

# REAP 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 is required on the application (register or update at irs.gov).
- E. The Unique Entity ID is required on the application (register or update at SAM.gov).
- F. Is the applicant a municipality, county, town, rural fire department, or organized in some other legal manner?
- G. Name of alternate contact person and phone number.
- H. The population of the applicant according to the 2020 Census (**see Census information – Population for Communities in SODA Service Area**).
- I. Entity's operational revenue.
- J. List the Senator & House Representative of the project location by district number or by name (**see Legislator District Numbers**)
- 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 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)? (**see Table 6 – Project Type**)

- D. The total number of people benefiting from the project. In some cases, this number will be the entire community or the 2020 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 the maximum grant amount for REAP for the current year. CDBG-REAP amounts may change each year. The current maximum grant amount is listed on the application website for REAP and CDBG-REAP (**See #3 on the website application page**).
- F. Total other Grants (type and amount). This will be for any other grants used for match. (CDBG, OWRB, Tribal, 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 attached to the SODA REAP application website.**
- 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 attached to the SODA REAP application website.**
- 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 attached to the SODA REAP application website.**
- 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 CIP Projects Status Report)** 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 attached to the SODA REAP application website to receive points.**
- G. LAND OR BUILDING IMPROVEMENTS - A deed or lease must be attached to the SODA REAP application website for the 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 Pat Jones or Michelle Powell at 580-920-1388 to check.
- H. HAZARD MITIGATION PLAN.** Does your entity have a Hazard Mitigation Plan or is it included in your county plan?
- I. PROJECT OUTCOME.** What is your project outcome? (see Table 7- Economic/Social Impacts)
- J. PROJECT IMPACT.** The impact of the project on your community/county is crucial. What would happen if this project did not receive funding?

### **Other REAP Information**

1. Only Communities of less than 7,000 in population are eligible to apply for REAP funds.
2. Applications on behalf of a proposed REAP project in an unincorporated and incorporated areas not required by the State Auditor's Office to have an annual audit (annual revenue under \$25,000) must apply through your County. The County resolution must explicitly provide that the county will perform the project through its purchasing system. **The applying entity must also include a resolution from its own governing body.**
3. Applicants may fill out one application. Only one application per project/one project per application will be accepted. **Entities are limited to one (1) application. Any applications received after the first one (1) will not be considered for funding. Any application for more than one (1) project will not be considered for funding.**
4. Under no circumstances will applications or any of the documentation submitted with said applications be carried over from the previous years.

5. All applications will be filled out and accepted on-line at [reap.soda-ok.org/](http://reap.soda-ok.org/)
6. **ALL APPLICABLE MAIL-IN ITEMS ARE LISTED BELOW:**
  - A. THE COMPUTER GENERATED APPLICATION ACCEPTANCE FORM WITH SIGNATURES
  - B. PROJECT BUDGET
  - C. LOCATION MAP (IF APPLICABLE)
  - D. DEED/LEASE (IF APPLICABLE)
  - E. AN AUTHORIZING RESOLUTION FROM THE APPROPRIATE GOVERNING BODY (s)
  - F. MULTI-JURISDICTIONAL AGREEMENT AND/OR RESOLUTION FROM EACH ENTITY, SIGNED BY BOTH PARTIES. (IF APPLICABLE)
  - G. JOB CREATION AFFIDAVIT (IF APPLICABLE)
  - H. RESOLUTION FROM THE ENTITY (IF APPLICABLE)
  - I. COPY OF CONSENT ORDER (IF APPLICABLE)
  - J. TOTAL CAPITAL NEEDS SUMMARY (IF APPLICABLE)

**IN ORDER FOR AN APPLICATION TO BE CONSIDERED IT MUST BE SUBMITTED BY 3:00 P.M. ON APPLICATION CLOSING DAY.**

**THE APPLICATION MUST INCLUDE ALL APPLICABLE ATTACHMENTS FOR IT TO BE CONSIDERED A VALID APPLICATION.**