

INSTRUCTIONS

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS 2012 RURAL ECONOMIC ACTION PLAN APPLICATION INSTRUCTIONS

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

Most instructions are specifically covered on the application form. Any funding for 2012 REAP grants is contingent upon receiving financial appropriations from the State of Oklahoma.

Significant Changes:

- A. The appearance of the application form has changed significantly from last year.
- B. House Bill 3291 approved by the Legislature and signed into law by the Governor in 2011 enacted changes to the Oklahoma Rural Economic Action Plan (REAP). At least 80% of REAP funds must be spent for projects appearing in the first six (6) categories (1-6) listed below. Funding may be awarded to projects in last four (4) categories (7-10) for 0%-20% of the remaining allocation. The project categories and the types of projects listed under each category is not intended to be exhaustive but to provide examples for projects that can be funded under each category. REAP statutory language appears in **bold** font. Clarification language appears in *italicized* font. Examples appear in regular font.

1. **Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both**, *including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction, operation or maintenance of water systems:*
 - a. Land acquisition for water projects
 - b. Costs for planning, engineering and designing water projects
 - c. Costs for hydraulic testing and analysis
 - d. Wells, test wells, well houses, blending stations, chlorine booster stations, water towers, standpipes, water storage tanks, pump houses, water treatment plants, security fencing and other water related structures
 - e. Waterlines, pumps, pressure booster pumps, transfer pumps, motors, valves, shut off valves, fire hydrants, water meters, master meters, emergency generators, metal detectors to locate pipes, filters filter media, water chlorinator, telemetry monitoring system with alarms or other water related equipment or parts
 - f. Backhoes, trenchers or other water related vehicles required to install or maintain water systems
 - g. Equipment for conservation district projects through eligible sponsors
2. **Rural solid waste disposal, treatment or similar projects** *including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction, operation or maintenance of solid waste systems:*
 - a. Land acquisition for solid waste projects
 - b. Costs for planning, engineering and designing solid waste projects
 - c. Collection facilities, landfills, transfer stations and other solid waste related structures
 - d. Packer trucks and other solid waste related vehicles
 - e. Dumpsters, poly carts and other solid waste related equipment

3. **Rural sanitary sewer construction or improvement projects** *including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction, operation or maintenance of sanitary sewer systems:*
 - a. Land acquisition for sanitary sewer projects
 - b. Costs for planning, engineering and designing sanitary sewer systems
 - c. Sanitary sewer evaluation survey (SSES) must include, at a minimum, smoke testing, in-line camera inspection and manhole evaluations. Additionally, it can include flow monitoring and other sanitary sewer related testing but these are not necessary to meet this requirement.
 - d. Lagoons, transfer stations, treatment facilities and other sanitary sewer related structures
 - e. Sewer lines, force mains, interceptor lines, lift stations, pumps, irrigation systems, rip rap, emergency generators, pipe locators, high pressure hoses, debris screens, clarifier and trickling filters, diffused aeration system, bentonite for lagoons, grinder pumps, grinders, aerators, lagoon liners and other sanitary sewer related equipment or parts
 - f. Sewer rodding machines, high pressure sewer jet, trenchers, backhoe or other sanitary sewer related vehicles
4. **Rural road or street construction or improvement projects** *including but not limited to the following projects for planning, engineering, design, installation, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks and equipment to operate and maintain such facilities:*
 - a. Costs for planning, engineering and designing roads, streets, bridges and ADA compliant sidewalks
 - b. Concrete, asphalt, chip and seal and other road and street related material
 - c. County maintenance shops and other road and street related structures
 - d. Road easement purchases
 - e. Sidewalks with ADA compliant crosswalks, curb and guttering, pavement markings, drainage improvements, parking lots and other similar projects
 - f. Traffic signals and signs, street signs, school crossing signals and signs, street lights, culverts and other road and street related equipment
 - g. Dump trucks, laydown machines, graders, dozers, loaders and other road and street related vehicles
5. **Provision of rural fire protection services and public safety services** *including but not limited to the following projects for buildings, vehicles, equipment for fire protection, law enforcement, emergency management and 9-1-1 or E 9-1-1 services:*
 - a. Land acquisition for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects
 - b. Costs for planning, engineering and designing fire stations, police stations, storm shelters, animal shelters or other fire protection or public safety services related projects
 - c. Costs for construction, expansion, rehabilitation, refurbishment or other building expenses for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects
 - d. Storm siren and tower, emergency radios, emergency portable radios, emergency pagers, emergency generators, automatic electronic defibrillator (AED), rescue tools, compressor system, jaws of life, air tanks and other fire protection or public safety services related equipment
 - e. Pumpers, trucks, tanker trucks, tanker tenders, grass rigs, brush trucks, wildland fire trucks, skid steers (only for county commissioner applications for fire prevention and flood control) and other fire protection services related vehicles

- f. Sirens, lightbars, ladders, hose, fire swatters, nozzles, ventilation fans, skid units, water tanks, pond drop buckets, rescue saws, jaws of life and other fire services equipment for fire protection related vehicles
 - g. Self-contained breathing apparatus (SCBAs), cascade SCBA refilling station, personal alert safety system (PASS) devices, PPE extractors, bunker gear or other personal protection equipment for fire protection services personnel
 - h. Police cars, animal control trucks, lake patrol rescue boat and other related public safety services related vehicles
 - i. Sirens, lightbars, prisoner transport partitions, radars, in-car video cameras, animal control transport boxes, shotgun racks, spotlights and other public safety services vehicle equipment
 - j. Costs for planning, engineering and designing 911 call centers, dispatch centers and telecommunication facilities or systems related to public safety
 - k. Costs for installing, constructing, reconstructing or otherwise improving 911 call centers, dispatch centers and telecommunication facilities or equipment related to public safety
 - l. Interoperable emergency communication radio system, 911 addressing, call center radio equipment, call center computers required for dispatching (no office computers), call center computer aided dispatch (CAD) software, 911 wiring or cables, emergency generator, repeaters and other 911 related equipment related to public safety
6. **Expenditures designed to increase the employment level within the jurisdiction of the entity** *including but not limited to the following provided there is a nexus to increased employment levels:*
- a. Land acquisition for business or economic development
 - b. Costs for planning, engineering and designing buildings or industrial parks for business and economic development
 - c. Costs for construction, expansion, rehabilitation, refurbishment, hazard mitigation or other building expenses for business and economic development
 - d. Feasibility or market studies and plans
 - e. Costs for installing, constructing, reconstructing or otherwise improving water, sanitary sewer, rail spur and roads and streets to or within an industrial park
 - f. Business incubators
7. **Provision of health care services, including emergency medical care, in rural areas** *including but not limited to:*
- a. Land acquisition for hospitals, emergency care centers and other health care and emergency medical care related projects
 - b. Costs for planning, engineering and designing hospital, helo-pads, health care facilities or emergency care facilities
 - c. Costs for construction, expansion, rehabilitation, refurbishment or other building expenses for health care services and emergency care facilities
 - d. Equipment for telemedicine and other health and medical programs
 - e. Ambulances and other emergency medical care vehicles
 - f. Automatic electronic defibrillator (AED), transport ventilator, gurney and other non-consumable equipment for outfitting ambulances and other emergency medical care vehicles
8. **Construction or improvement of telecommunication facilities or systems** *including but not limited to:*
- a. Costs for planning, engineering and designing non-public safety dispatch centers and telecommunication facilities or systems
 - b. Costs for installing, constructing, reconstructing or otherwise improving non-public safety dispatch centers and telecommunication facilities or equipment

- c. Wireless equipment and devices, broadband equipment and devices, optic fiber and other telecommunication related equipment
- d. Telephone systems including system equipment
- 9. **Improvement of municipal energy distribution systems** *including but not limited to:*
 - a. Costs for planning, engineering and designing municipal system distribution structures and systems
 - b. Costs for installing, constructing, reconstructing or otherwise improving electric substations and other municipal energy distribution structures and systems
 - c. Poles, wire, switches, voltage regulators, conductors, transformers, natural gas lines, gas meters and other municipal energy distribution system equipment
 - d. Aerial bucket trucks and other municipal energy distribution system vehicles
- 10. **Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities** *including but not limited to:*
 - a. Costs for planning, engineering and designing public buildings and facilities
 - b. Costs for constructing, reconstructing, rehabilitating, hazard mitigation or otherwise improving public buildings and facilities
 - c. Sound systems, heat/air condition units, electrical system upgrades, security cameras, security fencing, elevator, ceiling fans, kitchen equipment (senior nutrition centers and community centers only) and other furniture, fixtures and equipment for public buildings and facilities
 - d. Lighting, parking lots, sidewalks, septic systems, fire sprinkler system, alarm systems, emergency generator, parking blocks, security fencing and other related public building and facilities related projects
 - e. Libraries and park pavilions
- C. **Some projects fall into the grey area. If the project includes any of the following, please call ASCOG's CED division to discuss the project. Projects that might be funded through the REAP program include but are not limited to:**
 - a. Demolition such as removing a building to construct a new structure that will house a business or industry creating new, permanent jobs could be funded.
 - b. Demolition of dilapidated buildings and leaving it as a vacant lot will not be funded.
 - c. Demolition of buildings to create open space for a park will not be funded.
 - d. Any applicant desiring to include these types of projects in their application should contact ASCOG CED staff as soon as possible to ensure that their proposal can be approved.
- D. **Projects that will not be funded through the REAP program include but are not limited to:**
 - a. Courthouse projects or any other county-wide projects for counties with a population of 7,000 or greater
 - b. County maintenance barns or any other district-wide project for county commissioners whose district has a population of 7,000 or greater
 - c. Fairgrounds projects (except community centers and similar public facilities located in fairgrounds which are eligible – see #10 above)
 - d. Consumable goods or supplies
 - e. Staff costs including independent grant writer fees, grant administration fees, specifications and contract writing fees, etc.
 - f. Computers (except for computer aided dispatch applications in 911 call centers)
 - g. Office equipment
 - h. Building demolition as part of a park project
 - i. Veteran memorials
 - j. Parks
 - k. Park equipment
 - l. Websites

- m. Mowers and lawn maintenance equipment
 - n. Capital improvement plan (CIP)
 - o. Comprehensive (Land use) Plans
 - p. Code of Ordinances
 - q. Housing projects/programs (demolition, emergency repair, rehabilitation, construction)
 - r. Imminent Domain issues including attorney fees, land purchase, surveying, engineering, etc.
- E. More supporting documentation is required as identified on the application form. Contributing partner and leverage documentation for the applicant has been separated into different forms. Failure to submit supporting documentation (i.e. published water and sewer rates, other grants awarded for the project, etc.) will result in no points being awarded for that specific point category. No additional documentation will be accepted after the application due date.
 - F. Each question on the application must be completed with supporting documentation submitted with the application or the application will be considered incomplete.
 - G. Scoring sheet has changed.
 - H. All cash matches for leverage must be spent and documentation submitted to ASCOG prior to accessing REAP funds.
 - I. Water and sewer projects must include an engineer's estimate and project description from a state certified engineer unless the project is for lagoon maintenance, pump replacement and other operational issues.
 - J. Water and sewer projects must comply with all regulations required by the Oklahoma Department of Environmental Quality (ODEQ).
 - K. Before sewer construction projects are funded, a SSES must be conducted. The cost of the SSES may be requested in the application but the results of the SSES must be obtained before accessing any construction funds.
 - L. All building projects must include an estimate and project description prepared by a state licensed professional (i.e. architect, building contractor, etc.). No REAP funds can be used for estimates or project description development unless performed by a licensed architect.
 - M. All other projects must include documentation from vendors or service providers listing the estimated cost for the items requested. Used fire trucks are exempt from this requirement.
 - N. Applicants must submit a completed Scoring Worksheet as part of their application.
 - O. The executive committee will be provided a list of all open REAP grants including year, project description, amount awarded and the balance remaining as of the first of November for use in considering awarding trustee points.
 - P. ALL applications must include a current 5-year strategic plan formally adopted in a council or commissioners meeting including submission of the minutes. 5-Year plans must include at least one project for each year for years 2012 through 2016. Additional projects can be planned for the same year.
 - Q. Applications not funded will receive bonus points if resubmitted for the same project during the following two years. This only applies to applications that remain eligible within the guidelines of the new REAP legislation.
 - R. REAP funds cannot be used to pay the applicant's employees or benefits or use of applicant machinery for the project. These expenses can, however, be included as part of the applicant's match for the project.

Eligible Applicants:

Eligible applications are limited to a maximum of 7,000 beneficiaries. Lawton, Duncan, Blanchard, Chickasha, Comanche County District #2 and Newcastle automatically do not meet this requirement. Applications from county commissioners are limited to less than 7,000 beneficiaries. County commissioners may submit an application on behalf of entities within their district that lack the

legal status to do so (such as a fire district, conservation district, rural water district, etc.). When a county commissioner submits an application on behalf of an entity, the county commissioner is precluded from submitting an additional application on behalf of the commissioner's district. Each eligible community and county commissioner district is limited to one application. Cooperative agreements must be signed by all participants of a regional project.

Application Assistance:

Additional application assistance is available at a series of ASCOG-REAP grant program workshops conducted by the ASCOG staff and through direct contact with ASCOG staff members. Applicants are strongly encouraged to attend one of the workshops and to contact ASCOG staff members for answers and advice on specific matters. An applicant may decide to hire or otherwise use a grant writer in the application process, but any grant writing fee cannot be paid from the REAP grant.

Project Phases:

Application projects that require more than one REAP grant are allowed. However, such projects must be identified as "phased" and the number of phases (grants) and the total ASCOG-REAP grant assistance required for completion specified.

Local Effort – Contributing Partner/Community Effort:

Attach a letter or commitment signed and dated by the individual, entity, organization or company stating the amount of money being contributed toward the project. Partners contributing labor, materials and equipment must equate their contribution to a dollar amount. Hourly pay for skilled labor should reflect normal wages for that position. The value of skilled in-kind labor must be reasonable and verifiable. The value of in-kind or unskilled volunteer labor is determined to be \$10 per hour.

Regional Projects:

Any eligible applicant may act as a "host applicant" and apply for large-scale or regional projects on behalf of itself and any number of neighboring entities. A commissioner cannot submit an application to be a part of a regional project and submit another application on his/her own behalf or on behalf of an entity within his/her district.

ALL applications must include a current 5-year strategic plan formally adopted in a council or commissioners meeting including submission of the minutes.

Application Procedure:

All applications must be for one project category. For instance, the application cannot be for a water project and a sewer project. However, a county commissioner can submit one application that will benefit more than one rural fire department.

The project narrative should elaborate on the benefits your community and/or entity gains from the expenditure of the grant funds. The narrative must explain the extent to which the grant would further governmental functions or generally improve living or working conditions in the area.

Limitations:

1. A maximum of \$30,000 per applicant may be requested for any type of truck and \$24,000 for any type of car per applicant. More than one entity can apply for a regional application to purchase vehicles that will be used in a region. For example, three (3) applicants can use their applications for a regional application to get up to \$90,000 (\$30,000 each) for a pumper fire truck, tanker truck, etc. The applicant must agree to provide replacement insurance for any vehicle purchased with REAP funds.
2. Buildings or building improvements are eligible only on property owned by or leased to the government for a minimum of 39 years. The remaining period of the lease must exceed the

useful life of the building or improvement. The applicant must provide insurance for any building or facility improvement paid for with REAP funds.

3. No water or sewer project will be considered unless the applicant has current title on the property, a long term lease on the property (minimum 39 years), or the current property owner has signed a certified letter of intent to sell or long-term lease the property to the applicant contingent upon the applicant being awarded a REAP grant that includes the purchase/lease of the property.
4. Funds spent prior to July 1, 2011 are not eligible for reimbursement for any project funded for the 2012 REAP application process.

Capital Improvement Plans

A capital improvement plan (CIP) is intended to be a planning tool to assist entities in identifying and addressing the greatest needs of the entity. The Oklahoma Department of Commerce (ODOC) has determined the processes to be conducted for a viable Capital Improvement Plan. ODOC prefers all CIP activities be conducted jointly between the applying entity and the council of governments for that region (i.e. ASCOG). Unless the plan meets rigid requirements, it will not be accepted by ODOC.

A CIP must include: an inventory of all infrastructure and equipment (normally conducted by ASCOG staff), mapping and locating the infrastructure using a GPS system (normally conducted by ASCOG staff), production of an inventory list to be reviewed by the entity requesting the CIP, a review of the inventory list and maps by the requesting entity, identification of any errors or discrepancies conducted by the requesting entity, corrections as applicable, production of a 5-year strategic plan and the passage of a resolution accepting the plan as finalized. When ASCOG receives copies of the approving resolution and the adopted 5-year plan, the CIP is considered to be valid. The 5-year strategic plan is just one part necessary for a valid CIP. ODOC provides very limited grant funding to pay for the CIP program and, as is true for every state-funded program, funding is not guaranteed from year to year. In addition to funding from ODOC, entities may also cover the costs from their own funds. Cost determination is based on factors such as size, types of infrastructure, entity-owned utilities, travel, etc. An estimate is available upon request. *No points will be awarded in this part of the application unless the applicant submits a completed 5-year strategic plan approved by the applicant's governing body.*

Once a CIP has been approved by council or county resolution, it is valid for a maximum of 5 years unless it is updated annually. Annual updates are accomplished when the qualified entity presents any changes to inventory (increases or decreases, changes in condition such as when roads are resurfaced, etc.), along with a description of any mapping changes (new roads, new water lines, changes in materials such as when clay sewer lines are replaced with PVC, etc.) and approval from the governing body to keep the CIP current and up-to-date. Costs for these changes vary based on the amount of time that it takes to make them on the inventory list and maps. The maximum points are awarded for this category when an entity has completed a CIP within the last 5 years, is in the process of having a CIP conducted or whose CIP has been completed more than 5 years ago but annual updates have been kept current.

If an entity does not keep the updates current, the entire process must be repeated at the end of 5 years to be eligible for the maximum REAP points. If an entity does not keep its plan updated, fewer points are awarded for CIPs more than 5 years old but less than 10 years.

No points are awarded in this category if a CIP has never been conducted or when an entity has been presented with the inventory data and maps at least 6 months prior to the application due date and has failed to correct or approve the plan.

Scoring Worksheet and Project Categories for REAP Grading Worksheets

With the exception of related vehicles and equipment, INFRASTRUCTURE normally includes water projects, sewer projects and street and sidewalk projects. ECONOMIC DEVELOPMENT projects

are those related to expenditures intended to increase or produce jobs. COMMUNITY RESOURCES include community buildings, fire trucks and equipment, police cars, backhoes, etc. Applicants should complete only those areas of the scoring worksheet that applies to their requested project. If you have a question as to project category or how to complete the worksheet, please contact ASCOG CED staff.

Water and Sewer Rates for Infrastructure Projects

If the applicant provides water and sewer services, the water and sewer rate must be used. If the applicant only provides water (i.e. on a rural water district and septic tanks), use the water rate only category. Do not use both the Water and Sewer and the Water Only categories for scoring.

Application Evaluation Process:

ASCOG ranks all complete applications based on the established program grading worksheets. A panel of ASCOG staff members compiles the objective points from the grading worksheets. The ASCOG executive committee trustees further evaluate the applications and score all applications strictly on merit. When reviewing your application, the trustees use your narrative and all the information in your application to determine the worthiness of your request for an award. The trustees provide a subjective but qualitative judgment on the merits of each request. Each application is judged on its own worth to the applicant(s) – not against other applications.

Preliminary Determination of Award:

The trustee points and the objective points will be added together for a total score which determines which applications will be recommended to the full board for funding. Applications falling with the first six categories as listed will be separated from applications falling within the last four categories with both stacks prioritized from the highest overall score to the lowest. Applications for the first six categories will be tentatively awarded until 80% of available funding has been awarded. Both stacks of remaining applications will then be combined and prioritized regardless of category from highest to lowest overall score. The remainder of REAP funds will be tentatively awarded from highest score to lowest score until the available funds are exhausted. The board of trustees reserves the right and ability to determine which projects will be approved for funding.

A sufficient number of applicants are selected to obligate all of the funding available. Applications are listed in order of their grading score. ASCOG works down the list subtracting the amount to be awarded from the total available until all funding is tentatively obligated. No partial funding will be awarded. As de-obligated funds or REAP interest funds become available, they will be added to any remaining REAP funds that have not been obligated and the next application on the priority list will receive full funding. Should there be a tie in points for two entities vying for the next project to be funded, the applicant receiving the highest score from the executive committee will be selected. If both entities are tied for executive committee points, the applicant receiving the lesser REAP funding within the last 5 years will be selected.

Board of Trustees Review/Approval:

Following the executive committee's action, but prior to award, ASCOG's full board of trustees reviews and approves the applications to be awarded. ASCOG's board of trustees reserves the right to reduce any requests for assistance, in whole or in part, that are deemed excessive or otherwise contrary to the best interests of this program.

Use of REAP Funds

Use of REAP funds must adhere to the applicant's normal purchasing or expenditure procedures, i.e. if the applicant normally requires sealed bids for any expenditure over \$25,000, expenditure of REAP funds would require the same procedure. Local communities can be more restrictive in their purchasing policies than the state law, however, all expenditures must be in minimal compliance with state law.

Expenditure of REAP funds must be consistent with the project description. The description must be as precise as possible. For example, waterlines cannot be purchased if the project description is to complete the construction of a water tower. If the project is for waterlines, the description should include, at a minimum, the location and size of the waterlines to be replaced. If previous REAP funds replaced waterlines, the applicant must adequately describe where the previous project was located and where the current application project is located. The engineer's project description and cost estimate must be dated within the previous six (6) months prior to the application date. Other types of projects must meet similar criteria appropriate for their requirements. If there are any questions concerning the project description, please contact ASCOG CED staff for further direction.

Excess Funds and De-obligation of Funds:

REAP grants can only be used as described in the project application. When grantees determine not to undertake their project, not to complete their project or when grant funds awarded exceed the actual expenses of the project, grantees must notify ASCOG in writing to de-obligate the balance. Such de-obligated funds will be added back to the program and will be made available for future REAP contracts. De-obligated funds will be subtracted, if appropriate, from the total amount of REAP funds awarded in the last 5 years which may result in additional points. For example if an applicant received \$100,200 in the last 5 years (worth 4 points in that category) but de-obligates \$15,200 of that total, the amount awarded would be reduced to \$85,000 (worth 6 points in that category).

When grant funds are not spent in a timely manner, the award is devalued due to inflation and rising costs of material and labor. To encourage timely expenditure of funds, REAP funds awarded this year that remain unspent will automatically be de-obligated and returned to the REAP program for re-appropriation on July 1, 2015.

DO NOT RETURN INSTRUCTIONS WITH APPLICATION. SUBMIT ONLY APPLICATION WITH APPROPRIATE, REQUIRED ATTACHMENTS AS DESCRIBED IN THE INSTRUCTIONS!

**DIRECTIONS FOR COMPLETING ATTACHMENT E:
THE TOTAL CAPITAL NEEDS SUMMARY
AND FIVE YEAR STRATEGIC PLAN FORM**

Applicant	Name of applying entity
Date	Date summary was approved by council/commissioners
Authorized Official	Mayor or commissioner authorized to sign contracts
Priority Ranking	Rank in order of importance to the applicant's needs
Project Description	Short title to identify project
Category	Use the letters in parenthesis to indicate category on form. (A) Administration, (B) Building, (C) Communications, (P) Parks, (PS) Public Safety, (T) Transportation – streets and roads, (U) Utilities – water and sewer, or (V) Vehicle.
Condition	The following codes must be used to identify the condition of the project. N New project (i.e. new fire truck where there was none) I Project needing improvement/repair (i.e. repairs to fire truck) R Project needing to be replaced (i.e. fire truck to replace one currently in inventory)
Remaining Useful Life	Remaining useful life in years of this item without improvement
Priority Description	Governing body's priority description for project M Mandatory, cannot be postponed due to public health or state or federal requirements E Essential, required to maintain the health and welfare of the community or prevent future problems, no immediate risk involved D Desirable, required within the next five years to prevent obsolescence, to provide for future growth, etc. Y Deferrable, no specific time constraints on this need
Funding Sources	Funding source(s) of project funds (enter "UNFUNDED" if project is not funded)
Total Cost	Total estimated cost of project
Year 1 Costs	The current fiscal or most recent fiscal year
Year 2 Costs	The next fiscal year after Year 1
Year 3 Costs	The second fiscal year after Year 1
Year 4 Costs	The third fiscal year after Year 1
Year 5 Costs	The fourth fiscal year after Year 1

Some projects can be planned for funding over multiple years as depicted in project 8 in the example below. Some projects can be funded by several agencies as in projects 6 & 7. There must be at least one project for each of the five years for it to be a 5-year plan. If further clarification is needed, call the CED staff for assistance.

EXAMPLE

ATTACHMENT E TOTAL CAPITAL NEEDS SUMMARY AND 5 YEAR PLAN

Applicant:				<i>Name of Qualified Entity Applying</i>									
Date:				<i>Date Approved by Council/Commissioners</i>									
Authorized Official:				<i>Name of Mayor or Chairman of Commissioners</i>									
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	Fire Station Improvements and Expansion	B	I	30	E	REAP	\$45,000	\$45,000					
2	Fire Truck Equipment	V	N	8	M	REAP	\$30,000		\$30,000				
3	Community Center Addition	B	I	30	E	Town	\$80,000	\$80,000					
4	Sewer Lagoon Expansion	U	I	30	M	CDBG	\$150,000			\$150,000			
5	Tanker Truck	V	R	20	M	Town	\$100,000				\$100,000		
6	Water System Improvements	U	I	20	E	REAP & CDBG	\$150,000					\$150,000	
7	Water System Improvements	U	I	20	E	REAP & Town	\$50,000					\$50,000	
8	Water System Improvements	U	I	20	E	REAP	\$45,000					\$45,000	
9	Street Overlay	T	I	10	E	REAP	\$150,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
10	Radio Equipment for EMS	C	N	10	E	REAP	\$30,000					\$30,000	

I certify that the above are the top ten (10) needs identified through the CIP process and were taken from the full Capital Needs Summary and 5 Year Plan.

Authorized Official

Title

Date

ATTACHMENT F

POINT DETERMINATION, IF APPLICABLE FOR POPULATION, SALES TAX, USE TAX, REAP AWARDED FOR LAST 5 YEARS, AND WATER/SEWER RATES

ENTITY	POP.	PTS.	SALES TAX	PTS.	USE TAX	PTS.	REAP Awarded Last 5 Yrs.	PTS.	Water or Water and Sewer Rates (1 st 5,000 gallons)	PTS.	TOTALS FOR THESE 4 Categories
CADDO COUNTY 1	TBD	TBD	1.50%	2	1.50%	2	\$122,411	2			6
CADDO COUNTY 2	TBD	TBD	1.50%	2	1.50%	2	\$62,562	8			12
CADDO COUNTY 3	TBD	TBD	1.50%	2	1.50%	2	\$67,562	7			11
COMANCHE COUNTY 1	TBD	TBD	0.25%	2	0.25%	2	\$55,550	8			12
COMANCHE COUNTY 3	TBD	TBD	0.25%	2	0.25%	2	\$87,500	5			9
COTTON COUNTY 1	TBD	TBD	1.25%	2	1.25%	2	\$142,500	0			4
COTTON COUNTY 2	TBD	TBD	1.25%	2	1.25%	2	\$145,000	0			4
COTTON COUNTY 3	TBD	TBD	1.25%	2	1.25%	2	\$142,500	0			4
GRADY COUNTY 1	TBD	TBD	0.375%	2	0.375%	2	\$89,635	5			9
GRADY COUNTY 2	TBD	TBD	0.375%	2	0.375%	2	\$76,235	6			10
GRADY COUNTY 3	TBD	TBD	0.375%	2	0.375%	2	\$64,635	8			12
JEFFERSON COUNTY 1	TBD	TBD	2.00%	2	2.00%	2	\$41,167	10			14
JEFFERSON COUNTY 2	TBD	TBD	2.00%	2	2.00%	2	\$71,166	7			11
JEFFERSON COUNTY 3	TBD	TBD	2.00%	2	2.00%	2	\$41,166	10			14
McCLAIN COUNTY 1	TBD	TBD	0.50%	2	0.50%	2	\$69,957	7			11
McCLAIN COUNTY 2	TBD	TBD	0.50%	2	0.50%	2	\$85,000	6			10
McCLAIN COUNTY 3	TBD	TBD	0.50%	2	0.50%	2	\$69,957	7			11
STEPHENS COUNTY 1	TBD	TBD	0.55%	2	0.55%	2	\$25,000	10			14
STEPHENS COUNTY 2	TBD	TBD	0.55%	2	0.55%	2	\$65,000	8			12
STEPHENS COUNTY 3	TBD	TBD	0.55%	2	0.55%	2	\$20,000	10			14
TILLMAN COUNTY 1	TBD	TBD	1.50%	2	1.50%	2	\$94,705	5			9
TILLMAN COUNTY 2	TBD	TBD	1.50%	2	1.50%	2	\$129,455	1			5
TILLMAN COUNTY 3	TBD	TBD	1.50%	2	1.50%	2	\$94,705	5			9
ADDINGTON	114	14	2.00%	2	2.00%	2	\$199,740	5			23
ALEX	550	14	3.00%	4	3.00%	2	\$147,600	0			20
AMBER	419	14	4.00%	4	4.00%	2	\$89,999	5			25
ANADARKO	6,762	3	3.50%	4	3.50%	2	\$30,000	10			19
APACHE	1,444	13	3.50%	2	3.50%	2	\$45,000	10			27
BINGER	672	14	3.00%	4	3.00%	2	\$106,250	3			23
BRADLEY	130	14	3.00%	4	0.00%	0	\$150,000	0			18
BRAY	1,035	14	1.00%	2	1.00%	2	\$101,554	4			22
BRIDGEPORT	116	14	0.00%	0	0.00%	0	\$0	10			24
BYARS	255	14	4.00%	4	4.00%	2	\$120,000	2			22
CACHE	2,796	12	3.00%	4	3.00%	2	\$105,300	3			21
CARNEGIE	1,723	13	4.00%	4	4.00%	2	\$70,000	7			26
CEMENT	501	14	3.50%	4	3.50%	2	\$150,000	0			20
CENTRAL HIGH	1,119	14	2.00%	2	2.00%	2	\$71,250	7			25
CHATTANOOGA	461	14	3.00%	4	3.00%	2	\$130,000	1			21
COLE	555	14	3.00%	4	3.00%	2	\$135,715	0			20
COMANCHE	1,663	13	3.50%	4	3.50%	2	\$120,000	2			21
CORNISH	163	14	2.00%	2	2.00%	2	\$70,000	7			25
CYRIL	1,059	14	3.00%	4	3.00%	2	\$85,000	6			26
DAVIDSON	315	14	4.00%	4	4.00%	2	\$80,000	6			26
DEVOL	151	14	0.00%	0	0.00%	0	\$141,250	0			14
DIBBLE	878	14	5.00%	4	5.00%	2	\$45,000	10			30

ENTITY	POP.	PTS.	SALES TAX	PTS.	USE TAX	PTS.	REAP Awarded Last 5 Yrs.	PTS.	Water or Sewer Rates (1 st 5,000 gallons)	PTS.	TOTALS FOR THESE 4 Categories
EAKLY	338	14	3.00%	4	3.00%	2	\$127,636	1			21
ELGIN	2,156	12	3.00%	4	3.00%	2	\$136,250	0			18
EMPIRE CITY	955	14	0.00%	0	0.00%	0	\$125,008	1			15
FAXON	136	14	2.00%	2	2.00%	2	\$63,564	8			26
FLETCHER	1,177	14	4.00%	4	4.00%	2	\$70,000	7			27
FORT COBB	634	14	4.00%	4	4.00%	2	\$121,000	2			22
FREDERICK	3,940	9	3.50%	4	3.50%	2	\$46,250	9			24
GERONIMO	1,268	14	3.00%	4	3.00%	2	\$62,577	8			28
GOLDSBY	1,801	13	3.50%	4	3.50%	2	\$66,250	7			26
GRACEMONT	318	14	4.00%	4	4.00%	2	\$111,750	3			23
GRANDFIELD	1,038	14	3.00%	4	3.00%	2	\$130,000	1			21
HASTINGS	143	14	3.00%	4	0.00%	0	\$107,980	3			21
HINTON	3,196	10	3.00%	4	3.00%	2	\$115,750	2			18
HOLLISTER	50	14	3.00%	4	3.00%	2	\$113,140	3			23
HYDRO	969	14	3.00%	4	3.00%	2	\$75,000	7			27
INDIAHOMA	344	14	4.00%	4	4.00%	2	\$184,600	0			20
LOCO	122	14	3.00%	4	3.00%	2	\$101,250	4			24
LOOKEBA	166	14	0.00%	0	0.00%	0	\$1,250	10			24
LOVELAND	13	14	0.00%	0	0.00%	0	\$0	10			24
MANITOU	181	14	3.00%	4	3.00%	2	\$111,250	3			23
MARLOW	4,662	7	3.50%	4	3.50%	2	\$0	10			23
MEDICINE PARK	382	14	3.75%	4	3.75%	2	\$130,450	1			21
MINCO	1,632	13	4.00%	4	4.00%	2	\$90,000	5			24
NINNEKAH	1,002	14	3.00%	4	3.00%	2	\$59,362	8			28
NORGE	145	14	1.00%	2	0.00%	0	\$55,000	9			25
POCASSET	156	14	1.50%	2	1.50%	2	\$135,885	0			20
PURCELL	5,884	5	4.00%	4	4.00%	2	\$1,250	10			21
RANDLETT	438	14	0.00%	0	0.00%	0	\$110,000	3			17
RINGLING	1,037	14	2.50%	2	2.50%	2	\$75,000	7			25
ROSEDALE	68	14	0.00%	0	0.00%	0	\$30,000	10			24
RUSH SPRINGS	1,231	14	3.50%	4	3.50%	2	\$75,000	7			27
RYAN	816	14	3.00%	4	3.00%	2	\$65,000	8			28
STERLING	793	14	3.00%	4	3.00%	2	\$115,000	3			23
SUGDEN	43	14	0.00%	0	0.00%	0	\$60,750	8			22
TEMPLE	1,002	14	3.00%	4	3.00%	2	\$146,250	0			20
TERRAL	382	14	3.00%	4	3.00%	2	\$75,000	7			27
TIPTON	847	14	4.00%	4	4.00%	2	\$121,250	1			21
TUTTLE	6,019	4	4.00%	4	4.00%	2	\$0	10			20
VELMA	620	14	3.75%	4	3.75%	2	\$86,250	5			25
VERDEN	530	14	3.75%	4	3.75%	2	\$91,250	5			25
WALTERS	2,551	11	3.00%	4	3.00%	2	\$86,250	5			22
WASHINGTON	618	14	4.00%	4	4.00%	2	\$1,250	10			30
WAURIKA	2,064	12	3.00%	4	3.00%	2	\$65,000	8			26

CHECKLIST

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS 2012 RURAL ECONOMIC ACTION PLAN APPLICATION

ALL Applications

- Minutes approving submittal of application.
- Minutes committing cash from applicant to project
- Minutes committing in-kind from applicant to project including worksheet
- Attachment A for applicant committing a cash match for leverage.
- Attachment B for applicant committing a in-kind match for leverage.
- Attachment C for contributing partner committing a cash match for leverage.
- Attachment D for contributing partner committing an in-kind match for leverage.
- Attachment E - Updated 5-year strategic plan including minutes approving plan
- Copy of signatory page for any grant obtained from another agency as part of this phase
- Completed score sheet for type of application

Business and Economic Development Applications

- Business plan
- Economic development trust
- Documentation from business verifying number of jobs to be created
- Documentation from business verifying number of jobs to be retained
- Documentation from business verifying their financial commitment to the project

Community Resources Applications

- Supporting documentation and argumentation for vital health and safety or common facilities
- Architect or professional builder's estimate if less than \$158,000 or certified architect's plans and estimate if more than \$158,000

Infrastructure Applications

- Copy of DEQ consent order or written warning
- Water and sewer rate schedules including information for first 5,000 gallons of use
- Engineer's project description and estimate for all water and wastewater related projects or part of the request if for funding to have these items produced before any construction activities can occur.
- Sewer system evaluation survey (SSES) for all wastewater related projects or part of the request is for funding to have the survey completed before any construction activities can occur.
- Copy of Title, Deed, Long Term Lease, or Notarized Letter of Commitment from Current Land Owner Agreeing to sell or lease the property for any water or wastewater project not being built on land currently owned or under long term lease by the applicant.