

# 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. Is the applicant a municipality, county, town, rural fire department, or organized in some other legal manner?
- F. Name of alternate contact person and phone number.
- G. The population of the applicant according to the 2010 Census (**Census information pages 10 - 12**).
- H. Entities operational revenue.
- I. List the Senator & House Representative of the project location by district number or by name (**Page 9**)
- J. 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'S DESCRIPTION MUST BE SUFFICIENTLY SPECIFIC SO THAT IT CAN BE AUDITED.**
- 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 (Per Soda and HB 3291)? (**Page 8**)
- D. The total number of people benefiting from the project. In some cases this will be the entire community or the 2010 Census number will be used. In other cases, the number will reflect only a portion of the population.
- E. The amount for which you are applying cannot exceed \$50,000 for Reap. CDBG-REAP amounts may change each year. The current application amount will be listed on the application website (**See #3 on website application page**). This is for REAP and CDBG-REAP.
- 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.

**REMEMBER any item not listed on the Project Budget cannot be reimbursed with REAP funds.**

### **SECTION III. PROJECT IMPACT**

- A. **CREATED AND/OR SAVED JOBS;** 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 mailed in.**
- B. **SODA MEMBER IN GOOD STANDING;** 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. **MULTI-JURISDICTIONAL/COOPERATIVE AGREEMENTS;** **must be relative to this project to receive points.** 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 mailed in.**
- D. **PROJECT UNDER CONSENT ORDER;** Answer yes if your entity is under a consent mandate to do this project. **REAP funds cannot be used to pay fines. A copy of the consent order must be mailed in.**
- E. **PROJECT SIGNIFICANCE;** The impact of the project on your community/county is crucial. It 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. **CIP (CAPITAL IMPROVEMENT PLAN);** Is your community on the list of communities with an adopted CIP (Capital Improvement Plan)? **(See pages 13 – 14)** If yes, is this project listed on your "**Total Capital Needs Summary**" of your CIP Plan? **A copy of the "Total Capital Needs Summary" must be mailed in to receive points.**
- G. **LAND OR BUILDING IMPROVEMENTS -** A deed or lease must be mailed-in for project to be considered for funding. 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 Brenda McCarty at 580-920-1388 to check.