation serves to strengthen both the individual and collective capabilities of local governments.

The Rural Economic Action Plan (REAP) Program purpose is to provide funding for small, rural communities with populations under 7,000 in ACOG's service area, Central Oklahoma (see Attachment A). The funds must be used for a public activity and cannot be used on private property or private business opportunities.

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.

### ELIGIBLE AND INELIGIBLE PROJECTS

Funds from the REAP account will be distributed on projects as awarded by the ACOG Board of Directors based on an evaluation of safety, health, and financial needs in the ACOG service area. Points will be awarded based on population, cost benefit, jurisdiction/cooperative agreement, impact, project readiness, and workshop attendance.

#### ELIGIBLE PROJECTS

In the following Oklahoma Statutes, Section 2008 of Title 62, as amended by HB3291, 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 of 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, 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 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.

The following examples of projects listed under each category are intended to be illustrative and are not intended to be exhaustive or exclusive and are 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; costs for planning, engineering, and designing water projects
  - 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 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. 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
  - f. 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
  - g. Pumpers, trucks, tanker trucks, tanker tenders, grass rigs, brush trucks, wildland fire trucks, skid steers, and other fire protection services related vehicles
  - h. 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

- i. Self-contained breathing apparatus (SCBA), Cascade SCBA refilling station, Scott airpacks and carbon cylinders, personal alert safety system (PASS) devices, bunker gear, or other personal protection equipment for fire protection services personnel
  - j. Police cars, animal control trucks, lake patrol rescue boat, and other related public safety services related vehicles
  - k. Sirens, lightbars, prisoner transport partitions, radars, in-car video cameras, animal control transport boxes, shotgun racks, spotlights, and other public safety services vehicle equipment
  - l. Costs for planning, engineering, and designing 911 call centers, dispatch centers, and telecommunication facilities or systems
  - m. Costs for installing, constructing, reconstructing, or otherwise improving 911 call centers, dispatch centers, and telecommunication facilities or equipment
  - n. 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**

Include, but not limited to:

1. Consumable goods and office supplies
2. Personnel costs
3. Park projects, including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible - see #10 above)
4. Fairground projects (except community centers and similar public facilities located in fairgrounds which are eligible - see #10 above)
5. Mowers and lawn equipment
6. Veterans memorials
7. Codification of ordinances
8. Capital Improvement Plans (CIP)
9. Comprehensive land use plans

10. Housing projects/programs (demolition, emergency repair, rehabilitation, and construction)
11. 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 consider applicants based on the following general program guidelines:

1. **Compliance with the law.** The application and proposed project must 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. 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. **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. ACOG shall also consider the extent and degree of local support, interest, and commitment in the proposed project.
4. **Availability of other assistance.** ACOG shall consider the feasibility and availability of alternative sources of revenue which could be obtained and utilized by the applicant for project financing.
5. **Economic feasibility.** ACOG shall consider the overall apparent economic viability and feasibility of the project as a whole.
6. **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.
7. **Grant amount and availability of funds.** 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 REAP program will be an amount equal to the allocation made by ODOC.

8. **ACOG is statutorily required to allocate at least 80 percent 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.

## 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.

Dependent on the funding availability for CDBG from the Oklahoma Department of Commerce, 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.

## APPLICATION GUIDELINES

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

1. **Applicants wishing to apply for ACOG REAP funding *MUST* attend one of the mandatory REAP trainings held annually, either in person or online.**
2. Priority will be given to applicants with a population of under 1,500. These entities will receive the maximum number of population points.
3. 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.
4. There will be no pre-determined geographic allocation of funds. All projects will be ranked against each other on a region-wide basis. Except for the pre-established need and population criteria utilizing available data, the applications will be ranked relative to each other.
5. The cut-off date for the application cycle will be annually in order to allow sufficient time for potential applicants to submit project applications. An entity may submit a maximum of three (3) 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 (1-3 per category) **BEFORE** they are submitted to ACOG.
6. **There is no maximum dollar amount for applications.** However, applicants are encouraged to request the smallest amount necessary to accomplish the projects.
7. **All applications requesting more than \$150,000 are required** to submit a detailed project budget or cost estimate for the project. Note that full funding is not guaranteed.
8. **The total funding available for CDBG/REAP is \$136,363.63.** Please contact ACOG for more information about eligibility and other requirements.
9. Only capital-related or non-administrative expenditures, such as preliminary engineering studies architectural plans tied to a specific project or seeking 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.

10. No matching funds are required.

## RANKING CRITERIA

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

**A. Population:** up to 30 points

Priority will be given to applicants under 1,500 in population. All applicants' populations will be assigned points pursuant to the schedule of points (Refer to Attachment C).

**B. Population Change:** up to 20 points

Priority will be given to communities that have had a decrease in population, or low growth in population from 2016-2020. Communities will be given points based on the percentage of their growth (Refer to Attachment B).

**C. Local Effort:** up to 45 points

1. Community Investment (maximum of 10 points) – Community development/capital improvement projects and/or approved bond issues initiated or successfully completed in your community within the last three years. Applicants must provide documentation of the application.
2. Grant Funds Requested (maximum of 30 points) – This is a scaling system with no cap amount. Higher points will be given to lower grant amounts. View Rating Criteria (Refer to Attachment B) for further point breakdown.
3. Local Sales Tax (4-5 points) – Municipalities with a sales tax rate of 4 percent or greater, or a county with a sales tax rate of 1.5 percent or greater will be given priority. Those entities which have a sales tax rate at a level less than those listed above will receive fewer points.

**D. Impacts:** 60 points

1. Local Economic Development (maximum of 10 points) – Points will be awarded based on local economic development results from the project. The creation or retention of jobs will receive a higher number of points.
  - a. Project will not generate any economic development gains for the community (0 points)
  - b. Indirect economic development improvements will occur from this project however, no jobs are directly being created or retained. (5 points)
  - c. Direct and measurable economic development results will occur from the project, which will create or retain jobs within the community. Verification of job creation/retention is required. (10 points)
2. Meets Critical Needs (maximum of 15 points) – Points will be awarded based on the severity of the Critical Need addressed. Higher points will be awarded to projects that provide solutions to public health and safety issues.
  - a. No critical needs addressed (0 points)
  - b. Non-health or non-safety-critical needs addressed (8 points)



- c. Health or safety critical needs addressed by the project (15 points)
- 3. Community Benefits (maximum of 20 points) – Points will be awarded based on the project’s community benefits. These points will be allocated based on the project’s scope and potential community-wide effects.
  - a. Project enhances the overall economic or environmental conditions of the community (4 points)
  - b. Project supports local initiatives and/or capital improvement plans; and/or are consistent with community policies or plans (5 points)
  - c. Project will improve the long-term infrastructure needs of the community (5 points)
  - d. Project improves the public health, or safety; or provides needed services or facilities (6 points)
- 4. Eliminates Hazards (maximum of 15 points) – Points will be awarded based on the effectiveness in which hazards (natural and man-made) are removed by way of a proposed project.
  - a. No hazards eliminated (0 points)
  - b. Short-term solution for hazards (8 points)
  - c. Long-term solution for hazards (15 points)

**E. Multi-jurisdictional/Cooperative Agreements: up to 10 points**

The grant applicant may submit up to two complete (signed) copies of the multijurisdictional/cooperative agreements. One agreement is worth 5 points, while two agreements is worth 10 points.

**These agreements may be:**

- 1. An agreement between the community and the Board of County Commissioners
- 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* be considered for extra points.

**F. Project Readiness & Timeline: up to 10 points**

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

**Application Training Attendance: 10 points**

**This is *REQUIRED* in order for the application to be complete. Either attend workshop in-person or watch tutorial on the ACOG YouTube Channel: AcogOk, and submit your name and the name of the entity you represent.**

**G. Current ACOG Board Membership (as of October 27, 2022): 15 points**

**H. Penalty for Previous Year Grant Recipients:**

- If fully funded, a deduction of - 10 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.

## ALLOCATION (AWARD) OF FUNDS

After the application deadline date, the ACOG REAP Committee will review all the applications, assure completeness, and score the applications. The Committee recommendations will be presented to the ACOG Board of Directors for final approval of each applicant allocation. Allocation amounts will vary depending on total amount available, number of applications, and applicant's history on utilization of funds. Once the ACOG Board has approved the allocations, ACOG staff will submit the approved project list to the Oklahoma Department of Commerce for their consideration and approval.

Once the Oklahoma Department of Commerce approves the project list, ACOG staff will notify all applicants of project awards and prepare contracts for execution. Applicants that were not awarded will also be notified with a letter.

All awards are subject to available funding from the State of Oklahoma.

## PROJECT IMPLEMENTATION

### AWARD PACKET

With approval of funding, each Grant Recipient will receive an award packet that includes an award letter, a copy of the REAP policy and procedures, payment request forms, project status forms, and a copy of the contract. The Recipient will execute the contract and return original to ACOG with a copy of the approved meeting minutes accepting the contract within sixty (60) days. Once the signed contract and the applicable documentation have been received, then a Notice to Proceed will be sent. **Do not obligate or expend any funds on this project until you have received the Notice to Proceed.** Funds spent prior to the applicant receiving the Notice to Proceed is the sole responsibility of the applicant. Amounts spent or obligated over the contract amount will be sole responsibility of the applicant.

### PROJECT STATUS COMMUNICATION

The Recipient shall submit a project status, or update, on a quarterly basis for the periods ending September 30, December 31, March 31, and June 30. The reports will be due to ACOG by October 15, January 15, April 15, and July 15.

### REQUEST FOR FUNDS

The Recipient will submit by email, mail, or courier, a completed & signed Request for Payment and the Attachment to the Request for Payment, a copy of the approved purchase order (PO) and original invoice(s) for reimbursement assuring all documents are for the equipment, work, and services provided for in the project. ACOG staff will review the documentation and approve it for payment. All payment requests will be forwarded to the Accounting Department where the ACOG internal control policy will be followed to process the payment request. Checks will be mailed to the REAP contracted applicant. The Recipient shall promptly return to ACOG any funds received under the contract that are returned as a result of rebates, discounts, or resulting from the return of goods purchased to vendors by the applicant.

### CONTRACT DATE EXTENSION REQUEST

The Recipient will have the length of their contract to complete their funded project. The Executive Director of ACOG may, as deemed appropriate, grant a ninety (90) day extension after the contract end date. The Recipient must submit a written request for extension ninety (90) days prior to the one (1) year contract end date. If another extension is needed due to an emergency or special circumstance, the ACOG Board may, as deemed appropriate, grant the Recipient an additional ninety (90) day extension to complete the project. If the Recipient

fails to complete the project within one calendar year, plus any authorized time extensions, the Recipient shall pay ACOG \$1,500 for liquidated damages.

## CHANGE OF SCOPE REQUEST

A project change of scope **can only be approved by the ACOG Executive Director**. These types of requests are discouraged unless deemed an emergency by the ACOG Executive Director. Recipient must submit their request in writing for approval. Recipients with funded projects may not request more than one change of scope for their project.

## PROJECT ACTIVITY NOTIFICATION

The Recipient *must notify* ACOG staff when certain activities will take place. This will assist the Recipient with informing ACOG that the project is moving forward towards completion, collecting the necessary paperwork for REAP program compliance and with preparation for monitoring activities. **Notification items include, but are not limited to:** bid advertisements, bid openings, pre-construction conferences, change orders, final inspections, finished equipment installations, and governing body meetings to approve procuring the goods and services.

## GRANT RECIPIENT PROJECT MONITORING

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

Grant Recipients will Collect and Maintain Electronic Reports and Photos of Project Status:

1. Projects in Progress (e.g., trench/pipes, roof repairs)
2. Completed Projects (e.g., Resurfaced Road, Water/Sewer Upgrades)
3. Tangible Items Purchased (e.g., Vehicles, Fire Equipment)

The ACOG Monitoring Tool (Attachment D) will be completed for each funded project.

ACOG will monitor at least 15 to 25% of the open projects or projects for which closeout documents have not been received during each fiscal year. Due to the nature of many of the projects, only one draw is made so many projects may not be monitored until 100 percent of the funds have been requested.

Additional projects may be monitored if ACOG staff is aware of Recipient staff turnover or findings from monitorings of previous projects. ACOG staff will use the ACOG REAP Monitoring Tool. Prior to a site visit, a REAP Memo is sent out to the Recipients which will include the monitoring tool. This way the Recipients can be prepared for the monitoring by having the required documents on hand during the monitoring visit.

ACOG staff will communicate with the Recipient and request specific documentation to monitor compliance with the REAP program.

## PROJECT CLOSEOUT CLOSEOUT DOCUMENTS

The Recipient shall submit closeout documents sixty (60) days after the completion of the project. Closeout documents are:

- Affidavit Certifying REAP Project Completion
  - Inventory Warranty
  - Infrastructures for engineer and/or contractor signatures

- Finished project photos
- Minutes from the governing board approving project completion

When actual expenditures total less than the contract amount and the project is closed, the contract shall automatically be deobligated to the actual expenditures as shown in the closeout documents and such excess funds will be returned to the next year's ACOG REAP fund. If this occurs, the Recipient will receive a letter of deobligation from ACOG.

## REAP INVENTORY TRACKING

REAP equipment purchase policy will be based on the REAP funds distributed to any REAP eligible Recipient, in the amount of **\$500 or greater**, per item. This will include the cost of the item – plus any installation costs, taxes, shipping, and handling. This is for the purchase of singular items, not on multiple items paid for in common.

1. The Recipient may not deed, transfer or otherwise convey ownership of equipment without official approval from the Association of Central Oklahoma Governments (ACOG). In no case, may ownership be transferred within three (3) years of the date of receipt of equipment.
2. Other than requirements cited herein, ACOG is hereby absolved from any responsibility for said equipment including, but not limited to, maintenance, repair and liability.
3. The Recipient awarded REAP funds to purchase REAP funded property and equipment shall submit to ACOG the following:
  - a. Purchase Date
  - b. Source of funding (list REAP, the OKGrants Contract #, and the Contract Year)
  - c. Description of the Item
  - d. Manufacturer's serial or model number
  - e. Original Purchase Price
  - f. Location of the item (at Contractor or Subcontractor office)
  - g. Current use or Disposition of (disposal or sale) information – whether an item is currently being used or whether it is in a state of disposition
  - h. Current use or Disposition (disposal or sale) information – whether an item is currently being used or whether it is in a state of disposition

All equipment purchased will remain the property of the REAP fund for a period of three (3) years, during which time if it is sold or salvaged, the proceeds shall be returned to the REAP Fund. Recipient is required to use the ACOG Inventory Tracking form (Attachment E).

**Inventory Requirement:** All REAP funded property and equipment with a useable life expectancy of more than one year shall comply with this requirement.

1. All Recipients awarded REAP funds to purchase equipment, manufacturer's serial, model, or other identification number, location of the item, original purchase price and statement of condition.
2. A physical inventory of all equipment and non-expendable property purchase made with REAP contract funds shall be taken and the results reconciled with the equipment records once a year.

3. Staff who maintain the inventory should not conduct the yearly inventory activities. A definitive line must be present between these duties.
4. Equipment purchased by REAP funds must be maintained in working condition and the REAP awarded Recipient is responsible for any maintenance, repairs, loss, or theft.
5. The REAP awarded Recipient shall maintain the up-to-date inventory within its contract files.
6. ACOG will conduct an inventory every other year.

Disposition of Equipment: Equipment acquired with funds from ODOC contracts may be sold, traded in on replacement equipment or salvaged only upon written approval from ODOC. Inventory records shall be maintained for three (3) years after the date of disposal or sale.

The abandonment of REAP funded property shall be reported to ACOG.

## **RECORDS RETENTION**

The Recipient shall maintain records and accounts, including property, personnel, and financial records, that properly document and account for all project funds. Some specific types of forms may be required by ACOG.

ACOG provides a REAP File Checklist, with the Awards Packet, for the documentation that may be required in the file for compliance with ACOG REAP program and associated ODOC standards. The Recipient shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to said contract for at least five (5) years from the submission of the Closeout Documents, or until all audit findings have been resolved, whichever is later, or as otherwise required by law. The Recipient shall, as ACOG deems necessary, permit authorized representatives of ACOG and representatives of the State of Oklahoma to have full access and the right to fully examine all such material. (Attachments F, G, H, I, J, K)

## **FINANCIAL SYSTEM**

In addition to the ACOG Internal Control Policy, the following policies are put in place for the REAP program.

## **REALLOCATION OF FUNDS**

With each payment the ACOG staff emails each entity a notification that the check has been mailed, the check number and amount, and the remaining balance of the contract. Upon completion, any remaining funds will be deobligated and reallocated to the next year's ACOG REAP Fund.

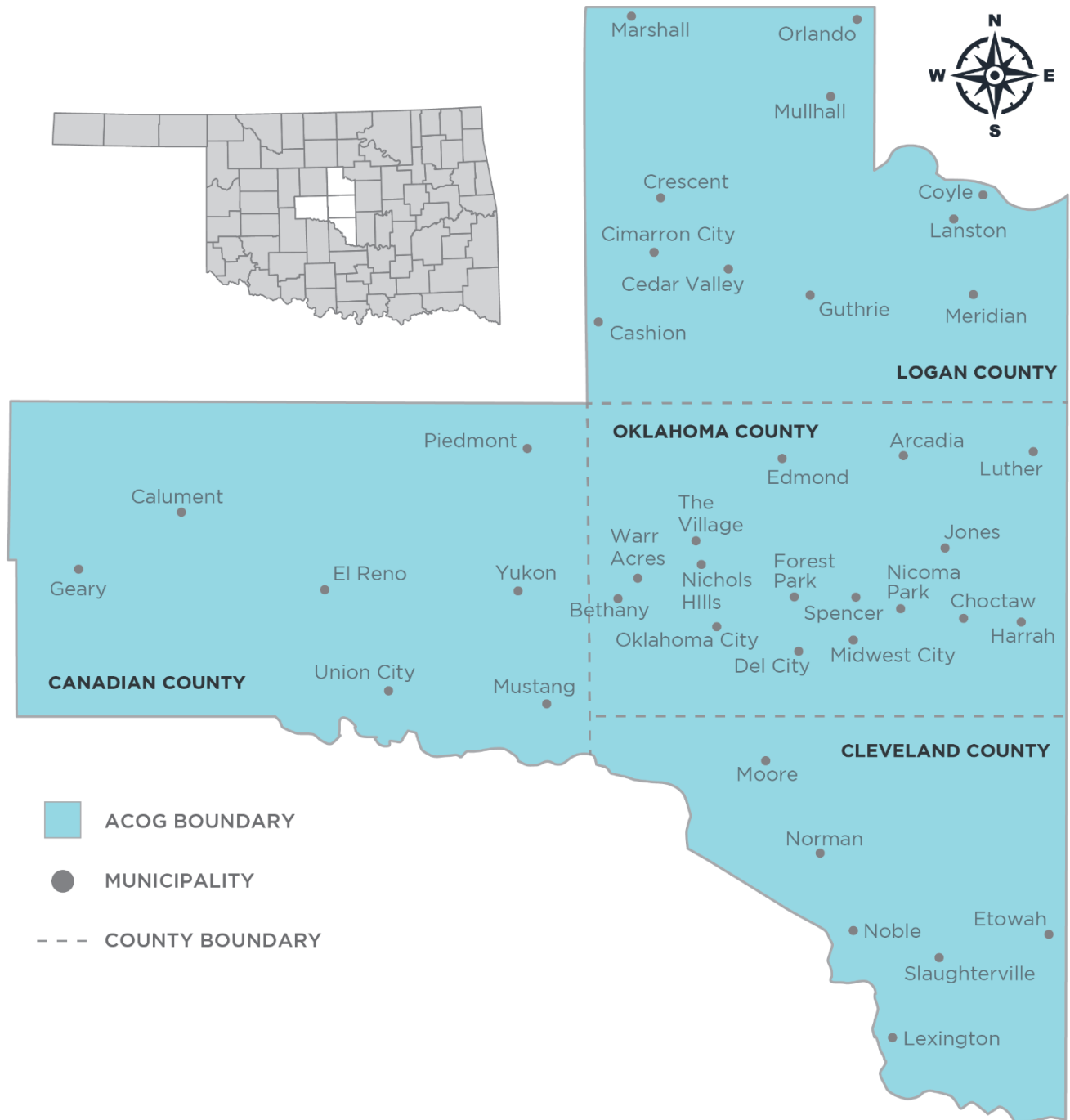
ACOG Management and Accounting staff ensure the financial system used to administer ODOC contracts conforms to the following standards:

1. Accurate, current, and complete disclosure of the financial results of the ODOC programs is provided in accordance with specified State requirements.
2. Records are maintained that adequately identify the source and application of funds for each ODOC supported activity.
3. Effective control and accountability are maintained for all funds, property, and other assets.
4. Accounting records are maintained with adequate supporting documentation.
5. Internal controls are established to eliminate fraud and abuse.

# **ACOG REAP PROGRAM ATTACHMENTS**



ATTACHMENT A



## REAP RATING CRITERIA FOR THE ACOG REGION

<b>A. POPULATION</b> (refer to Attachment A on page 19)	<b>UP TO 30 POINTS</b>
<b>B. POPULATION CHANGE</b>	<b>UP TO 20 POINTS</b>
1. Negative Population Growth	20 Points
2. 0% - 5% Population Growth	15 Points
3. 5% - 10% Population Growth.	10 Points
4. Above 10% Population Growth.	.5 points
<b>C. LOCAL EFFORT</b>	<b>UP TO 45 POINTS</b>
1. Community Investment	10 Points
2. Grant Amount Requested:	
a. Less than \$59,999	30 Points
b. \$60,000 - \$109,999	25 Points
c. \$110,000 - \$149,999.	20 Points
d. \$150,000 - \$209,999.	10 Points
e. \$210,000 - \$299,999	5 Points
f. \$300,000 and over.	0 Points
3. Local Sales Tax	
a. Less than 4% (municipality) or 1.5% (county).	4 Points
b. Higher than 4% (municipality) or 1.5% (county).	5 Points
<b>D. IMPACTS</b>	<b>UP TO 60 POINTS</b>
1. Local Economic Development	up to 10 Points
2. Meets Critical Needs.	up to 15 Points
3. Community Benefits.	up to 20 Points
4. Eliminates Hazards.	up to 15 points
<b>E. MULTI-JURISDICTIONAL/COOPERATIVE AGREEMENTS</b>	<b>UP TO 10 POINTS</b>
<b>F. PROJECT READINESS &amp; TIMELINE</b>	<b>UP TO 10 POINTS</b>
<b>G. ONLINE TUTORIAL/IN-PERSON WORKSHOP</b>	<b>10 POINTS</b>
<b>H. CURRENT ACOG BOARD MEMBERSHIP</b>	<b>15 POINTS</b>
<b>I. PENALTY DEDUCTION FOR PREVIOUS YEAR GRANT RECIPIENT</b>	<b>POSSIBLE LOSS OF -10 POINTS</b>
Fully Funded	- 10 Points
<b>TOTAL POINTS POSSIBLE</b>	<b>200 POINTS</b>



## LOW & MODERATE INCOME POPULATION

ATTACHMENT C

COUNTY/CITY/TOWN	2020 Census POPULATION	LMI
<b>Canadian County</b>		
Calumet	612	39.13%
Geary (pt.)	251	60.71%
Okarche (pt.)	388	26.72%
Union City	2,209	30.50%
<b>Cleveland County</b>		
Etowah	93	58.82%
Lexington	2,187	53.98%
Noble	7,250	41.83%
Slaughterville	4,359	47.69%
<b>Logan County</b>		
Cashion (pt.)	253	42.95%
Cedar Valley	325	27.38%
Cimarron City	174	32.26%
Coyle	381	66.07%
Crescent	1,579	57.09%
Langston	1,870	47.76%
Marshall	305	54.84%
Meridian	45	90.00%
Mulhall	263	47.27%
Orlando	170	64.52%
<b>Oklahoma County</b>		
Arcadia	277	62.86%
Forest Park	1,071	22.62%
Harrah	6,627	33.73%
Jones	3,223	29.89%
Lake Aluma	91	5.33%
Luther	1,778	48.21%
Nichols Hills	3,955	11.46%
Nicoma Park	2,479	43.44%
Smith Village	80	55.33%
Spencer	3,959	55.57%
Valley Brook	768	75.69%
Woodlawn Park	152	31.25%

## POPULATION SCHEDULE FOR POINT ALLOCATION TO REAP APPLICANT COMMUNITIES

Less than 1500	30 Points
1501- 2500	25 Points
2501-4200	20 Points
4201-5200	15 Points
5201-7000	10 Points



# ATTACHMENT D ACOG REAP MONITORING TOOL

REAP Recipient

Contract #

1. PROGRAM MANAGEMENT	YES	NO	N/A	INITIALS	DATE	COMMENTS
<b>Application Packet:</b> Typed Application, Resolution, Professional Cost Estimate, Procurement Policy, Before Photos, Audit						
REAP Award Letter						
Executed ACOG Contract						
Contract Extension Requests/Approval Letters						
Project Modification Requests/Approval Letters						
2. OPERATIONAL MONITORING	YES	NO	N/A	INITIALS	DATE	COMMENTS
Procurement Policy Followed?						
<b>Bid/Solicitation Documentations:</b> 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
<b>Closeout Documentation:</b> Affidavit Certifying REAP Project Completion (Inventory or Infrastructure), Project Complete Minutes, After Photos						
If Applicable, ACOG Field Observation						
REAP Recipient Proof of Inventory Addition						

4. FINANCIAL MANAGEMENT	YES	NO	N/A	INITIALS	DATE	COMMENTS
REAP Ledger Sheet in file						
ACOG Request for Payment Form for each transaction						
Invoices for each transaction						
Purchase Order or Minutes approving each transaction						
Bank Statements: ACOG Check Deposits and Payment Check Cleared						
Current Audit						
<b>SUMMARY OF MONITORING ACTIVITY</b>						

ACOG Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Entity Representative: \_\_\_\_\_ Date: \_\_\_\_\_





ATTACHMENT E

# ACOG REAP INVENTORY TRACKING - 5 YEAR PLAN

ENTITY	GRANT #	CLOSEOUT DATE
DESCRIPTION OF EQUIPMENT		ORIGINAL PURCHASE PRICE

	DATE:	INITIAL PURCHASE	1-YEAR	2-YEAR	3-YEAR	4-YEAR	5-YEAR
SERIAL #							
MODEL #							
ID #							
VIN #							
LOCATION							
STATEMENT OF CONDITION							

Initials of Inventory Reviewer:

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Initials of ACOG Staff Reviewer:

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Date:

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Effective 11/21/2019



## ATTACHMENT F

# REAP FILE CHECKLIST

### PROGRAM MANAGEMENT DOCUMENTS

- Complete Application
  - Typed application
  - Resolution
  - Professional cost estimate
  - Procurement policy
  - Before photos
  - Audit
- ACOG REAP Award Letter
- Executed ACOG Contract
- Contract Extension Request Letter with ACOG Response Letter

### OPERATIONAL ACTIVITIES DOCUMENTS

- Procurement of goods/services documents – Bids/quotes/estimates
- For Bids – Advertisement and Bid Tabulation documents
- Minutes approving purchase of goods and/or services (Notice of Awards)
- Any Engineering or Contractor Agreements
- Pre-Construction Conference Documents
- Affidavit Certifying REAP Project Completion with Photos
- Proof Equipment added to Entity Inventory and/or Insurance Policy
- Closeout Letter and/or De-Obligation Letter

### FINANCIAL MANAGEMENT DOCUMENTS

- REAP Ledger Sheet
- For Each Financial Transaction
  - Signed Reimbursement Form
  - Invoice
  - Purchase Order and/or Minutes
  - Bank Statement showing OEDA Check Deposit
  - Bank Statement showing Payment Check Clearing the Bank

ATTACHMENT G  
2022 REAP CLOSEOUT DOCUMENT

Grant Recipient Name and Address:	Contract Number:
	Contract Period: From: To:
County:	
Preparer/Contact Person:	Telephone:
	Email:

Date project was completed: \_\_\_\_\_

Comments:

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Please enclose photos of finished project.

Typed Name and Title of Chief Elected Official

Date

Signature of Chief Elected Official





## ATTACHMENT H AFFIDAVIT CERTIFYING REAP PROJECT COMPLETION

I, \_\_\_\_\_, a registered professional Engineer in the State of Oklahoma, or an Authorized City/County Personnel for City/Town of \_\_\_\_\_ County of \_\_\_\_\_, Oklahoma, **Do Hereby Certify** that REAP funds awarded under contract number \_\_\_\_\_ were used for the project described in our contract with ACOG, And pursuant to all rules and regulations that govern the REAP Program, and pursuant to all applicable Oklahoma laws.

### PROJECT DESCRIPTION

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(A final field observation of the Project was completed - before & after photos are attached.)

**I DO HEREBY CERTIFY TO THE COMPLETION OF THE ABOVE REFERRED TO  
IMPROVEMENTS AND THE COMPLETION OF THIS CONTRACT, AND RECOMMEND  
APPROVAL TO:**

The \_\_\_\_\_ (Council/Board)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title/Entity



## ATTACHMENT I

# AVIDAVIT CERTIFYING REAP PROJECT COMPLETION INVENTORY WARRANTY

I, \_\_\_\_\_, a registered professional Engineer in the State of Oklahoma, or an Authorized City/County Personnel for City/Town of \_\_\_\_\_ County of \_\_\_\_\_, Oklahoma, **Do Hereby Certify** that REAP funds awarded under contract number \_\_\_\_\_ Were used for the project described in our contract with ACOG, And pursuant to all rules and regulations that govern the REAP Program and pursuant to all applicable Oklahoma laws.

## PROJECT DESCRIPTION

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(A final field observation of the Project was completed - before & after photos are attached.)

**Do Hereby Certify** that the above referred-to improvements were accomplished according to approved plans and specifications and/or duly authorized change orders, to the best of my knowledge, information and belief. This Certification is also for the benefit of the City/County, listed above, to finalize the project quantities and payment.

\_\_\_\_\_ of \_\_\_\_\_ is the project's prime contractor.

**I DO HEREBY CERTIFY TO THE COMPLETION OF THE ABOVE REFERRED TO  
IMPROVEMENTS AND THE COMPLETION OF THIS CONTRACT, AND DO RECOMMEND  
APPROVAL TO:**

The \_\_\_\_\_ (Council/Board)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title/Entity



**Warranty Period** will be for 1 Year to begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Accepted: \_\_\_\_\_  
(community) initials

Acknowledged: \_\_\_\_\_  
(vendor) initials

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
Signature Typed Name/Title

By: \_\_\_\_\_  
Signature Typed Name/Title





# ATTACHMENT J

# REQUEST FOR PAYMENT

## REAP PROJECT CONTRACTS

("The Attachment" to this Request for Payment, and all invoices, need to be submitted with this form in order for payment to process)

<b>RECIPIENT</b> Name: Address: City, State, Zip Code:	Request Number:    1    2    3    4    5 Is this the Final Request?
---	--

Contract Number (Year): \_\_\_\_\_

Contract Amount Awarded: \_\_\_\_\_

1. Total amount of REAP grant awarded	\$
2. Payments previously requested	\$
3. Amount now requested	\$
4. Grant balance remaining after this request	\$

### CERTIFICATION:

I certify that to the best of my knowledge and belief:

The information above is correct and all expenditures were made in accordance with the contract conditions, or other agreements, and that payment is due and has not been previously requested.

That no funds were used to pay any administrative or travel expenses and funds were used only for expenses incurred during the term specified within the REAP Contract, including any grant extensions.

\_\_\_\_\_  
Signature of Authorizing Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACOG Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACOG CED Manager

\_\_\_\_\_  
Date

