

# KEDDO

## FY 2026 REAP SCHEDULE

### Executive Committee Meeting

Discuss and Make Recommendations for Full Board..... July 16, 2025

### Full Board Meeting

Action on Executive Committee Recommendations for REAP..... July 16, 2025

Dissemination of Applications..... July 16, 2025

\*KEDDO Assistance on Individual Applications..... July, August, September 2025

### **Close of Application Process .....September 4, 2025 @ 4:30 p.m.**

All applications must be stamped or initialed into the KEDDO Wilburton office or by an authorized KEDDO employee by this time.

Review of Applications by Executive Committee..... October 15, 2025

Full Board Selection & Approval of Applications to Be Funded..... October 15, 2025

Announcement of Applications to Be Funded ..... January - March 2026

Project Subcontracts & Implementation Training ..... February - March 2026

**Subcontracts will not be executed and entities may not begin projects without training.**

Project Start Date ..... March - April 2026

Projects Must be Started By .....September 30, 2026

Close Out Date ..... May 15, 2027

All money must be requisitioned and close-out executed by this date.

## **\*KEDDO CONTACTS FOR APPLICATION ASSISTANCE**

Covering All Counties

**Choctaw, Haskell, Latimer, LeFlore, McCurtain, Pittsburg and Pushmataha**

Kim Rose.....krose@keddo.org .....1-800-722-8180 or 918/465-2367

Kim Green.....kgreen@keddo.org .....1-800-722-8180 or 918/465-2367

## **KEDDO REAP GUIDELINES**

### A. Number of Projects

KEDDO will accept all applications and fund by points with only one (1) application per entity per year; unless there is money left over after all remaining eligible/complete applications in that county have been funded. If more than one application is submitted by an entity, applications must be prioritized. Entities with an open REAP grant awarded for equipment or construction may submit an application. However, if the open equipment or construction grant is not completed and the close-out dated and received by KEDDO staff before the current application deadline, the new application (equipment or construction) will be deemed ineligible and not scored. 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 (including equipment for conservation districts);
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 PROJECT CATEGORIES** 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;
- unincorporated construction/renovation projects wherein property is subject to deed restriction(s).
- Firearms (handguns, rifles and/or shotguns).
- Schools

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.
- 5) Funds deobligated for failure to meet individual grant subcontract requirements shall be transferred to the next open budget cycle and shall be placed into the budget total prior to required divisions.

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). If the existing qualified lease copy or Commitment To Lease form is not included, ten (10) points will be deducted. Five (5) points will be deducted if project city/town/county has not paid their current year KEDDO membership dues.

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. Record Retention

Financial records, supporting documents, statistical records, and all other records pertinent to a REAP award shall be retained for a period of seven years from the date of contract close out date.

G. Property and Equipment Inventory Requirements

All REAP funded property and equipment with a usable life expectancy of more than one year shall comply with the following requirements:

1. KEDDO will maintain an inventory file of equipment purchased with REAP funds. The inventory file will include the description of the equipment, manufacturer's serial or other identification number, location of the item, original purchase price and statement of condition of each item.
2. Inventory of all equipment and non-expendable property purchases made with REAP contract funds shall be taken and the results reconciled with the equipment records yearly through desktop monitoring.
3. Equipment purchased by REAP funds must be maintained in working conditions and the REAP awarded entity is responsible for any maintenance, damage, repairs, loss, or theft.
4. The REAP awarded entity shall maintain the up-to-date inventory with its contract files.
5. KEDDO will conduct an inventory every year of equipment over \$2,500.00 through desktop monitoring.
6. Inventory records shall be maintained for three (3) years after the date of disposal or sale.

H. Board Flexibility

Executive Board is the designated REAP Committee.

## REAP APPLICATION INSTRUCTIONS

THE NUMBERS BELOW CORRESPOND WITH THE 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 entities 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 a project in lieu of their regular job. In-kind is unpaid labor donated to the project. Applicants must provide documentation and a basis for 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/or 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 people benefiting 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 deed(s), map(s), picture(s), etc. as required. 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), map, and deed as required 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/cities must apply through the town unless a qualified decision to apply through the county is made by the Council/Board of Trustees (see # 19 below) and will use U.S. Census figures for town/city 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. Unincorporated entities must include with the construction/renovation application a copy of recorded property deed without restriction(s) for the project site, if owned by the entity (threshold requirement), and/or one of the following:
  - a) copy of existing recorded county lease agreement (if less than 25 years remains and application is awarded, it must be renewed to at least 25 years prior to funding);
  - b) copy of lease agreement with qualified entity (e.g. school district);
  - c) Commitment To Lease (to county) (#18).

For all equipment projects: Equipment acquired with funds from ODOC contracts may be sold, traded in on replacement equipment, or salvaged only upon written approval from ODOC. When a Contractor or Subcontractor wishes to dispose of equipment on the inventory list with a Fair Market Value (FMV) of less than \$5,000, they may do so without submitting a disposition request to ODOC. Records for real property and equipment shall be retained on the Contractor or Subcontractor's inventory list for two years after final disposition. When a Contractor or Subcontractor wishes to dispose of equipment on the inventory list with a Fair Market Value (FMV) of \$5,000 or more, they must submit a disposition request to ODOC after which ODOC will provide specific disposition instructions to the Contractor/Subcontractor. Items required will include: 1) Purchase Date, 2) Source of funding for the purchase, 3) Description of the equipment, 4) Manufacture serial number, 5) Model or other identification number, 6) Location of the item, 7) Original purchase price, 8) Statement of condition (Excellent, Good, Fair, Poor, Unusable), 9) Disposition information (Dispose, Sale, Donate, Loss), and 10) Documentation of current fair market value of equipment.

19. For rural water districts, conservation districts, incorporated towns and cities and other eligible entities: Application must include a complete copy of the most recent audit to include auditor's report and all revenue information. If a rural entity (unincorporated) is not subject to an annual audit as set forth in current Oklahoma Statutes, it must submit a copy of the most recently required audit. If an incorporated entity (town or city) does not meet the audit requirement for the previous calendar year as defined by Oklahoma Statutes, the incorporated entity must provide documentation that it is not subject to an audit (e.g. copy of last year's revenue statement to the State) and can apply only by having the local Board of County Commissioners apply on their behalf, if the county chooses to do so. Incorporated towns/cities must provide proof of audit exemption to apply through the county. A town/city with a current audit may elect to apply through the county, but the county-sponsored application must include evidence of a Council/Board of Trustees vote to apply through the county, along with a copy of the audit showing all revenues. A town/city may not use a county application to avoid the audit requirement. Nothing contained herein mandates the county to act as an accommodating party. If a rural water district, conservation district, incorporated town or city or any other eligible entity has not met its audit requirements as set forth in current Oklahoma Statutes, it is ineligible to receive REAP funding regardless of sponsorship. Unless otherwise permitted by Oklahoma Statutes, only audits from the two calendar years prior to the current REAP application year will be accepted.
20. For rural water projects: Application must include documentation that the rural water district or incorporated entity will support the project. If the project provides 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 the 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.

## 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. Copy of Audit (when required): Threshold requirement-application rejection. If an entity is required by law to have an annual audit and does not provide the latest copy from one of the two calendar years prior to the REAP application year or fails to provide documentation that an audit is not required, application will be rejected. Audit 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. Commitment To Lease (18) or copy of existing qualified lease (e.g. county lease or lease from school district). Failure to include: ten (10) point deduction.

H. Proof of unrestricted ownership: For unincorporated entity construction/renovation projects, a copy of the recorded deed with unrestricted ownership for the site of the proposed construction/renovation project. Failure to include: Threshold requirement-application rejection.

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



**15. RESOLUTION**

**AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE  
RURAL ECONOMIC ACTION PLAN**

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/Chairman of Board of Co. Comm.)

\_\_\_\_\_ 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/Chairman Board of Co. Comm.)

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

SEAL

My Commission expires \_\_\_\_\_.



**17. CERTIFICATION OF POPULATION**  
**(Unincorporated Areas Only)**

The population of \_\_\_\_\_  
(REAP Grant Beneficiary Area)

is hereby estimated to be \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Commissioner - Print Name

\_\_\_\_\_  
District#/Chair

\_\_\_\_\_  
County Commissioner-Signature

**18. Commitment To Lease (unincorporated entity construction/renovation)**

If \_\_\_\_\_ is selected by the KEDDO Board of Trustees to receive a REAP grant for construction/renovation purposes, the undersigned understand that they will have one month from date of selection to provide a recorded copy of a long-term lease of the affected property (minimum twenty-five [25] years) to the sponsoring county. Failure to provide such lease shall be deemed forfeiture of selection.

**Board Officers:**

_____ Typed/printed name	_____ Signature
_____ Typed/printed name	_____ Signature
_____ Typed/printed name	_____ Signature

**Landowner (if property is leased):**

_____ Typed/printed name	_____ Signature
Address: _____ _____	Phone Number: _____

Landowner: Deed of ownership must not contain any restrictions upon surface ownership.

2026

**KEDDO REAP FUNDS POINT SYSTEM**

A. Population  
0-1750 .....25  
1751-2500 .....20  
2501-4000 .....15  
4001-7000 .....10

B. Fiscal Capacity  
0-\$100,000 .....5  
\$100,001-\$500,000 .....4  
\$500,001-\$1,000,000 .....3  
\$1,000,001 and Above .....2

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 <b>(including lease requirement)</b> .....	-5
	Deduction for insufficient Project Justification <b>(including lease requirement)</b> .....	-5
	Deduction for current year membership dues unpaid.....	-5
	TOTAL POINTS POSSIBLE.....	105

### DEFINITIONS

- A. Threshold Requirement – Application requirement that must be met before application will be scored. Applications that do not meet any threshold requirement are ineligible for funding.
- B. Population - For incorporated areas the 2020 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 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.