

KEDDO

FY 2012 REAP SCHEDULE

Executive Committee Meeting
Discuss and Make Recommendations for Full Board.....June 15, 2011

Full Board Meeting
Action on Executive Committee Recommendations for REAP.....July 27, 2011

Dissemination of Applications.....August 1, 2011

*KEDDO Assistance on Individual Applications August, September, 2011

Close of Application ProcessSeptember 23, 2011 @ 4:30 p.m.

All applications must be stamped or initialed into the KEDDO Wilburton office or a KEDDO county office by this time.

Review of Applications by Executive Committee.....October 5, 2011

Full Board Selection & Approval on Applications to Be Funded.....October 19, 2011

Announcement of Applications to Be FundedDecember, 2011

Project Subcontracts & TrainingJanuary, 2012

Project Start DateJanuary-February, 2012

Projects Must be Started BySeptember 30, 2012

Close Out DateMay 20, 2013

All money must be requisitioned by this date.

***KEDDO CONTACTS
FOR APPLICATION ASSISTANCE**

<u>County</u>	<u>Contact</u>	<u>Telephone Number</u>
Choctaw	Jama Bishop, Steve Smalling	580/326-7502
Haskell	Steven Clemente	918/465-2367
Latimer	Steven Clemente, Danny Baldwin	918/465-2367
LeFlore	Steven Clemente	918/465-2367
McCurtain	Steve Smalling	580/286-7531
Pittsburg	Steven Clemente	918/465-2367
Pushmataha	James Hill, Steve Smalling	580/298-6601
Wilburton	Steven Clemente, Danny Baldwin ..	1-800-722-8180 or 918/465-2367

**KEDDO
2012
REAP GUIDELINES**

A. Number of Projects

KEDDO will accept all applications and fund by points with only one (1) application funded per entity per year; unless there is money left over after all remaining county projects are funded. If more than one application is submitted by an entity, applications must be prioritized. Entities included as part of a CDBG-REAP multiple entity application shall be exempt from this requirement. Separate projects (e.g. construction & equipment) may not be combined into one application.

B. Eligible Project Categories as provided by State Statute:

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.

Excluded Projects by Board and/or State Statute.

Cemeteries, tourism and recreation, schools, land purchases when comprising total project, county-wide projects broken up to meet REAP population requirements, private developments, private communities, private companies, **projects not deemed in the best interest of the program or district and such other projects not encompassed by the 10 eligible project categories cited above including, but not limited to:**

consumable goods and office supplies;

personnel costs;

park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible);

fairgrounds projects (except community centers and similar public facilities located in parks which are eligible);

mowers and lawn maintenance equipment;

veterans memorials;

codification of ordinances; Capital Improvement Plans (CIP's);

comprehensive (land use) plans;

housing projects/programs;

county maintenance shops or any other district-wide projects for county commission

districts with a population of 7,000 or greater.

C. Division of Funds

By State Statute, at least eighty percent (80%) of funds shall be expended for assets described in paragraphs 1 through 6 of Section B above. The remaining amount of any funds distributed may be expended on projects described in paragraphs 7 through 10 of Section B above. This includes REAP funding used for CDBG-REAP projects.

- 1) Divide equally by county.
- 2) Divide a percentage for transportation (60%) and a percentage for ED/CD (40%), subject to state statute requirements.
- 3) Funds not utilized for one category will be transferred (if needed **or required**) to the other category.
- 4) Funds not applied for or meeting state statute requirements in one county will be divided equally among the remaining counties or applied as necessary to meet statute requirements.

D. Point Deductions

Twelve (12) points will be deducted for each entity funded fully in the previous year. If a project from the previous year received partial funding and the project was completed, then a percentage equal to the funding percentage will be deducted (rounded to the nearest whole number). On projects partially funded and not completed and funding is requested only to complete the same project, no points will be deducted. Entities funded as part of a CDBG-REAP multiple entity application shall be exempt from this requirement. If funded the previous year, rural water districts will receive a deduction regardless of the location of the new project.

Five (5) points may be deducted for insufficient Project Description and five (5) points may be deducted for insufficient Project Justification (-10 total possible).

E. Project Priority

Job creation and/or retention and new water construction only to currently unserved areas (may not be combined with served areas) are Board priorities (Priority Points on Point System).

F. Board Flexibility

Executive Board is the designated REAP Committee.

REAP APPLICATION INSTRUCTIONS

THE NUMBERS CORRESPOND WITH NUMBERS ON THE APPLICATION.

1. The applicant entity must choose and circle the category for this application.
Transportation projects will consist of road repair, re-surfacing, bridges, drainage, and signage.

ED & CD projects will consist of all eligible projects except transportation eligible projects.

If there is a question on application category, please contact the KEDDO Office at 1-800-722-8180 or 918-465-2367.
2. All applications must be sponsored by a municipal or county governmental entity (town or county). Unincorporated areas and towns not required to procure an annual audit as set forth in current Oklahoma Statutes must be sponsored by the county government. Location of the project determines the sponsoring entity. If project crosses county lines (e.g. conservation or fire district equipment), location is determined by location of main office or station.
3. The contact person(s) may be a governmental official or someone in charge of the project.
4. Federal Employer Identification number of the sponsoring entity (town or county).
5. County(ies) where the project is located.
6. Population from the latest official census information. For unincorporated areas the population will be certified by the county sponsor. See item #17 below.
7. Total Cost to Complete Project. See item #13 below.
8. Grant Dollars (optional). Grant awards will not be used for scoring purposes, but must be included and documented in total project cost.
9. The amount to be added to the grant locally. This may be in the form of cash, force account, other loans, in kind labor, donated material or land, special state legislature appropriations to applying entity, and/or leverage money for any other grants for the project. Force account is paid employees working on project in lieu of their regular job. In kind is unpaid labor donated to the project. Applicant must provide documentation and a basis of cost (signed letter pledging work, cash, etc.). Failure to provide documentation will result in loss of local effort points and may result in an incomplete and unfundable application.
10. REAP Grant Request (Line 7 minus lines 8 and 9).
11. Cost benefit is the amount of grant requested divided by the number of persons benefitting from the project.

12. The number of jobs created and/or saved. Jobs must be documented by a signed statement from the entity creating and/or saving the jobs (e.g. company and/or town). This statement must list the number of jobs and how they will be created and/or saved by this project.
13. Provide a detailed description of the project. Include maps, pictures, etc. if necessary. Attach estimates from commercial vendors, contractors, architects, engineers and/or other necessary documented cost estimates as a basis for the cost. Use additional sheets if necessary. Failure to provide reliable cost estimate(s) will result in rejection of application (threshold requirement).
14. Project justification is a description of how this project benefits your community. Examples: economic growth, job security, quality of life, etc. Attach additional sheets if necessary.
15. Sponsoring governmental entity(ies) must pass and complete a resolution to sponsor and apply for REAP funds.
16. The sponsoring government's chief elected official must complete the Statement of Understanding and Assurances. Also, an official of the recipient organization must read and sign this form.
17. For unincorporated areas: Population certification must be included and signed by either the county commissioner of the area or the chairman of the board of commissioners for that county. If a county sponsors an incorporated area (e.g., a town), U.S. Census figures will be used. A map of the project site must also be included. Population estimate and map are threshold requirements for unincorporated areas. Failure to provide either will result in rejection of application. Rural water district and conservation district populations will be certified through the following formula: 2.5 X total of cooperative agreements (membership) or meters affected and/or gained.
Fire departments located within incorporated towns will use U.S. Census figures for town regardless of coverage area. The only exception allowed is for construction/renovation of satellite station in an unincorporated area---these applications must be sponsored through the county and include county population certification for area served, but cannot supersede another application by the town unless certified as the town's first priority.
18. For all construction and renovation projects: Proof of county, town or city ownership of property or proof of long-term lease (life of project) from a county, town, city or school district prior to award of grant. Lease must be for a minimum of twenty-five (years) from the year of each applicable project funded and must be recorded in county records.

For all equipment projects: Within five years of the date of the CLOSE-OUT DOCUMENT submitted by the sponsoring entity, equipment obtained using REAP funds may not be liquidated without approval of the sponsoring governmental entity (e.g., town council or board of commissioners). Sponsoring entity shall designate such equipment as surplus and shall determine manner of disposal, whether transfer to another eligible beneficiary (e.g., fire department to fire department) or open sale. Sponsoring entity shall attempt to dispose of such equipment within that county, if possible. All disposal, whether transfer or sale, shall abide by the disposal process of the sponsoring entity (town or county), and any money obtained by the original REAP beneficiary must be utilized in a manner consistent with

original funding (e.g., purchase of community center, fire, or conservation equipment). Copies of all documentation related to the liquidation of such equipment shall be forwarded to KEDDO.

In addition to the requirements cited above, conservation districts shall present to KEDDO immediately upon award of a grant for equipment an agreement with the county (sponsor) stating that loan, rental or lease of funded equipment will not be restricted to district members.

19. For rural water districts, conservation districts, incorporated towns and cities and other applicable entities: Application must include a copy of the most recent audit summary page available showing total revenues. If an entity is not subject to an annual audit as set forth in current Oklahoma Statutes, the entity must provide documentation that it is not subject to an audit (e.g. copy of last year's revenue statement to State) and can apply only by having the local Board of County Commissioners apply on their behalf, if the county chooses to do so. Nothing contained herein mandates the county to act as an accommodating party. If a rural water district, incorporated town or city or any other applicable entity has not met its audit requirements as set forth in current Oklahoma Statutes, it is ineligible to receive REAP funding regardless of sponsorship.
20. For rural water projects: Application must include documentation that the rural water district or incorporated entity will support the project. If project will provide water only to currently unserved area, rural water district or incorporated entity must document that service and maintenance will be assumed upon completion.
21. All requests for changes to project after funding must be submitted by sponsoring entity. KEDDO staff will review request for possible changes in application score and scope of request. The KEDDO Executive Board as REAP Committee or the KEDDO Board of Trustees must approve all changes of scope if re-scoring of application does not preclude funding. Currently, the only automatic change of scope request that has been approved by the KEDDO Board of Trustees is to permit a fire department to change an equipment grant to outfit to state specifications a new 4x4 one-ton truck awarded under a state legislature special application award cycle.

APPLICATION CHECKLIST
(Requirements/Suggestions for Successful Application)

A. Application Coversheet: Threshold requirement-Failure to provide completed page results in automatic rejection of application. Numbers below correspond to application and instructions above.

1. Circle type of application.

2. Governmental Entity(ies) refers to county, city or town sponsoring application, NOT fire department, rural water district, conservation district, etc. Unincorporated entities (beneficiary) fill in 3. Contact Person(s). Towns and cities may use same contact information, but must provide a contact person. Unincorporated beneficiary (e.g. fire department, senior center, etc.) must provide contact information if errors are to be corrected prior to deadline and to notify applicant of outcome of application or partial funding.

4. Federal Employer Identification (FEI) Number (Sponsor) refers to FEI number of governmental entity sponsoring application, i.e. county, city or town, NOT fire department, rural water district, conservation district, etc.

5. County(ies) of Location: Self explanatory.

6. Population of Area to be Served must be the latest U.S. Census for incorporated areas or documented with 17. CERTIFICATION OF POPULATION (threshold requirement)-refer to item #17 above for additional requirements for certain entities.

7. Total Project Cost-attach reliable cost estimate(s) (threshold requirement)-refer to items 7 and 13 above. Total cost includes REAP grant, other grants (if any) and local effort (if any). Total project cost must equal total of attached estimate(s).

8. Other Grant Funding-attach official documentation that grant has been awarded and the amount awarded. Documentation that shows an application has been submitted, is on a 'wait list', etc. will not be considered and may result in rejection of application based on insufficient funding to cover project cost.

9. Local Effort-must be reliably documented to be allowed. Reliable documentation includes typed/printed and signed statements with addresses and phone numbers for verification. Insufficient and/or unreliable documentation will not be considered and may result in rejection of application based on insufficient funding to cover project cost.

10. REAP Grant Request-errors on lines 7, 8 and/or 9 may result in adjustment of request to fit project cost, point loss and/or rejection of application for lack of funding.

11. Cost Benefit-REAP grant request divided by population. Errors on population and/or lines 7, 8, 9 may result in adjustment of this figure and loss of points.

12. Number of Jobs Created and/or Saved-only jobs that remain after project is completed. Documentation is closely scrutinized-very few projects qualify.

13. Project Description-add additional pages if necessary. Describe the project so that it matches the project cost estimates. 'Fire Truck,' 'Siren,' etc. do not qualify as descriptions, and, along with a blank space, will result in a loss of points.

14. Project Justification-add additional pages if necessary. Why do you need this project? What will it mean to you if funded? 'Need fire truck' or 'need siren' do not qualify, and, along with a blank space, will result in a loss of points.

- B. Resolution (15): Threshold Requirement-application will be rejected if not included or incomplete.
- C. Statement of Understanding and Assurances (16): Threshold requirement-application rejection.
- D. Certification of Population (17): Threshold requirement-application rejection. Required for unincorporated area projects only. Commissioner may be the county commissioner for the district where the project is located or the chairman of a board of commissioners. Review Instruction # 17.
- E. Audit Summary of Revenues (when required): Threshold requirement-application rejection. If entity is required by law to have an annual audit and does not provide total revenue summary pages or fails to provide documentation that audit is not required, application will be rejected. Summary must show totals of all departmental revenues regardless of nature of application or sponsorship. County sponsored application for incorporated areas (e.g., fire department or senior center of a town) must include this documentation.
- F. Map of unincorporated area project: Threshold requirement-application rejection. Examples: copy of road map with rural community center marked; road map with rural fire/water district and station/main office marked.

G. CONTACT KEDDO STAFF FOR ASSISTANCE AND REVIEW!!! SUBMIT EARLY ENOUGH TO AVOID ERRORS. ERRORS FOUND TOO LATE IN THE PROCESS TO CORRECT OR AFTER THE DEADLINE REMAIN ERRORS.

**"AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE RURAL
ECONOMIC ACTION PLAN FUND(S)**

WHEREAS: The _____ desires to seek funding from
(Sponsor: County, City or Town)
the Rural Economic Action Plan Fund(s) for _____ in the
(Type of Project)
_____; and
(Sponsor: Town, City or County)

WHEREAS: It is in the best interest of _____ to
(Sponsor: Town, City or County)
expedite the preparation and submission of an application or applications for financial assistance
from the Rural Economic Action Plan fund(s), in the form of a grant.

NOW THEREFORE: BE IT RESOLVED that, the _____ of the
(Mayor/Chm. of Board of Co. Com.)

_____ is hereby authorized and directed to sign any and all applications
(Sponsor: Town, City or County)

and related documents necessary to file and process any and all grant applications through the
Rural Economic Action Plan fund(s) on behalf of _____.
(Beneficiary: Town, City, County or Unincorporated Area.)

PASSED AND APPROVED by the _____ of _____
(Governing Body) (Sponsor: Town, City or County)

this _____ day of _____, 20_____.

BY: _____
(Mayor/Chm. Bd. of Co. Com.)

ATTEST: _____
(Town/City/County Clerk or Notary Public)

SEAL

My Commission expires _____.

16. STATEMENT OF UNDERSTANDING AND ASSURANCES

As the _____ of
(Mayor/Chm. of Bd. of Co. Com.)

_____, I understand the following criteria for
(Town, City or County)

eligibility for and participation in the Rural Economic Action Plan Fund(s).

I. The items included on REAP Point System for both the Transportation and ED REAP (Population, Fiscal Capacity, Cost Benefit, Local Effort, Impacts) will be the only items utilized to score applications. Any of these items not addressed on the application will not be assigned any points and a zero will be recorded for that item. Failure of incorporated entity to provide current audit summary sheet will constitute an ineligible application.

II. For unincorporated areas outside of cities and/or towns: A map indicating the geographical area benefitting from the application shall be provided. Documentation of the population that will benefit and evidence of an existing community organization (fire department, senior citizens group or community organization) that will be responsible for grant implementation and on-going maintenance and/or operation must be included. The population estimate must be signed by the county commissioner of the area or the chairman of the board. The county agrees to be a sponsoring unit of government only, and all areas of responsibility for maintenance and operation of the project will lie with the unincorporated entity.

(Mayor/Chm. of Bd. of Co. Com.) Date

(REAP Grant Beneficiary-if unincorporated) Date

The population of _____
(REAP Grant Beneficiary Area)

is hereby estimated to be _____.

Date

County Commissioner-Print Name

District #/Chair

County Commissioner-Signature

**2011
KEDDO REAP FUNDS POINT SYSTEM**

A.	Population	
	0-1750	25
	1751-2500	20
	2501-4000	15
	4001-7000	10
B.	Fiscal Capacity	
	0-\$50,000	10
	\$50,001-\$200,000	7
	\$200,001-\$1,000,000	5
	\$1,000,001 and Above	3
C.	Cost Benefit	
	1-60	10
	61-100	7
	101-150	5
	151 and Above	2
D.	Local Effort	
	Documented Cash Infusion, Value of Force Account and/or In-Kind Services.	
	1%-25% of the Dollar Value of REAP Requested	5
	25+%-50%	10
	50+%-75%	15
	75+% and Up	20
	Keeping REAP Dollar Amount of Grant Application To a Minimum	
	\$15,000 or Less	15
	\$15,001 to \$25,000	10
	\$25,001 to \$50,000	7
	\$50,001 to \$70,000	5
	\$70,001 to \$100,000	3
	\$100,001 and More	1
E.	Impacts (Priorities)	
	A. Creates and/or Saves Jobs	20
	1 Point Per Job Created or Saved (Must be Documented) Up to 20 pt. Maximum.	
	B. Water Project to Unserved Area	10
F.	Deductions	
	Deduction for Previous Year	
	Fully Funded Application	-12

Partially Funded Complete Projects.....	-Percentage
Partially Funded Phased Projects.....	0
Deduction for insufficient Project Description.....	-5
Deduction for insufficient Project Justification.....	-5
 TOTAL POINTS POSSIBLE.....	 110

DEFINITIONS

- A. Threshold Requirement – Application requirement that must be met before application will be scored. Applications not meeting any threshold requirement are ineligible for funding.
- B. Population - For incorporated areas the 2000 Federal Census or latest official Census Update is utilized. For unincorporated areas, county commissioners must certify.
- C. Fiscal Capacity - Total revenue as per most recent audit requirements fulfilled to satisfaction of Office of the State Auditor and Inspector. Unincorporated areas and incorporated towns not required to procure an audit will be treated the same as small communities for fiscal capacity, but must document their non-requirement status if incorporated.
- D. Cost Benefit - Grant dollar value per capita.
- E. Local Effort - 20 points for documented efforts of cash infusion and/or value of force account. Percentage of points for keeping application under pre-determined cap as set by KEDDO Trustees.
- F. Impacts - Self explanatory. In the case of ties, the total of scores from Items C, D, and E will be utilized to break ties. The KEDDO Board of Trustees will then look at these items individually (E then D then C). The KEDDO Board of Trustees will then have the discretion to select projects based upon feasibility, need and/or state statute requirements.