

**TO:** Executive Committee

**INFO TO:** All Other Trustees

**FROM:** Blaine H. Smith, Jr.  
Executive Director

**DATE:** May 8, 2009

**SUBJECT:** ASCOG Executive Committee Meeting

The ASCOG executive committee will meet **Thursday, May 21, 2009** at 6:30 p.m. (social hour beginning at 6 p.m.). The meeting will be at the Jerry D. Morris Business and Industry Service Center at Red River Technology Center, 3300 W Bois D'Arc in Duncan.

Executive committee members who **cannot** attend, please call Nancy at 1.800.658.1466. If you are a trustee but not a member of the executive committee and plan to attend please call Nancy by noon **Wednesday, May 20**.

Agenda, readahead and issue papers are attached. We look forward to seeing you at the May meeting.

**AGENDA**  
**ASCOG EXECUTIVE COMMITTEE MEETING**  
**6:30 P.M. THURSDAY MAY 21, 2009**  
**JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER**  
**RED RIVER TECH CENTER – 3300 W. BOIS D’ARC – DUNCAN, OK.**

- I. Call to Order and Welcome – Bill Pond, president
- II. Review, Consider and Act on Minutes of ASCOG Executive Committee April 16, 2009 – Bill Pond
- III. Report on Budget – Gene Brown, Treasurer / Brian Churchman, CPA, director, resource management
- IV. Appoint Nominating Committee – Bill Pond, president
  - Ronnie Eisenhour, Chair      Elton Brown
  - Buddy Hilbert                      Jim Parker
  - J. C. Awtrey                          Dale Davis
  - Wanda Evaige                        James Dorn
- V. Review, Consider and Act on CDBG / REAP – Ronnie Ward, director, community & economic development
- VI. Brownfields Update – Blaine Smith, executive director
- VII. Staff Progress – Blaine Smith, executive director
- VIII. Adjournment

## ISSUE INFORMATION

Executive Committee Meeting – May 21, 2009

1. **SUBJECT:** Review, Consider and Act on CDBG-REAP project selection procedure.
2. **PURPOSE:** To obtain committee acceptance establishing a competitive selection process for CDBG-REAP (50/50) projects to capture all possible available funds.
3. **DISCUSSION:**
  - A. With rare exception, ASCOG annually receives a set-aside grant for CDBG-REAP projects. CDBG-REAP projects must meet the same eligibility requirements as any other CDBG program (LMI, no open CDBG grants, etc.). Only REAP funds can be used as a dollar for dollar match for CDBG funds in the CDBG-REAP program.
  - B. Traditionally, CED staff has selected the projects to receive the additional CDBG funding to match with REAP projects already approved.
  - C. A 6% administration fee can be charged only on the CDBG amount awarded. The average REAP request in 2009 was \$46,042. Using the average, the most that could be charged for administration fees is \$2,763. This amount does not cover the cost for travel, phone calls, salaries, etc. required to administer the grant.
  - D. A proposed change would identify all qualified CDBG-REAP applicants, allow the executive committee one REAP project, or if necessary two, for additional REAP funds to match with and capture all CDBG funds available in that year's CDBG-REAP program.
4. **RECOMMENDATION:** Adopt a competitive procedure for selection of REAP applicants to participate in the CDBG-REAP program while capturing all available funds from the program.

For additional information, contact the following ASCOG staff member:

Ronnie Ward  
Director  
Community and Economic Development Division

