

# FY24 NODA REAP APPLICATION INSTRUCTIONS

Blank applications available on our website [www.noda-ok.org/reap-grant-documents/](http://www.noda-ok.org/reap-grant-documents/) or via email by contacting Jennifer Fingard: [jennifer@noda-oeda.org](mailto:jennifer@noda-oeda.org). *If assistance is needed in preparing the application, please contact Jennifer at 580-599-0358.*

1. Application must be submitted by a chartered city, town or county. Unincorporated communities, rural water districts and Title 19 Fire Districts must apply through their county.
2. Applications submitted must be on this original NODA application. Any other forms will NOT be accepted.
3. **Applications must be typed. Fill in all blanks.**
4. County-sponsored projects must be submitted to NODA by the county. Remember, provide county address, phone, contacts, email, etc. on the application.
5. REAP funds CANNOT be used to pay for any administrative or legal fees, maintenance and licenses. REAP funds are for materials, labor and equipment. Engineering and architect fees, project inspection and permits to construct will be allowable only if tied to CDBG applications, or the REAP application is not just for engineering and architect fees, project inspection and permits to construct expenses only.
6. Provide these documents with the application:
  - a. Professional written cost estimate;
  - b. Any consent order or notice of violation (if applicable);
  - c. Completed resolution (passed by governing body). Sample included in the application;
  - d. Copy of Capital Needs Summary form from CIP or Amendment Resolution CIP
  - e. Procurement Policy;
  - f. Photos or map of the proposed project;
  - g. Copy of most recent audit – FY23 if it is completed, otherwise FY22 audit.
    - i. Rural Fire Districts/Depts. – provide copies of two most recent bank statements.
    - ii. If being sponsored by a county, please provide the county's most recent audit.
7. **Any prior REAP grants must be closed out by 4:30 pm, October 31, 2023.**
8. REAP contract periods if funded:
  - a. 6-12 MONTHS – equipment/vehicle purchases;
  - b. 12 MONTHS – construction projects;
  - c. 18 MONTHS – street/road projects or projects tied to CDBG.
9. **APPLICATION DEADLINE = 4:30 PM – OCTOBER 31, 2023 in the NODA office.**

## **Eligible projects** include, but are not limited to:

1. Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both;
2. Rural solid waste disposal, treatment, or similar projects;
3. Rural sanitary sewer construction or improvement projects;
4. Rural road or street construction or improvement projects;
5. Provision of rural fire protection and public safety services;
6. Expenditures designed to increase the employment level within the jurisdiction of NODA;
7. Provision of health care services, including emergency medical care, in rural areas;
8. Construction or improvement of telecommunication facilities or systems;
9. Improvement of municipal energy distribution systems;
10. Community Bldgs., courthouses, town halls, senior center.

## **Ineligible projects** include, but are not limited to:

1. Consumable goods, office supplies, and personnel costs
2. Park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible)
3. Fairgrounds projects (except community centers and similar public facilities located in fairgrounds which are eligible)
4. Mowers and lawn maintenance equipment
5. Veterans memorials
6. Codification of ordinances, Capital Improvement Plans (CIP's), Comprehensive (Land use) Plans
7. Housing projects/programs (demolition, emergency repair, rehabilitation, construction)
8. County maintenance barns or any other district-wide projects for county commission districts with a population of 7,000 or greater.

# APPLICATION ASSISTANCE BY SECTION

## REAP Request Amount

- List the amount of funds you intend to request to complete your project.

## Project Category

- Please mark the category that matches the type of project you are doing. See the FY24 Project Category List provided in the application.
- The FY24 Project Category List is included in priority level. Number 1 is the higher priority down to number 5 being the lowest priority.

## Project Name

- Tell us what your project is. *Examples: resurfacing streets, water line improvements, etc.*

## Applicant Information

- Please fill in the blanks with the information about the applicant.
- County-sponsored projects must be submitted to NODA by the county. Remember, provide county address, phone, contacts, email, etc. on the application.
- Name of Applicant for county-sponsored project should list the county name and whom they are sponsoring. *Example: Kay County Sponsoring Kildare Fire Department.*

## Second Party Applicant Information

- In this section you will list who the county is sponsoring and all their contact information.

## Project Priority & Justification

- Here you will explain the need of the project and how it specifically benefits your community. Why is the project a high priority to fund? (warm fuzzy) *Examples: economic growth provides job security, enhances quality of life, attract new residents, etc.*

## Project Impact

- List the numbers that are impacted by each question.

## Consent Order Questions

- Answer these questions as they pertain to the OK Corp. Commission (OCC) and OK Dept. of Environmental Quality (ODEQ).

## Strategic Planning

- This section looks at the community's preparation of your proposed project. The answers to the questions should reflect your current Capital Improvements Plan (CIP).
- A CIP is a comprehensive inventory of all governmentally owned assets. Based on this inventory a 5-year strategic capital improvements plan is developed and all assets placed on GIS mapping. This becomes your road map for needed improvements and applying for funding of your project.
- Contact NODA if you have questions regarding your CIP.

## Attachment A

- Applicant Name: Will self-populate from the first page.
- Project Category: Will self-populate from the first page.
- Project Name: Will self-populate from the first page.
- Financial (Leverage)
  - REAP Request Amount – List the amount of REAP funds you need to complete the project. Will self-populate from the first page.

- Local Contributions – List any local funds you plan to use on the projects. Can be cash, labor or equipment used.
- Other Funds – If there are other funds via grants, loans, etc., list the amount, source, and when the funds will be available. Failure to list other funds could result in the de-obligation of your REAP contract.
- TOTAL PROJECT COST (A+B+C) – Will auto calculate for you.
- Landowner: Construction projects must state the landowner's name. If the property is leased from a private source, a copy of the lease must be included with the application. The length of the lease needs to clearly exceed the value of the project.
- Project Description: Should be sufficiently detailed to avoid any ambiguity. (If the project is a community building, is it construction, purchase or renovation? What are the dimensions? What type of material is to be used? Are furnishings, equipment, or supplies included? If it is water or sewer lines replacement, what size of pipe and how much? This is the nuts & bolts of the project.) **The description must be sufficiently specific so that it can be audited.**

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**Incomplete and/or LATE applications will not be processed!**

### **THREE WAYS TO SUBMIT APPLICATION:**

1. Hand delivery – 2901 N Van Buren (office)
2. US Mail – 2901 N Van Buren, Enid, OK 73703
3. Upload to website - <https://noda-ok.org/reap-grant-documents/>