NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

FY2024 RURAL ECONOMIC ACTION PLAN

GRANT PROGRAM PLAN

NODA & SERVICE AREA

NODA is a regional council of governments voluntarily coming together to work on common interest for the greater economy of each entity and the benefit of all. The Authority membership is made up of Alfalfa, Blaine, Garfield, Grant, Kay, Kingfisher, Major, and Noble Counties, and all cities and towns having some jurisdiction within the eight listed counties.

NODA was formed as a result of Oklahoma Senate Bill 290 adopted by the Oklahoma Industrial Development Park Commission, December 9, 1970, and an Executive Order signed by Governor David Hall on May 21, 1971. NODA held its first meeting on May 26, 1971.

On July 1, 1994, to allow NODA to own property and to strengthen the legal entity, NODA became a Title 60 public trust.

The NODA region contains over 160,000 residents and covers an area of approximately 7,440 square miles.

Cities and towns with a population of less than 7,000 that lie within the NODA region:

ALFALFA COUNTY		BLAINE COUNTY		GARFIELD COUNTY		GRANT COUNTY	
Aline	213	Canton	587	Breckinridge	245	Deek Creek	127
Amorita	38	Geary	1272	Carrier	84	Jefferson	8
Burlington	160	Greenfield	92	Covington	533	Lamont	393
Byron	35	Hitchcock	114	Douglas	32	Manchester	98
Carmen	359	Longdale	263	Drummond	454	Medford	944
Cherokee	1492	Okeene	1137	Fairmont	131	Nash	196
Goltry	252	Watonga	2842	Garber	804	Pond Creek	849
Helena	1417			Hillsdale	119	Renfrow	12
Jet	218			Hunter	166	Wakita	327
Lambert	6			Kremlin	257		
				Lahoma	610		
				North Enid	917		
				Waukomis	1290		

KAY COUNTY		KINGFISHER COUNTY		MAJOR COUNTY		NOBLE COUNTY	
Blackwell	6526	Cashion	929	Ames	239	Billings	495
Braman	202	Dover	472	Cleo Springs	331	Marland	220
Kaw City	375	Hennessey	2225	Fairview	2579	Morrison	707
Kildare	94	Kingfisher	4891	Meno	235	Perry	4832
Newkirk	2162	Loyal	82	Ringwood	507	Red Rock	285
Tonkawa	2958	Okarche	1334				

Counties with district populations less than 7,000 that lie within the NODA region:

ALFALFA COUNTY	BLAINE COUNTY	GRANT COUNTY
Population – 5,718	Population – 9,447	Population – 4,372
Per District – 1,906 (approx.)	Per District – 3,149 (approx.)	Per District – 1,457 (approx.)

KINGFISHER COUNTY	MAJOR COUNTY	NOBLE COUNTY
Population – 15,806	Population – 7,579	Population – 11,113
Per District – 5,269 (approx.)	Per District – 2,526 (approx.)	Per District – 3,704 (approx.)

FY24 DETAILED LINE ITEM BUDGET

Upon receiving notification from the Oklahoma Department of Commerce / Community Development, we are pleased to announce that the State Rural Economic Action Plan (REAP) Program has been funded for SFY23. NODA has been awarded the following amounts:

Planning Income (Administration)	Pass Through Income (Project Funding)	Total Funding
$136,363.64	$2,590,909.08	$2,727,272.72

ELIGIBLE AND INELIGIBLE PROJECTS

Funds from the REAP account will be spent on projects determined by public input to NODA and an evaluation of the financial needs of the eight county area. Items used to rate projects will include but not be limited to income levels, employment conditions, utility rates and indebtedness. Public meetings will be held and suggestions will be accepted from legislators, elected officials, and other interested parties.

In following Oklahoma Statutes, Section 2008 of Title 62, as amended by HB 3291, 52nd Legislature, Second Regular Session 2010 all projects must fall into one of the following ten (10) activities to be considered eligible for funding:

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 for rural fire protection services and public safety services;
6. Expenditures designed to increase the employment level within the jurisdiction of NODA;
7. Provision of health care services, emergency medical care, in rural areas;
8. Construction or improvement of telecommunication facilities or systems;

9. Improvements of municipal energy distribution systems; and
10. Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities.

At least eighty percent (80%) of all funds expended shall be for projects that fall under activities 1-6 as set forth above.

Ineligible projects include, but 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
9. Any district-wide projects for county commission districts with a population of 7,000 or greater.

All funds expended from the NODA REAP fund shall be made in the same manner as provided by law for the expenditure of other public funds and will be accounted for in the same manner as other public funds.

Funds distributed on behalf of unincorporated areas will be accounted for on subsidiary ledgers of NODA or the county requesting the funds and accounted for in the same manner as other public funds.

APPROVAL & RATING CRITERIA

All projects will meet the approval criteria adopted by NODA. In the review and consideration of the applications for financial assistance under the REAP program, NODA shall consider the following general and non-exclusive criteria for application approval:
1. Compliance with law. The application and proposed project must be found to be in compliance with all applicable and relevant federal, state, and local laws

and regulations, and the applicant must possess all necessary and incidental legal rights and privileges necessary to project commencement and operation.

2. <u>Eligibility</u>. The applicant must be a qualified entity and the proposed project must be for a qualified purpose as defined in the REAP plan. Proposed projects for unincorporated areas must secure a qualified governmental entity as their grant applicant. The REAP statutes allow projects to be performed only by counties, cities and towns. In addition, counties, cities and towns must perform the project themselves through their purchasing procedures. They cannot simply transfer the funds to another entity for them to perform the project.

3. <u>Local need, support and priority</u>. The project must be found to be needed in the area to be served and must be found to be sufficient, as proposed, to serve such needs. NODA shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects. NODA shall also consider the extent and degree of local support, interest and commitment in the proposed project. The NODA Board of Trustees has adopted, and reserves the right to change, a priority project list as shown in *<u>Attachment A</u>* of this plan.

4. <u>Availability of other assistance</u>. NODA shall consider the feasibility and availability of alternative sources of revenue, which could be obtained and utilized by the applicant for project financing.

5. <u>Economic feasibility</u>. NODA shall consider the overall apparent economic viability and feasibility of the project as a whole.

6. <u>Project feasibility</u>. NODA shall consider from the engineering data (if required for the project) submitted and other sources available whether the proposed project appears feasible and serves the public interest and welfare.

7. <u>REAP grant amounts and availability of funds.</u> Applicants are encouraged to request the smallest amount necessary to accomplish the project. Should ODOC fund a CDBG/REAP set-aside, the matching funds from the NODA REAP program will be an amount equal to the allocation made by ODOC for CDBG.

8. <u>Criteria applicability</u>. The general criteria set forth in this section are intended to constitute and shall constitute general guidelines and standards for application and review and consideration by NODA. This criterion shall not be deemed exclusive and in all instance, each application and project must be reviewed and considered on its own individual merits.

The criteria and standards set forth in this section shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of NODA's judgment

and discretion. All projects that meet the guidelines of Oklahoma Statute Title 62 Section 2001 et seq. will be reviewed and rated. See rating criteria in *Attachment B*.

CDBG-REAP program criteria will follow both the NODA REAP requirements as well as those outlined in the ODOC CDBG-REAP Application Guidelines.

PROJECT DECISIONS

Decisions on funding projects and amounts are at the sole discretion of NODA. The NODA Board of Trustees also reserves the right to modify this plan in its whole or any part to comply with federal, state, and local laws and regulations. The NODA Board of Trustees also reserves the right to modify this plan to meet current and future needs of the entities it serves.

GRANT RECIPIANT PROJECT MONITORING

The main objective for the NODA monitoring tool is to provide assistance to the Grantee in carrying out their responsibilities under the NODA Rural Economic Action Plan Grant Program Plan. It is viewed not as a once a year or periodic exercise, but as an ongoing process involving continuous communication and evaluation.

The NODA monitoring tool will be completed for each funded project through two processes: Desk Top Monitoring and Physical Monitoring. Projects receiving a Physical Monitoring represent at least 30% of the funded projects. Selection for this category include projects that have a tie to the Community Development Block Grant (CDBG) in either the CDBG/REAP grant or REAP funds used as leverage with a CDBG or any other federally funded program. If the project selection has not reached the proper percentage then the highest funded projects will be added to achieve the proper percentage. Projects receiving a Desk Top Monitoring represent the remainder of the funded projects. Projects selected for this category are those not chosen for Physical Monitoring. See *Attachment C* for the NODA REAP Monitoring Tool. In the event of an unforeseen pandemic, natural disaster, or any other event making it unsafe for NODA staff to travel due to health and/or safety concerns, a desk top monitoring will be conducted in lieu of a physical monitoring.

FY24 PROJECT CATEGORY LIST

Points will be awarded for projects in these five categories. Categories listed in priority level. Number 1 is highest priority down to number 5 being the lowest priority.

1. <u>ECONOMIC DEVELOPMENT:</u>
   The project creates jobs, increases population, housing construction, or can exhibit an increased or positive financial impact on the local economy; such as tax revenue, utility sales etc.

2. <u>INFRASTRUCTURE IMPROVEMENT:</u>
   Any water, wastewater, street, electrical, or gas project. Engineering and architect fees will be allowable only if tied to a CDBG application, or the REAP application is not for just engineering and/or architect expenses only. Inspection, maintenance and administrative fees are non-allowable costs. Those projects under Oklahoma Department of Environmental Quality (ODEQ) consent order will be given additional priority points in this category.

3. <u>EMERGENCY SERVICES:</u>
   Fire, police and EMS, which includes vehicles, buildings, and equipment, storm shelters, storm sirens etc.

4. <u>AMERICAN'S WITH DISABILITIES ACT (ADA):</u>
   Projects that will provide handicapped accessibility to any municipal facility.

5. <u>OTHER:</u>
   Any other type of project will be prioritized in this order:
   A. <u>MUNICIPAL:</u> Construction or improvements to city building, purchase of equipment, tractor mowers, backhoes, paving of parking lots, utility vehicles, etc.
   B. <u>BUILDINGS:</u> Community buildings, courthouses, senior nutrition centers, meeting rooms or similar public facilities (libraries; museums).
   C. <u>PARKS:</u> Pavilions only.

Applicant: _____   Score: _____

County: _____   Project: _____

A. Project Category (max. 60 points)		Points Earned
1. Economic Development/Employment Increase	60 pts.	
2. Infrastructure Improvements	40 pts.	
3. Emergency Services - Fire/Police/EMS	40 pts.	
4. American's With Disabilities Act (ADA)	25 pts.	
5. Other: Gov't Bldgs; Comm Center; Sr Center; Equipment; Park Pavilion; etc.	10 pts.	

B. Population (max. 20 pts)			Points Earned
0 - 1,000	20 pts		
1,000 - 2,000	17 pts		
2,001 - 3,000	14 pts		
3,001 - 4,000	10 pts		
4,001 - 5,000	7 pts		
5,001 - 6,000	5 pts		
6,001 - 7,000	3 pts		

C. Requested Grant Amount (max. 0 pts)			Points Earned
$25,000 or less	0 pts		
$25,001 - $50,000	-2 pts		
$50,001 - $75,000	-4 pts		
$75,001 - $100,000	-6 pts		
$100,001 - $125,000	-8 pts		
$125,001 +	-10 pts		

D. Leverage and Need (max. 55 pts)		$		Points Earned
Local Contributions	CIP Project	Consent Order		
10% 5 pts	Mandatory 10 pts	10 pts		
11-20% 10 pts	Essential 8 pts	SCORE: _____		
21-30% 15 pts	Desirable 6 pts			
31-40% 20 pts	Deferrable 4 pts	Justification of Need		
41-50% 25 pts	Having a CIP 2 pts	0 - 10 pts		
SCORE: _____	SCORE: _____	SCORE: _____		

E. Prior REAP Grant (max. 30 pts)		Points Earned
1. Did not receive FY23 grant (15 pts) _____		
2. Accepted less funding on previous year's project (5 pts) _____		
3. Prior project completed in a timely manner (0 - 10 pts) _____		

As of 7/7/2023   TOTAL POINTS EARNED (165 pts maximum): _____

NODA REAP MONITORING TOOL

REAP Recipient

_____

Contract #

_____

Monitoring Type (Circle One)

Desk Top   Physical

1. PROGRAM MANAGEMENT	Yes	No	N/A	Initials	Date	Comments
Application Packet : Typed Application, Resolution, Professional Cost Estimate, Procurement Policy, Before Photos, Audit						
REAP Award Letter						
Executed NODA Contract I (with Contract II)						
Contract Extension Requests/Approval Letters						
Project Modification Requests/Approval Letters						
2. OPERATIONAL MONITORING	**Yes**	**No**	**N/A**	**Initials**	**Date**	**Comments**
Procurement Policy Followed?						
Bid/Solicitation Documentations: Bid Advertisements, Bids or Quotes, Bid Tabulation						
Governing Body Board Minutes of Contract Award						
If Applicable, Engineer Agreement and/or Contractor Agreement						
Pre-Construction Conference Documentation						
3. CLOSEOUT	**Yes**	**No**	**N/A**	**Initials**	**Date**	**Comments**
Closeout Documentation: Affidavit Certifying REAP Project Completion, Project Complete Minutes, After Photos.						
If Applicable, NODA Field Observation						
REAP Inventory Tracking Form Started						
REAP Recipient Proof of Insurance Addition						
4. FINANCIAL MANAGEMENT	**Yes**	**No**	**N/A**	**Initials**	**Date**	**Comments**
REAP Ledger Sheet in file						
NODA Reimbursement Forms for each transaction						
Invoices for each transaction						
Purchase Order or Minutes approving each transaction						
Verify the use of leverage funds						
Bank Statements: NODA Check Deposits and Payment Check Cleared						
Current Audit						

SUMMARY OF MONITORING ACTIVITY

NODA Representative: _____   Date: _____

Entity Representative: _____   Date: _____