

APPLICATION

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS 2012 RURAL ECONOMIC ACTION PLAN

**ORIGINAL APPLICATION DOCUMENTS MUST BE RECEIVED
BY CLOSE OF BUSINESS (5:00 PM) ON WEDNESDAY, September 21, 2011**

Each blank must be completed and proper documentation attached or the application will be considered incomplete. No additional documentation will be accepted after the application due date.

1. APPLICANT _____
(City, Town or County and Commissioner's District)
2. ADDRESS _____
(Street, Town, Zip +4)
3. CONTACT PERSON _____
(Name) (Title)
4. PHONE (Including Area Code) _____
(Office) (Fax)
5. CONTACT PERSON'S E-MAIL _____
6. MAYOR'S/COMMISSIONER'S E-MAIL _____
7. CLERK'S E-MAIL _____
8. FEI# _____ 9. DUNS # _____
10. County Unincorporated Project Area Population _____
(County Applications Only)
11. Are ASCOG dues current? _____
(Yes or No)
12. Did a representative for the applicant attend an ASCOG REAP workshop? _____
(Yes or No)
13. Who writes applications and administers the applicant's CDBGs? _____
(Name of grant writer or ASCOG)
14. Amount of REAP funds requested for this application _____

15. Project Type: _____
 (Select One: Water, Solid Waste, Sewer, Streets, Rural Fire or Public Safety, Economic Development, Health Care, Telecommunications, Energy Distribution or Public Buildings)

16. PROJECT Summary/Impact Statement (Description of project is limited to the space provided. No description attachments will be accepted. Do not change font or size of text box.):

17. ESTIMATED LINE ITEM BUDGET FOR PLANNING PURPOSES ONLY

Item Description	Quantity	Cost per Item	Total Cost
TOTAL			

18. Population _____ (Commissioners must provide the number of beneficiaries to be served by the project. Cities and towns use latest census found on Attachment F.)
19. Total cost of this phase _____
(Attach commissioner's estimate for street projects or an architect or engineer's estimate for water, sewer, building, etc. or a vendor's estimate for equipment.)
20. Total REAP funds awarded to applicant within last 5 years? _____
(See Attachment F)
21. Previous ASCOG REAP application for same project unfunded within past 2 Years? _____
22. All leverage or matches must be "new" money. Is the amount requested (with leverage and contributing partners) sufficient to complete this phase or project? _____
(Yes or No)
23. Phase number for this application _____
24. Number of phases required to complete project _____
25. Total ASCOG-REAP funds anticipated to be requested for this project (all phases) _____
26. Total of cash leverage committed by applicant for this phase _____
(Attachment A including Minutes from public meeting where commitment has been approved must be attached.)
27. Total in-kind leverage committed by applicant for this phase _____
(Attachment B including Minutes from public meeting where commitment has been approved must be attached.)
28. Cash total from contributing partner(s) for this phase _____
(Attachment C must be completed for EACH partner and included with application to be claimed.)
29. Total in-kind from contributing partner(s) for this phase _____
(Attachment D must be completed for EACH partner and included with application to be claimed.)
30. Other grant total for this phase _____ Source of other grant _____
(Copy of approved grant contract must be included with application to be claimed.)
31. Date the application was been reviewed and approved for submittal by governing body at a public meeting _____
(A copy of the minutes must be included with the application.)
32. Number of Eligible Applicants requesting REAP funds for this project _____
(Regional Projects Only)
33. Applicant's sales tax percentage amount _____
(See Attachment F)

34. Use Tax _____
(Yes or No – See Attachment F)
35. An updated 5-year strategic plan and minutes approving the plan must be included in all applications. In addition to including the plan and minutes, indicate which category best describes the status of the applicant's capital improvements plan:
- Capital Improvements Plan completed within last 5 years or under contract to be mapped; 5-year strategic plan Included
 - Capital improvements plan completed within last 10 years but older than 5 years; Current 5-year strategic plan Included
 - Capital improvements plan older than 10 years, Current 5-year strategic plan included
 - Mapping and inventory completed but not yet adopted; Current 5-year strategic plan included
36. Completed copy of appropriate scoring worksheet is included (Yes or No) _____
(The completed scoring worksheet must be included with the application.)

BUSINESS AND ECONOMIC DEVELOPMENT APPLICATIONS ONLY

Questions 37-41 are to be completed only for Business and Economic Development Applications.

37. Private dollars leveraged for business and economic project application _____
(Documentation from business verifying their financial commitment must be included in application.)
38. Number of jobs created _____
(Documentation from business verifying number of new jobs must be included in application.)
39. Number of jobs retained _____
(Documentation from business verifying number of jobs to be retained must be included in application.)
40. Business plan (Yes or No) _____
(Copy of business plan must be included with application to be considered.)
41. Economic development trust (Yes or No) _____
(Copy of documentation confirming applicant has an economic development trust.)

COMMUNITY RESOURCES APPLICATIONS ONLY

Questions 42-43 are to be completed for Community Resources applications only.

42. Vital public health and safety project (Yes or No) _____
(Supporting documentation and argumentation must be included with application.)
43. Common facilities (Yes or No) _____
(Supporting documentation and argumentation must be included with application.)

INFRASTRUCTURE APPLICATIONS ONLY

Questions 44 – 49 are to be completed for Infrastructure applications only.

44. Consent order from ODEQ (Yes or No) _____
(Copy of order must be included with application.)
45. Written warning from ODEQ (Yes or No) _____
(Copy of written warning must be included with application.)
46. Total of water and sewer rates for first 5,000 gallons from applicants furnishing both water and sewer _____
(Copy of current water and sewer schedule must be included with application.)
47. A town on rural water will use the rural water districts rates. Water rates for first 5,000 gallons from applicants furnishing only water _____
(Copy of current water rate schedule must be included with application.)
48. No application for water or sewer construction projects will be funded unless the application includes an engineer's project description and estimate or part of the request is for funding to provide these services before construction activities commence. Are the provisions met in the application? (Yes or No) _____
49. No application for wastewater projects will be funded unless a sewer system evaluation survey (SSES) has been completed or part of the request is for funding to provide these services before construction activities commence. Are the provisions met in the application? (Yes or No)

50. Current title, deed to property, long-term lease, or commitment letter from current owner included. (Yes or No) _____

SUBMITTING THE APPLICATION

The mayor or chairman of the board of county commissioners is required to sign all applications.

I certify that this application has been reviewed and approved for submittal at a public meeting and the minutes are attached.

I understand that this project is subject to all applicable State laws.

I understand that any cash leverage claimed for this application must be expended before REAP funds can be accessed.

I understand that any unspent REAP funds for this project will automatically be de-obligated on July 1, 2015.

Signature of Mayor or County Chairman

Title

Date

Submit completed applications to:

CED staff will respond to questions or requests for assistance at 1-800-658-1466 or by email:

**ASCOG
 Attention: Ronnie Ward
 P.O. Box 1647
 Duncan, Oklahoma 73534**

Ronnie Ward
 Tom Zigler

ward_ro@ascog.org
 zigl_to@ascog.org

ATTACHMENT A
REAP CASH LEVERAGE FROM _____

(name of applicant)

The applicant commits \$ _____ of cash leverage for their 2012 REAP application.

This commitment has been authorized in a normal council/commissioners' meeting on _____.

Minutes of that meeting are included in this application.

DATED this ____ day of _____, 20____.

For community/county of: _____
(Name of applicant)

ATTEST: _____
Mayor / Chair of County Commissioners signature

ATTEST: _____
Community/County Clerk signature and stamp

ATTACHMENT B
REAP IN-KIND LEVERAGE FROM _____

(name of applicant)

The applicant commits in-kind labor leverage based on the following breakdown of the wages, benefits and number of each employee involved is listed below (add additional pages if necessary).

Employee Name	Job Title	Hourly Pay with Benefits	# of Hours Committed	Total Value	In-Kind Value
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$
TOTALS				\$	\$

The applicant commits materials leverage furnished by the applicant based on the following breakdown listed below (add additional pages if necessary).

Material	Quantity	Unit	Cost per Unit	Total Cost	In-Kind Value
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
TOTALS				\$	\$

The applicant commits equipment (which includes fuel) leverage furnished by the applicant based on a breakdown of the value of the equipment, type and number of pieces of equipment, and FEMA rates for each piece of equipment listed below (add additional pages if necessary).

Type of Equipment	FEMA Equipment Code #	FEMA Equipment Hourly Rate	# of Hours	Total Value	In-Kind Value
				\$	\$
				\$	\$
				\$	\$
				\$	\$
TOTALS				\$	\$

This commitment has been authorized in a normal council/commissioners' meeting on _____. Minutes of that meeting are included in this application.

DATED this ____ day of _____, 20_____.

For community/county of: _____
(Name of applicant)

ATTEST: _____
Mayor / Chair of County Commissioners signature

ATTEST: _____
Community/County Clerk signature and stamp

ATTACHMENT C
REAP CONTRIBUTING PARTNER CASH AGREEMENT

(Must complete separate attachment for each contributing partner)

THIS AGREEMENT is entered into this _____ day of _____, 20____, between the Community/County of _____, Oklahoma, (the Community), and _____, an organization or individual with a common interest in the development of the project described in item #1 below. _____ has offered to provide certain assistance to the community as described in item #4 below.

1. The community/county is interested in developing the following project:

2. _____ and the community/county share a mutual interest in the project, because of the potential for cooperation in the use and maintenance of the project; this mutual interest allows both parties to work together in developing funding, donated materials and labor, and other forms of project assistance.

3. The responsibilities of the community/county include:

4. The responsibilities of the contributing partner include providing cash contribution as agreed. All cash matches must be spent prior to accessing REAP funds. The total dollar amount realized from this contributing partner is: \$_____.

5. The community/county “ holds harmless” _____ (the contributing partner) against claims, complaints, suits or other causes of action related to, or arising out of the performance of either party.

DATED this ____ day of _____, 20_____.

For: _____
(Authorized signature for contributing partner)

ATTEST: _____
(Notary)

For community/county of: _____
(Name of applicant)

Signature of Mayor / Chair of County Commissioners

ATTEST: _____
Signature of Community/County Clerk and stamp

ATTACHMENT D
REAP CONTRIBUTING PARTNER IN-KIND AGREEMENT
(Must complete separate attachment for each contributing partner)

THIS AGREEMENT is entered into this _____ day of _____, 20____, between the Community/County of _____, Oklahoma, (the Community), and _____, an organization or individual with a common interest in the development of the project described in item #1 below. _____ has offered to provide certain assistance to the community as described in item #4 below.

1. The community/county is interested in developing the following project:

2. _____ and the community/county share a mutual interest in the project, because of the potential for cooperation in the use and maintenance of the project; this mutual interest allows both parties to work together in developing funding, donated materials and labor, and other forms of project assistance.

3. The responsibilities of the community/county include:

4. The responsibilities of the contributing partner include: **(describe labor, equipment, etc. including number of hours and hourly value for each):**

5. What is the total dollar amount realized from this contributing partner(s)?
\$ _____

6. The community/county “ holds harmless” _____ (the contributing partner) against claims, complaints, suits or other causes of action related to, or arising out of the performance of either party.

DATED this ____ day of _____, 20_____.

For: _____
(Authorized signature for contributing partner)

ATTEST: _____
(Notary)

For community/county of: _____
(Name of applicant)

Signature of Mayor / Chair of County Commissioners

ATTEST: _____
Signature of Community/County Clerk and stamp

ATTACHMENT E

TOTAL CAPITAL NEEDS SUMMARY AND 5 YEAR PLAN

Applicant:												
Date:												
Authorized Official:												
Priority Ranking	Project Description	Category	Condition	Remaining Useful Life	Priority Description	Funding Source	Total Project Costs (\$)	2011 Costs (\$)	2012 Costs (\$)	2013 Costs (\$)	2014 Costs (\$)	2015 Costs (\$)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

I certify that the above are the needs for the next five years as identified through the CIP process and were taken from the full Capital Needs Summary and 5-Year Plan. (Must list at least one project for Years 2011-2015)

Authorized Official

Title

Date

2012 ASCOG – REAP GRADING WORKSHEET

APPLICANT:		
POPULATION (2000 CENSUS): 1,500 and Under _____ (14 points) 1,501 – 2,000 _____ (13 points) 2,001 - 2,500 _____ (12 points) 2,501 – 3,000 _____ (11 points) 3,001 – 3,500 _____ (10 points) 3,501 – 4,000 _____ (9 points) 4,001 – 4,500 _____ (8 points) 4,501 – 5,000 _____ (7 points) 5,501 – 5,000 _____ (6 points) 5,001 – 6,000 _____ (5 points) 6,001 – 6,500 _____ (4 points) 6,501 – 7,000 _____ (3 points)	TAX RATES (<i>Community Resources and Infrastructure Only</i>) Sales Tax of 3.0% or more _____ (4 points) Sales Tax under 3% _____ (2 points) Use Tax _____ (2 points) <i>Maximum Points for Category is 6</i>	
	REGIONAL PROJECT Application involves 3 or more entities _____ (4 points) Application involves only 2 entities _____ (2 points) Application is Not a Regional Project _____ (0 Points)	
	PREVIOUS ASCOG REAP APPLICATION FOR SAME PROJECT REJECTED WITHIN PAST 2 YEARS _____ (9 points)	
AMOUNT REQUESTED \$ _____ \$45,000 and under _____ (10 points) \$45,001 - \$45,500 _____ (9 points) \$45,501 - \$50,000 _____ (8 points) \$50,001 - \$50,500 _____ (7 points) \$50,501 - \$60,000 _____ (6 points) \$60,001 - \$60,500 _____ (5 points) \$60,501 – \$61,000 _____ (4 points) \$61,001 - \$61,500 _____ (3 points) \$61,501 - \$62,000 _____ (2 points) \$62,001 - \$62,500 _____ (1 point) >\$62,500 _____ (0 points)	TOTAL REAP \$ IN LAST 5 YEARS \$ _____ \$45,000 and Under _____ (10 points) \$45,001 – \$55,000 _____ (9 points) \$55,001 - \$65,000 _____ (8 points) \$65,001 - \$75,000 _____ (7 points) \$75,001 - \$85,000 _____ (6 points) \$85,001 - \$95,000 _____ (5 points) \$95,001 - \$105,000 _____ (4 points) \$105,001 - \$115,000 _____ (3 points) \$115,001 - \$125,000 _____ (2 points) \$125,001 - \$135,000 _____ (1 point) >\$135,000 _____ (0 points)	
REQUESTED FUNDS SUFFICIENT TO COMPLETE PROJECT OR PHASE (As standalone funding or as leverage for a CDBG application to be submitted within 4 months resulting in sufficient funds to complete project.) _____ (3 points)		
CIP (<i>Community Resources and Infrastructure Only – Maximum 3 Points</i>) CIP completed within last 5 years, included in application, or under contract to be mapped; Current 5 Yr Plan included _____ (3 points) CIP completed with last 10 years but older than 5 years; Current 5 Year Strategic Plan included _____ (2 points) CIP older than 10 years; Current 5-Year Strategic Plan included _____ (1 point) CIP mapping and inventorying completed but not formally adopted; Current 5 Year Strategic Plan included _____ (0 points)		
RATES FOR WATER AND SEWER \$ _____ \$39 or more _____ (8 points) \$29 - \$38.99 _____ (5 points) \$24 - \$28.99 _____ (3 points) \$17 - \$23.99 _____ (1 point) Under \$17 _____ (0 points)	INFRASTRUCTURE ONLY Complete only for the Utility Rates as they apply to the applicant. Rural water customers use RWD rates.	RATES FOR WATER ONLY \$ _____ \$34 or more _____ (8 points) \$24 - \$33.99 _____ (5 points) \$16 - \$23.99 _____ (3 points) \$10-15.99 _____ (1 point) Under \$10 _____ (0 points)
LOCAL FINANCING/COMMUNITY EFFORT (<i>Community Resources</i>) >\$2,000 _____ (5 points) \$1,001 - \$2,000 _____ (3 points) \$500 - \$1,000 _____ (1 point) <\$500 _____ (0 points)	CATEGORY OF PROJECT (<i>Community Resources</i>) Vital Health and Safety _____ (6 points) Common Facilities _____ (2 points) Aesthetics or Enhancement _____ (0 points) <i>Maximum 6 points</i>	
	ODEQ MANDATE (<i>Infrastructure Only</i>) Consent Order _____ (3 points) Written Warning _____ (1 point) <i>Maximum 3 points</i>	
PRIVATE DOLLARS LEVERAGED FOR TOTAL PROJECT (<i>Economic Development Only</i>) 50% or More of Project _____ (10 points) \$25% - 49% of Project _____ (4 points) 10% - 24% of Project _____ (2 points) <10% of Project _____ (0 points). <i>Maximum 10 points</i>	GROWTH FACTORS (<i>Economic Development Only</i>) 4 or more jobs created _____ (5 points) 2 or more jobs created _____ (3 points) 6 or more jobs retained _____ (5 points) 3 or more jobs retained _____ (3 points) <i>Maximum 5 points</i>	
	VIABILITY PREDICTORS (<i>Economic Development Only</i>) Business Plan _____ (3 points) ED Trust _____ (2 points) <i>Maximum 3 points</i>	
TOTAL OBJECTIVE POINTS (Categories listed above) _____ (0-70 points)		
SCORED BY: _____		
CHECKED BY: _____		
ASCOG TRUSTEE ASSESSMENT POINTS _____ (0-30 points)		
TOTAL POINTS _____ <i>Maximum Total Points is 100.</i>		