Application Instructions

SECTION I. APPLICANT INFORMATION

A. Name of community/county/entity applying for REAP funds and the county in which they are located.

B. Name of contact person and county district project is located in. (#1 #2 or #3)

C. Mailing address, phone number, fax number, and e-mail of contact person.

D. The FEIN (Federal Employer Identification Number) of the applicant.

E. The Duns Number of the applicant.

F. What type of entity is the applicant - a municipality, county, town, rural fire department, or organized in some other legal manner? **Pick one item from the drop down list**

G. Name of alternate contact person and phone number.

H. The population of the applicant according to the 2010 Census**.**

I. Entities operational revenue.

J. What is the Senator & House District of the project location? **Pick one item from the drop down list**

K. Is the community/entity applying for REAP incorporated, if so, is it required by State Auditor to submit to an annual audit or an agreed upon procedures report. **If the City/Town/Community does not have an annual audit or an agreed upon procedure then they must apply through the county.**

SECTION II. PROJECT INFORMATION

A. A complete description of the project**.** For example, districts have simply put "COMMUNITY BUILDING". Is that constructing a building? If so, how big a building? What kind of materials? Does it include furnishings, equipment or supplies? Another example: "Replace water (or sewer) line". What size pipe? How long a line? 25 Feet? 25 Miles? Where? **Each project description must be specific enough that is can be audited by SODA**

B. Describe the location of the project using street names, etc. in such a way that someone from SODA can drive to the project site. If no street names are used, include a map.

C. What is your project Type? **Pick one item from the drop down list**

D. The total number of people benefiting from the project. In some cases, this will be the entire community or the 2010 Census number may be used. In other cases, the number will reflect only a portion of the population.

E. What is the total grant amount you are applying for? REAP and CDBG-REAP amounts may change each year. The current maximum application amount will be listed on item #3 of the SODA REAP application page when the site opens each year.

F. Total other Grants (type and amount). This will be for any other grants used for match. (CDBG, OWRB, etc.

G. Local Effort (type and amount). Applicants may choose to show their commitment to the project by donating materials or property, in-kind labor, equipment, cash contributions, etc.

H. The project cost. This is the amount of the grant request, plus other grant, plus local effort (E+F+G=H). **The computer will total this for you and it must match the project budget you submit**.

SECTION III.   PROJECT IMPACT

A. This is only for jobs that remain after the project is completed. **A notarized affidavit or letter from the company or entity creating or saving a specific number of jobs must be attached to the SODA REAP application website**

B. Is your community current on its membership dues to SODA? Dues paid for current year (latest billing) will receive these points. **(Counties/Cities Only)**

C. Answer yes, if you have an agreement that is relative to this project. An example is an agreement between the county and town; whereas, the county will provide the equipment and labor to do the work and the town will apply for funds to purchase the materials. **A signed copy of the agreement must be attached to the SODA REAP application website**

D. Answer yes, if your entity is under a consent mandate to do this project. **REAP funds <u>cannot</u> be used to pay fines**. **A copy of the Consent Order must be attached to the SODA REAP website**

E. Must clearly be demonstrated that the project will have a significant impact on the economic development or well-being of your community/county. It is absolutely essential that you make the project narrative concise and understandable as to what you want to accomplish.

F. Is your community on the list of communities with an adopted CIP (Capital Improvement Plan**)?**

G. If yes, **A copy of the "Total Capital Needs Summary" must be attached to the SODA REAP application website to receive points**

H. **If yes, a deed or lease must be attached to the SDOA REAP website.** This includes work done on parking lots, Parks and repairs to building. It must either be on public property (Town/City/School District/County); or private property leased by a public entity. The length of the lease must clearly exceed the life of the improvements made to the property (39 years). If you are not sure call Pat Jones 580-920-1388 to check.

I. Does your entity have a Hazard Mitigation Plan or is if included in your county plan?

J. What is your project outcome? **Pick one item from the drop down list**

K. The impact of the project on your community/county is crucial. **What would happen if this project did not receive funding**