NOTICE OF REGULARLY SCHEDULED MEETING OF THE
NODA BOARD OF TRUSTEES & CEDS
NODA Conference Room
2901 N. Van Buren St., Enid, OK 73703
1:00 pm, July 25, 2024

AGENDA

*All items on this agenda, including, but not limited to, any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.*

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its Trust Manager, staff, and attorney or to the recommending board, commission or committee.

I.   **CALL TO ORDER** Marc Bolz, President
   A. Flag Salute
   B. Roll Call--Marci Hyde
   C. Introduction of Guests--Marc Bolz, President
   D. Approval of Minutes

II. **REPORTS**
   A. Secretary's Report of Membership--Marci Hyde
   B. Treasurer's Financial Report--Noel Clonts
   C. Staff Reports (E-mailed in Board Packets)

III. **BUSINESS (To meet, discuss & possibly take action on the following items)**
   A. Executive Director's Update – Jonathon Cross
   B. Property and Liability Insurance Renewal for NODA
   C. Property and Liability Insurance Renewal for NODA Transit Authority
   D. FY2025 NODA REAP Grant Program Plan – Vicki Eggers
   E. NODA REAP Grant Program Policies and Procedures – Vicki Eggers
   F. REAP Report (includes, but not limited to extension requests, changes of scope, needs related to project activities)

IV. **NEW BUSINESS IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25.**

V.   **PUBLIC PARTICIPATION**

VI. **ADJOURNMENT**

Filed in the office of the Northern Oklahoma Development Authority July 18, 2024, at 2:00 pm.

Signed _____

Any person requiring special accommodation for participation in this meeting should contact the NODA office at least twenty-four hours in advance of the meeting time.

NODA Board
DATE June 27, 2024

MARC BOLZ	✓			
NOEL CLONTS	✓			
GEOFF COVALT	Absent			
TRAVIS DARR	✓			
KELLY FANNING	✓			
CHRIS HENDERSON	Absent			
MAX HESS	✓			
ASHLEY HUMPHREY	Absent			
MARCI HYDE	✓			
DIXIE JOHNSON	Absent			
GARRET JOHNSON	✓			
CATHERINE LANTZ	✓			
DEA MANDEVILL	✓			
GARY MAY	✓			
JEFF MOSS	✓			
HOWARD POWELL	✓			
PHILIP SCHRAHL	✓			
BRANDON SCHULTZ	Absent			
BILL SEITTER	✓			
JASON SHANKS	✓			
TOBY WALKER	✓			
	16 present			Revised 3/8/2024
	5 absent			

NODA BOARD & CEDS REGULAR MEETING MINUTES
2901 N. Van Buren, Enid, OK 73703
1:00 p.m. Thursday, June 27, 2024

I. **CALL TO ORDER**-Marc Bolz
A. Flag Salute
B. Roll Call-Marci Hyde
   Present

Marc Bolz	Noel Clonts	Travis Darr	Kelly Fanning
Max Hess	Marci Hyde	Garret Johnson	Catherine Lantz
Dea Mandevill	Gary May	Jeff Moss	Howard Powell
Philip Schrahl	Bill Seitter	Jason Shanks	Toby Walker

   Absent

Geoff Covalt	Chris Henderson	Ashley Humphrey	Dixie Johnson
Brandon Schultz			

C. Introduction of Guests—None
D. Approval of Minutes
   Gary May made a motion to approve the minutes, seconded by Bill Seitter. Aye-Bolz, Clonts, Darr, Fanning, Hess, Hyde, Johnson, Lantz, Mandevill, May, Moss, Powell, Schrahl, Seitter, Shanks, Walker. Nay-none. Motion carried.

II. **REPORTS**
A. Hyde-As of this date, 96 entities have paid NODA dues totaling $100,986.60.
B. Clonts-The Board reviewed the following from July 1, 2023-April 30, 2024-Total Revenue $2,145,656.52. Total Expense $2,091,789.61. Profit of $53,866.91.
C. Staff Reports-Emailed with the board packet.

III **BUSINESS**
A. Executive Director-Jonathon Cross
   1. Election Results-Noel Clonts, Bill Seitter, and Philip Schrahl were all re-elected. Dea Mandevill's last meeting is today. Medford and Wakita will let NODA know their representative by June 30th.

2. There have been 6 applications for Jennifer Firgard's position. Interview times will be soon.
3. RK Black is upgrading security and is wanting the 4 towns NODA serves to upgrade. (Breckinridge, Billings, Dover, Garber)
4. ODOT has paid claims through February.

B. Workers Compensation Renewal for NODA—Bill Seitter moved to approve the workers compensation renewal, seconded by Garret Johnson. Aye-Bolz, Clonts, Darr, Fanning, Hess, Hyde, Johnson, Lantz, Mandevill, May, Moss, Powell, Schrahl, Seitter, Shanks, Walker. Nay-none. Motion carried.

C. Workers Compensation Renewal for NODA Transit Authority-Max Hess moved to approve Option 1, seconded by Kelly Fanning. Aye-Bolz, Clonts, Darr, Fanning, Hess, Hyde, Johnson, Lantz, Mandevill, May, Moss, Powell, Schrahl, Seitter, Shanks, Walker. Nay-none. Motion carried.

D. Susmita did an update about the communities NODA is helping with Capital Improvements Planning and digital mapping.

E. PROTECT Grant-Noel Clonts moved to approve a MOU between NODA and Grant County over the PROTECT Grant funds, seconded by Max Hess. Aye-Bolz, Clonts, Darr, Fanning, Hess, Hyde, Johnson, Lantz, Mandevill, May, Moss, Powell, Schrahl, Seitter, Shanks, Walker. Nay-none. Motion carried.

F. NORPTO Policy Board-Bylaws-Catherine Lantz moved to approve an amendment to the NORPTO Policy Board's By-Laws, seconded by Philip Schrahl. Aye-Bolz, Clonts, Darr, Fanning, Hess, Hyde, Johnson, Lantz, Mandevill, May, Moss, Powell, Schrahl, Seitter, Shanks, Walker. Nay-none. Motion carried.

G. REAP Report-Catherine Lantz moved to approve an extension request for Braman, seconded by Toby Walker. Aye-Bolz, Clonts, Darr, Fanning, Hess, Hyde, Johnson, Lantz, Mandevill, May, Moss, Powell, Schrahl, Seitter, Shanks, Walker. Nay-none. Motion carried.

IV. **NEW BUSINESS** (In accordance with Section 311 (9) O.S. Title 25)
A. Dea Mandevill was given a plaque in recognition of her 23 years of service to NODA. She served as President for many years.

V. PUBLIC PARTICIPATION
A. None

VI. ADJOURNMENT
Max Hess made the motion to adjourn, seconded by Gary May. Meeting adjourned at 1:50 p.m.

REPORT OF MEMBERSHIP FY 2024
7/18/2024

As of this date 96 of entities have paid their NODA dues totaling **$100,986.60**.
All entities are listed below. Those highlighted have not yet paid their dues.

ALFALFA COUNTY	BLAINE COUNTY	GARFIELD COUNTY	GRANT COUNTY
ALINE	CANTON	BRECKINRIDGE	DEER CREEK
AMORITA	GEARY	CARRIER	LAMONT
BURLINGTON	GREENFIELD	COVINGTON	MANCHESTER
BYRON	HITCHCOCK	DOUGLAS	MEDFORD
CARMEN	LONGDALE	DRUMMOND	NASH
CHEROKEE	OKEENE	ENID	POND CREEK
GOLTRY	WATONGA	FAIRMONT	RENFROW
HELENA		GARBER	WAKITA
JET		HILLSDALE	
LAMBERT		HUNTER	
		KREMLIN	
		LAHOMA	
		NORTH ENID	
		WAUKOMIS	

KAY COUNTY	KINGFISHER COUNTY	MAJOR COUNTY	NOBLE COUNTY
BLACKWELL	CASHION	AMES	BILLINGS
BRAMAN	DOVER	CLEO SPRINGS	MARLAND
KAW CITY	HENNESSEY	FAIRVIEW	MORRISON
NEWKIRK	KINGFISHER	MENO	PERRY
PONCA CITY	LOYAL	RINGWOOD	RED ROCK
TONKAWA	OKARCHE		

COUNTY COMMISSIONERS	ASSOCIATE MEMBERS	
ALFALFA	106 FIRE DISTRICT	LUCIEN
BLAINE	BEAR CREEK	MAJOR CO RWD1
GARFIELD	BIG 4 RURAL FD	NESCATUNGA
GRANT	DALE TOWNSHIP	NOBLE CO RWD3
KAY	EAGLE CITY	OMEGA
KINGFISHER	GARFIELD CO RWD4	ORION
MAJOR	GARFIELD CO RWD5	PAWNEE RWD 7
NOBLE	GARFIELD CO RWD6	PECKHAM
	GARFIELD CO RWD7	PIONEER-SKELETON

AFFILIATE MEMBER		
	HAWLEY	RANCH DRIVE
	ISABELLA	RIVER ROAD
ALFALFA CO CONSERVATION	KILDARE	ROCK TOWNSHIP
	KINGFISHER CO RWD3	SUMNER

***partial payment made

NODA - SFY24
July 1, 2023 - May 31, 2024 Revenue/Expense

Fund	Revenue		Expense		Net Profit (Loss)
02-EDA	$	64,166.66	$	105,112.78	($40,946.12)
03-Rural Fire	$	94,416.63	$	80,339.44	$14,077.19
04-CST	$	1,429,067.95	$	1,338,412.85	$90,655.10
07-NODA	$	339,915.02	$	425,000.29	($85,085.27)
08-REAP-admin	$	124,998.50	$	44,950.69	$80,047.81
10-Mobility Management	$	81,933.88	$	77,497.18	$4,436.70
20-EDA RLF	$	22,182.79	$	130.13	$22,052.66
30-RTPO	$	165,674.65	$	231,696.39	($66,021.74)
TOTAL	$	2,322,356.08	$	2,303,139.75	$19,216.33

REAP pass-thru:		
2022	$	210,489.16
2023	$	1,679,078.93
2024	$	81,609.42

| Total Pass-thru Revenue 7/1/23-6/30/24 | $ | 2,225,334.01 |
| Total Pass-thru disbursed for FY22-FY24 as of 5/31/24 | $ | 1,971,177.51 |

| FY24 receivable as of 7/16/24 | $ | 576,009.28 |

Ledger	Description	Receivable
03-000-00-1120	Rural Fire	$ 11,166.70
04-000-00-1112	ODOT	$ 314,840.00
04-000-00-1114	LTCA	$ 3,780.50
04-000-00-1119	DHS DDSD	$ 2,886.50
04-000-00-1200	FAREBOX	$ 61.50
07-000-00-1115	Substate	$ 1,140.36
07-000-00-1131	Membership Dues	$ 227.50
08-000-00-1115	REAP planning	$ 11,365.14
08-000-00-1118	REAP Pass-thru	$ 216,009.08
10-000-00-1800	Mobility Management	$ 14,532.00
	Total receivable for FY24 as of 7.16.24	$ 576,009.28

NODA Bank Balances as of 5/31/2024

Ledger	Fund	Bank	Account		Balance
04-000	04-NTA PR	1st Nat'l Bank Weatherford	5903099	$	3,429.03
04-000	04-CST	Stride Bank	10443128	$	166,499.83
04-105	CST MMA	Stride Bank	10590561	$	682,294.17
07-000	07-NODA	Stride Bank	10690606	$	148,882.02
07-100	NODA MMA	1st Nat'l Bank Weatherford	110771	$	50,260.64
07-102	NODA PAYROLL	1st Nat'l Bank Weatherford	42509	$	6,681.57
08-000	08-REAP	1st Nat'l Bank Weatherford	8005826	$	(41,404.00)
08-106	REAP MMA	1st Nat'l Bank Weatherford	110853	$	2,682,256.22
20-000	20-EDA RLF	1st Nat'l Bank Weatherford	111041	$	26,065.21
20-103	RLF-SEQ	1st Nat'l Bank Weatherford	111274	$	201,339.36

Unrestricted Cash	Restricted Cash	Total Cash
$ 1,211,301.05	$ 2,715,003.00	$ 3,926,304.05

Susmita Som, GIS: The following is nothing but the names of the projects, not the details that go with it. I am ready to explain each project if needed.
CIP: **Blackwell:** I long met with Mr. Cory Hanebrink, the Fire Chief, Mr. Jay Brewers, the Police Chief, and Mr. Greg Sixkiller, Electrical Superintendent, about insured vehicles; checking municipal properties is the next step. **Braman**: I attended a meeting with Mr. Rick Coke and Michaela about the water system. We tried to understand how the water from Blackwell and Kay Electric get mixed and distributed to Braman. **Carmen:** I had more GPS days (FH, MH, Lift Station & Street Signs) with Mr. Jimy Jones, personnel from the Utility Department. **Garber:** We had a Local Planning Activities Committee Meeting, and the committee members participated and ranked all the needs according to their priorities for the future needs of the City. **Geary**: We helped the City prepare for a CIP application. I attended the application phase Public Hearing and waited for the meeting minutes and audits. **Kaw City:** We submitted the CIP application for the Town. *Other:* **Drummond**: I sent the shape files for the water meters with the Lat any Long positions again to the town clerk in preparation for the Oklahoma lead line inspection by DEQ. **Training:** Brock and I attended an OKSCAUG User Group Meeting in Norman at the National Weather Center at the University of Oklahoma. **Webinars:** I joined the webinar on 12th June from ESRI, "Geospatial Risk Assessments to Empower Fire Departments.

Payton Herron, GIS, NORTPO: During the month of June, I worked mostly on developing GIS data for all the traffic studies we have done in the past as well as working with some trail data. I started mapping out the locations of all the studies and will eventually have an interactive map where you can click on the location and get the study information. On the 5th, I attended the monthly RTPO meeting via Teams. On the 6th I attended the NORTPO Technical Committee meeting via Teams.

Brock Spencer, NORTPO: Continued the administration process for the PROTECT Grant in Grant County in collaboration with CED8. Specifically scheduled meetings between commissioners, stakeholders, and FHWA officials. Also developed a memorandum of understanding between the county, and NODA. Coordinated with ODOT on a variety of projects including designation discussions, and MOUs for performance targets for both pavement, collisions, and transit targets. Continued work on the FY25 PWP, Public Participation Plan (PPP), self-certification, and making amendments to bylaws for both the technical committee and policy boards. Coordinated with RTPO's in a variety of capacities including ways to utilize AI for data management, and acquisition. Also coordinated with RTPO's on the future of the mobility management program, and shared information regarding the public roads' magazine research with focus on automated technologies. Continued collaboration with OSU over automated vehicles program. Researched further into the Bureau America Bureau on Rural Infrastructure Accelerators, and Rural and Tribal Assistance Pilot Programs. Worked with Vicki on many of the amendments to documents, and researched information on airport construction program for the region. Consulted with Payton on a litany of subjects including creation of a regional trails map, and development in Watonga for 1.5 miles of sidewalk connecting local schools, libraries, and community centers. **Other**: website and social media updates. **Mobility Management:** Coordinated with Chanler over various transit issues in the area including, transparency of coordination between 5310's and 5311's, and preparation of community transportation meetings. Also, coordinated newsletter information, transit hub potential for the region, and discussion over project update forms.

Analyzed budget, and hours of Mobility Management. **Attended** *(in person)*: ODOT Commissioner meeting; TIP meeting (ODOT); RTPO Quarterly meeting (ODOT); Tech Committee meeting; Community Transportation Chats; SCAUG meeting; NODA board meeting; Fairview Eggs and Issues. **Attended** *(via Zoom and/or Teams)*: OMI board meeting; PROTECT grant agreement meeting with FHWA and County Commissioners. **Webinars**: PROTECT Grant Forms Webinar by FHWA; How to Manage a Public Speaking Event by National Center for Rural Road Safety. **Travel**: Oklahoma City (2); Norman; Fairview.

Chanler Cory, Mobility Management (Northwest Oklahoma): This month strides were made to accomplish a few initiatives within mobility management. The NW Mobility Management program has been a transportation liaison/representative in the health community. I had had a conversation with Jenniffer Gingrich about proactively planning for transportation struggles with her piolet project called "Take charge" that is launching in the kingfisher area. This program is to help women get cancer screenings and be seen at mammogram facilities. Given the importance of this project, I have brought two of our transportation agencies that serve kingfisher county together in order to provide transportation to their clients as smoothly as possible.
 I attended the transit Roadeo and participated as a judge. Members of the Choctaw tribal transit system made their way around the course performing different skills in their vans. I also attended the OKSCAUG conference in Norman, OK at the national weather station. I learned a lot of how mapping can help our programs and the new updates to necessary technology. There is a new Mobility Manager that is covering North/Central Oklahoma. Her name is Kristen Winchester. We are thrilled to welcome her to the team. I will be mentoring her as she gets started with the program and I suspect she will bring a valuable factor to our program. This month also consisted of helping 5 agencies understand and apply for the 5310 grant through ODOT.
The Northwest Coordination Group has decided to hold their meetings bi-monthly on the second Thursday of the month at 2 PM. We are actively working to increase participation in these meetings, as they are a requirement by the FTA for securing funding for the 5310 agencies in all areas. If you or any agency is in need of information on how to attend these meetings, email me at Chanler@noda-ok.org. **Attended** *(in person)*: Community Transportation meeting, Cancer Coalition, Micronesian coalition, Eggs and Issues. **Attended** *(via Zoom and/or Teams)*: Wednesday workshop x4, Training session x2, 5310 and 5311 ODOT meeting, Mobility management weekly meeting x4, meeting with Joan Wlation, Mentor meeting with Kristi. **Travel**: Durant, OKC x2, Norman, Fairview.

Vicki Eggers, Director: Economic Development: With the exit of Jennifer Firgard, work on CEDS is put on hold. Attended Select Oklahoma meeting. Discussion of possible change to Ponca City Development Authority's closed EDA project with Ponca City and EDA staff. **CARES Act project**: *FRMC*: Continued working with Fairview auditor on information to complete the single audit. **RLF**: Prepared and submitted monthly report, monthly invoices, and updated accounts' spreadsheets. Had a call with City of Oklahoma City staff on NODA's RLF program. **CDBG**: Worked on Braman (attended final inspection and board meeting), Drummond (payroll logs, calls, emails), Helena (board meeting), Boise City (trip with Lacey Morris), Freedom (start environmentals, board meeting docs), Keyes (trip with Morris), and Seiling (meeting and submitted ROF). Prepared May expenditure report. Prepared monthly report for OEDA board meeting. **REAP**: *OEDA:*

Prepared monthly REAP report; worked with OEDA staff on several OEDA pay requests, documents, answered questions, etc. Met with Morris and Jerlyn Keene at OEDA to hand over OEDA REAP files and train them on the program. Reviewed OEDA REAP Plan with Morris. NODA: Prepared monthly report; requested quarterly reports; discussed projects with the clerks and/or engineers. Processed claims for a few projects, updated some desktop monitorings; worked on closeout docs. Updated NODA REAP training documents and scheduled training date for Aug. 29. **Other**: Developed and posted NODA board meeting agenda, gathered board packet items, and emailed packet to board and staff members; set up conference room. Developed and posted NTA agenda, and sent meeting packet to members. Assisted Cecil Michael on a couple of fire department-related items. Prepared items for NODA newsletter and sent to Chanler. **Attended** (in person): Attended Ames board meeting; Braman board meeting; Quinlin pre-construction meeting (Mooreland); Helena board meeting; Seiling board meeting; Keyes and Boise City visits (CDBG/REAP projects); OARC meeting. **Attended** *(via Zoom and/or TEAMS)*: OWRB CWSRF public hearing. **Webinars**: Learn to Master AI-powered Content Marketing (Alignable). Signed up for a few webinars but was unable to attend, hoping to watch the recordings soon.

NORTPO/Transportation Planning: Various discussions with Brock Spencer and Payton Herron on maps, data, plans, RTPO designation, etc. **Attended** (in person): Technical committee meeting; RTPO meeting. **Attended** *(via Zoom and/or TEAMS)*: none. **Webinars**: none. **All Travel**: Ames, Braman (2), Helena, Oklahoma City (2). *OEDA travel: Boise City, Hooker, Keyes, Mooreland, Seiling.*

Open REAP Projects
6/30/2024

No.	Expires	Entity	Description	Awarded	Total Expended	June Expenses	Balance	De-obligate
FY22								
AL22-2	1/10/2025	Carmen	Water Tower Rehabilitation	80,172.76	19,854.76	0.00	60,318.00	
		Total FY22 open REAP grants		$80,172.76		$0.00	$60,318.00	
FY23								
BL23-2		Hitchcock	AMR Water Meters	99,632.25	67,483.79	0.00	32,148.46	*DEOB
GR23-4		Wakita	Water Telemetry System	63,710.00	50,578.70	0.00	13,131.30	*DEOB
KA23-1	12/30/2024	Braman	Water Line Replacement	65,500.00	10,000.00	0.00	55,500.00	
GA23-1	3/30/2025	Drummond	Sewer Lagoon Rehabilitation (CDBG-REAP)	136,363.63	124,663.75	42,916.25	11,699.88	
GR23-1	7/10/2024	Grant County Dist. 3	1 Mile Road/Drainage Improvements	48,500.00	0.00	0.00	48,500.00	
GA23-6	12/30/2024	Waukomis	Well Field Work	125,000.00	12,799.87	0.00	112,200.13	
		Total FY23 open REAP grants		$538,705.88		$42,916.25	$273,179.77	
FY24								
MA24-1	1/8/2025	Ames FD	50'x80'x14' Metal Fire Storage Building	160,000.00	0.00	0.00	160,000.00	
KA24-1	1/8/2025	Blackwell	WTP Lime Slakers Replacement	150,000.00	0.00	0.00	150,000.00	
GA24-1	7/8/2025	Breckinridge	Connection to Garber Waterline	125,000.00	0.00	0.00	125,000.00	
GA24-2	7/8/2025	Covington	Sewer Line Replacement	165,650.53	0.00	0.00	165,650.53	
GR24-1	1/8/2025	Deer Creek	Chlorine Building Upgrades	39,725.00	0.00	0.00	39,725.00	
GA24-3	1/8/2025	Fairmont	Sewer Line Replacement w/Flow Meter	99,999.00	0.00	0.00	99,999.00	
GA24-4	1/8/2025	Garber	60+ AMR Water Meters & Software	111,250.00	0.00	0.00	111,250.00	
GA24-5	1/8/2025	Garfield Co RWD #4	Water Tower Rehabilitation	75,000.00	0.00	0.00	75,000.00	
BL24-1	1/8/2025	Greenfield	New Sewer Lift Station	200,000.00	0.00	0.00	200,000.00	
AL24-1	7/8/2025	Helena	Asphalt Overlay Streets (CDBG/REAP)	136,363.63	0.00	0.00	136,363.63	
KF24-1	1/8/2025	Hennessey	Water Line Size Increase & Replacement	160,000.00	0.00	0.00	160,000.00	
GA24-6	7/8/2025	Hillsdale	Storm Water Drainage Improvements	26,700.00	0.00	0.00	26,700.00	
AL24-2		Jet	Asphalt Overlay Streets	54,000.00	54,000.00	0.00	0.00	Closed 6/14
KA24-2	1/8/2025	Kaw City	Sewer Line & Manhole Replacement	100,000.00	14,360.00	14,360.00	85,640.00	
GA24-7	1/8/2025	Kremlin	Water Standpipe Renovation	89,270.00	0.00	0.00	89,270.00	
GR24-2	1/8/2025	Lamont	Sewer Sprinkler Irrigation Improvements	120,600.00	0.00	0.00	120,600.00	
MA24-2	1/8/2025	Major Co EMS	Ringwood EMS Bunkhouse	124,999.00	41,404.00	0.00	83,595.00	
MA24-3	1/8/2025	Major Co RWD #1	Water Transmission Line Relocation	150,000.00	0.00	0.00	150,000.00	
GR24-3	1/8/2025	Manchester	South Water Tower Renovation	129,050.00	0.00	0.00	129,050.00	
MA24-4	1/8/2025	Meno	Sewer Lift Station Upgrades	40,278.00	16,296.00	0.00	23,982.00	
GA24-8	7/8/2025	North Enid	Concrete 2 Blocks Streets w/Culverts	83,470.34	0.00	0.00	83,470.34	
KF24-2	1/8/2025	Okarche	Underground Water Storage Tank Reno	125,000.00	0.00	0.00	125,000.00	
NB24-2	1/8/2025	Pawnee Co RWD #7	Water Line Installation	125,000.00	0.00	0.00	125,000.00	
KA24-3	1/8/2025	Tonkawa	1410 Auto Read Electric Meters	100,000.00	100,000.00	100,000.00	0.00	
BL24-2	1/8/2025	Watonga	Emergency Communication Equipment	40,000.00	0.00	0.00	40,000.00	
		Total FY24 open REAP grants		$2,731,355.50		$114,360.00	$2,505,295.50	
		Total Open REAP Grants					$2,838,793.27	

* De-Obligating Funds to FY25

NODA Revolving Loan Fund (RLF) Monthly Report
June 2024

Mission:

Goal: The overall goal is to create new, long-term, high quality jobs.

Obligated Loans Balance to Expend

Total		**$0.00**

NODA RLF bank account

6/1/2024	*Beginning balance*	$201,339.36
	Interest	$537.60
	Deposits	$0.00
	Withdrawal	$0.00
6/30/2024	*Ending balance*	**$201,876.96**
NODA RLF funds available		**$201,876.96**

CARES RLF bank account

6/1/2024	*Beginning balance*	$26,065.21
	Interest	$83.62
	Deposits	$5,702.57
	Withdraw	$0.00
6/30/2024	*Ending balance*	**$31,851.40**
CARES Act Relending funds available		**$31,851.40**

Less Obligated Loans	$0.00
Total Available to Loan	**$233,728.36**

Total CARES Portfolio	*$543,878.82*
Total RLFs Portfolio	*$745,755.78*

Active Loans

Enid Brewing Company

Loan amount: $110,000.00	*Interest Rate:* 2.50%
Payment Interval: Monthly	*Start Date:* 1/1/2021
Payment Amount: $733.47	*Payoff Date:* 12/1/2035
Due Date: 1st of month	*Status:* Current
Past Due: 10th of month	

Payments Received:

Date	Interest	Principal	Late Fee	Payment
6/3/2024	$183.88	$549.59		$733.47
		Fees Charged:	--	
Ending Balance: $87,713.47		*Fees Collected:*	--	
		Balance Past Due:	0.00	

Enid Brewing Company (EBC Kitchen)

Loan amount: $120,000.00	*Interest Rate:* 4.00%
Payment Interval: Monthly	*Start Date:* 8/1/2022
Payment Amount: $887.63	*Payoff Date:* 7/1/2037
Due Date: 1st of month	*Status:* Current
Past Due: 10th of month	

Payments Received:

Date	Interest	Principal	Late Fee	Payment
6/3/2024	$362.97	$524.66		$887.63
		Fees Charged:	--	
Ending Balance: $108,363.63		*Fees Collected:*	--	
		Balance Past Due:	0.00	

G.R.O.W. Trucking & Services

Loan amount: $147,000.00	*Interest Rate:* 2.50%
Payment Interval: Monthly	*Start Date:* 6/1/2022
Payment Amount: $1,385.77	*Payoff Date:* 5/1/2032
Due Date: 1st of month	*Status:* Current
Past Due: 10th of month	

Payments Received:

Date	Interest	Principal	Late Fee	Payment
6/3/2024	250.96	1,134.81		$1,385.77
		Fees Charged:	--	
Ending Balance: $119,326.46		*Fees Collected:*	--	
		Balance Past Due:	0.00	

G.R.O.W. Trucking & Services (GROW II)

Loan amount: $95,000.00		*Interest Rate:* 4.50%	
Payment Interval: Monthly		*Start Date:* 5/1/2024	
Payment Amount: $1,771.09		*Payoff Date:* 4/1/2029	
Due Date: 1st of month		*Status:* Current	
Past Due: 10th of month			

Payments Received:

<u>Date</u>	<u>Interest</u>	<u>Principal</u>	<u>Late Fee</u>	<u>Payment</u>
6/3/2024	350.95	1,420.14		$1,771.09
		Fees Charged:	- -	
Ending Balance: $92,165.02		*Fees Collected:*	- -	
		Balance Past Due:	0.00	

JJ's Quickshop

Loan amount: $125,000.00		*Interest Rate:* 4.00%	
Payment Interval: Monthly		*Start Date:* 5/1/2021	
Payment Amount: $924.61		*Payoff Date:* 4/1/2036	
Due Date: 1st of month		*Status:* Current	
Past Due: 10th of month			

Payments Received:

<u>Date</u>	<u>Interest</u>	<u>Principal</u>	<u>Late Fee</u>	<u>Payment</u>
6/3/2024	350.11	574.50		$924.61
		Fees Charged:	- -	
Ending Balance: $104,458.84		*Fees Collected:*	- -	
		Balance Past Due:	0.00	

INVOICE

Invoice

7/2/2024   26571

429 N. E. 50th
Oklahoma City, OK 73105
Wats: (800) 982-6212
Tele: (405) 524-3200
Fax: (405) 524-3700

Invoice Number: **026571**

Billing Address
Northern Ok Development Auth
2901 N. Van Buren
Enid, OK 73703

Service Address
Northern Ok Development Auth
2901 N. Van Buren
Enid, OK 73703

Association of County Commissioners of Oklahoma

Invoice Number: **026571**

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
7/2/2024	SIGOpt1	P/L Premium 24.25	$33,477.00	0.00	0.000000	$33,477.00	
7/2/2024	deduct	Deductible Pre Fund	$10,000.00	0.00	0.000000	$10,000.00	
7/2/2024	DUE	Premium Due by 7.31.24	$0.00	0.00	0.000000	$0.00	

This form has been approved by the State Auditor Inspector's Office

Payment Terms: Net   30 Days

Sales Tax: $0.00

Total: $43,477.00

Customer ID   NODA

Customer Name   Northern OK Development Auth   Association of County Commissioners of Oklahoma

Invoice ID   26571

Invoice Number: **026571**   7/2/2024

Charge Date	Charge Code	Description	Fixed Charge	Quantity	Unit Price	Amount	Sales Tax
7/2/2024	SIGOpt1	P/L Premium 24.25	$33,477.00	0.00	0.000000	$33,477.00	
7/2/2024	deduct	Deductible Pre Fund	$10,000.00	0.00	0.000000	$10,000.00	
7/2/2024	DUE	Premium Due by 7.31.24	$0.00	0.00	0.000000	$0.00	

Payment Terms: Net   30 Days

This form has been approved by the State Auditor Inspector's Office

Sales Tax: $0.00

Total: $43,477.00

RESOLUTION TO EXECUTE THE AGREEMENT ESTABLISHING THE ASSOCIATION OF COUNTY COMMISSIONERS OF OKLAHOMA

SELF-INSURED GROUP

Be it remembered that on the _____ day of _____, 2024, at a regular meeting of the Board of NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY ("Member"), the following RESOLUTION was presented, read and adopted:

RESOLUTION

WHEREAS, the Interlocal Cooperation Act of the Oklahoma Statutes enables county governments to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage; and

WHEREAS, the Association of County Commissioners of Oklahoma Self-Insured Group ("ACCO-SIG") was created by its member counties *via* an Interlocal Agreement pursuant to the specific terms of 51 O.S. § 169 of The Governmental Tort Claims Act for the purpose of establishing a self-insured governmental risk pool for Oklahoma counties; and

WHEREAS, ACCO-SIG is an agency and/or instrumentality of its member counties and is neither an insurance company nor subject to Oklahoma's laws governing and/or regulating insurance companies (*i.e.*, Title 36); and

WHEREAS, the Member, on behalf of itself, its agencies and its employees, desires to become a member of ACCO-SIG for the purpose of securing self-insurance and all services related thereto, including, but not limited to, risk management, loss prevention, claims adjustment, general advice and counsel; and

WHEREAS, the Member finds that joining ACCO-SIG's membership is the best and most efficient way of securing these services.

THEREFORE, BE IT RESOLVED THAT the Member joins with other Oklahoma counties in creating the Association of County Commissioners of Oklahoma Self-Insured Group; and

BE IT FURTHER RESOLVED THAT the Member hereby agrees: (1) to become a party to the Interlocal Agreement establishing ACCO-SIG (as revised and amended from time to time), and (2) to be subject to all documents governing ACCO-SIG (as revised and amended from time to time) for the purposes and in consideration of the mutual covenants contained herein; and

BE IT FINALLY RESOLVED THAT, by adoption and signing of this RESOLUTION, the Member hereby executes the Interlocal Agreement establishing ACCO-SIG, and the County agrees to be bound by the provisions and terms of the Interlocal Agreement and the documents governing ACCO-SIG.

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

_____
Chairman

_____
Member

_____
Member

Attest:

_____

INTENT TO PARTICIPATE IN ACCO-SIG
(Property/Liability)

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY

2024-2025

Payment Options: **Decision:** (mark X)

Payment Option – 1
Payment due in full by July 31, 2024   _____

Payment Option – 2
1ˢᵗ Installment due July 31, 2024   _____
2ⁿᵈ Installment due Jan. 31, 2025

For binding coverage effective July 1, 2024 through June 30, 2025, ACCO-SIG accepts and authorizes issuance of the Association of County Commissioners of Oklahoma – Self Insured Group, Property & Liability policy incorporating the above payment option.

_____

Chairman

                                    Attest:_____

_____

Member

_____

Member

ACCO-SIG 2024-2025 PROPERTY & LIABILITY QUOTE FOR N.O.D.A

PER OCCURRANCE DEDUCTIBLE   **10,000**

DEDUCTIBLE FUND ACCOUNT DEPOSIT	**$**	**10,000**
LIABILITY PREMIUM	$	19,865
PROPERTY PREMIUM	$	13,612
OPTION #1 PAYMENT	**$**	**43,477**

OPTION #2 PAYMENT

1ST PAYMENT =	$	21,739
2ND PAYMENT =	$	22,241
GRAND TOTAL OPTION #2 PAYMENT	$	43,980

NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY
FY2025 RURAL ECONOMIC ACTION PLAN
GRANT PROGRAM PLAN

— *a council of local governments providing opportunities to improve the quality of life in the counties of*
ALFALFA • BLAINE • GARFIELD • GRANT • KAY • KINGFISHER • MAJOR • NOBLE

2901 N. VAN BUREN ST, ENID, OK 73703-1731 • PHONE: (580) 237-4810 • www.noda-ok.org

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	Deer 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.)

FY25 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 SFY25. 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 are not 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.

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;

3

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 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.
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 the NODA Board of Trustees. 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. Eligibility. The applicant must be a qualified entity and the proposed project must be for a qualified purpose as defined in this 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. Local need, support, and priority. 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, the priority project list as shown in *Attachment A* of this plan.

4. Availability of other assistance. 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. Economic feasibility. NODA shall consider the overall apparent economic viability and feasibility of the project as a whole.

6. Project feasibility. 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. REAP grant amounts and availability of funds. 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. Criteria applicability. 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, *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 whole or in 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 RECIPIENT 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: Desktop 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 Desktop 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 desktop monitoring may be conducted in lieu of a physical monitoring.

FY25 PROJECT CATEGORY LIST

Points will be awarded for projects in these five categories. Categories listed in priority level. Number 1 is the 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, 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 FY24 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) _____		

TOTAL POINTS EARNED (165 pts maximum): _____

NODA REAP MONITORING TOOL

REAP Recipient   **Contract #**   **Monitoring Type** (Circle One)

                                                         Desktop   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: _____

Northern Oklahoma Development Authority

Rural Economic Action Plan (REAP) Grant Program

Policies and Procedures

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

The Rural Economic Action Plan (REAP) Program purpose is to provide funding for projects to be performed only by counties, cities and towns. The funds must be used for a public activity and cannot be used on private property or private business opportunities. All applications for projects in unincorporated areas must clearly indicate the submission to and approval by the county commissioner of that county. Counties must perform the project themselves through their purchasing procedures. They cannot simply transfer the funds to another entity for them to perform the project.

ELIGIBLE AND INELIGIBLE PROJECTS

REAP funds shall be distributed to eligible REAP projects that meet the following eligibility criteria:
- Must qualify as an "Eligible Applicant" as defined below.
- Attend the mandatory REAP training held annually.
- Must comply with Oklahoma Statues, Section 2008 of Title 62, as amended by HB 3291, 52nd Legislature, Second Regular Session 2010.
- Must submit all required application documentation as outlined in the Application Instructions.
- Must comply with other requirements of the Oklahoma Department of Commerce (ODOC).

"Eligible Applicant" means chartered cities and towns, counties, unincorporated areas, and other qualified entities within the NODA service area that have a population of 7,000 or less based on the latest Federal Decennial Census (unincorporated areas and Title 19 fire districts must apply through their county).

Funds from the REAP account will be distributed on projects as awarded by the NODA Board of Trustees based on an evaluation of the needs of the entity requesting funding consideration. Points will be awarded based on project type, population, fiscal capacity, and local effort. Additionally, the merit of the applications will be evaluated based on cost

effectiveness, health, safety, economic impacts, the degree to which the proposed project meets legislative intent, regional objectives, and the applicant's readiness to proceed.

Eligible Projects

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

Projects deemed ineligible 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, and
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 by the county or other eligible governmental entity requesting the funds and accounted for in the same manner as other public funds.

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 give consideration to the following general program guidelines:

1. Compliance with law. The application and proposed project must be found to comply 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. Eligibility. 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. Local need, support, and priority. 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, the priority project list as shown in *Attachment A.*

4. Availability of other assistance. 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. Economic feasibility. NODA shall consider the overall apparent economic viability and feasibility of the project as a whole.

6. Project feasibility. 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. REAP grant amounts and availability of funds. Applicants are encouraged to request the smallest amount necessary to accomplish the projects. Should ODOC fund a CDBG/REAP set-aside, the matching funds for the NODA REAP program will be an amount equal to the allocation made by ODOC for CDBG.

8. NODA is statutorily required to allocate at least 80% of total project funds to the statutory categories one through six. In the event initial scoring does not fulfill this obligation NODA reserve the right to apply additional scoring criteria to ensure compliance with state statutory project allocation requirements for funding.

CDBG/REAP
Criteria for the Community Development Block Grant/Rural Economic Action Plan (CDBG/REAP) Program are outlined in the ODOC CDBG/REAP Application Guidelines.

The general policies and program guidelines set forth above are intended to constitute general guidelines and standards for application, review, and consideration by NODA. This criterion shall not be deemed exclusive, and in all instances each application and project must be reviewed and considered on its own individual merits.

The criteria and standards set forth shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of the 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 *Attachment B* for Score Sheet.

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

APPLICATION GUIDELINES

The program guidelines and criteria specific to implementation of the REAP program, which are annually reviewed, recommended, and adopted by the NODA Board of Trustees, are as follows:
1. Entities wishing to apply for NODA REAP funding must attend a mandatory REAP training held annually. NODA staff will review program elements, including any changes. The application will include instructions, checklists, and submittal deadlines in order to be considered for funding.
2. All applications must have approval of the governmental entity submitting the project and must be signed by a duly elected office holder who is a member of the governing body for the applicant.
3. There will be no pre-determined geographic allocation of funds. All projects will be ranked against each other on a region-wide basis. With the exception of the pre-established need and population criteria utilizing available data, the applications will be ranked relative to each other.
4. The cut-off date for the application cycle will be set annually by NODA in order to allow sufficient time for potential applicants to submit project applications. Any prior REAP grant must be closed out by the last day of the application deadline.
5. Any entity may submit only one (1) application per grant cycle. Counties may submit one application per unincorporated area or other qualified entity. Applications, which were unfunded from previous years, may be re-submitted for consideration using the current year's application form.

6. There is no limit on the maximum amount of grants funds requested for projects. However, applicants are encouraged to request the smallest amount necessary to accomplish the projects.
7. The maximum total project funding for CDBG/REAP is determined by ODOC and will be 50% ODOC CDBG funded and 50% NODA REAP funded.
8. Matching funds are not required. However, applicants may choose to provide local project support in the form of funding, labor and/or materials in order to demonstrate evidence of their commitment to the project.
9. Construction projects must be located on property owned by or leased to the applicant.
10. 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.
11. In order to assist with the Clean Water and Drinking Water State Revolving Fund Programs (CWSRF and DWSRF) loan/loan forgiveness program, REAP applications may be used solely for engineering/architect fees. After completion of the engineering, the entity must apply the engineered project for CWSRF and DWSRF or other grant funding to complete the project. Your plans cannot just "sit on a shelf."
12. REAP funds CANNOT be used to pay for any grant writing, administrative or legal fees, maintenance, and licenses. REAP funds are for materials, labor and equipment.
13. Applications submitted must be typed and on the original NODA application presented that year.
14. Entity must submit supporting documentation for the application. These include, but are not limited to, a professional cost estimate, resolution, procurement policies, photos and the entity's most recent audit.

RATING CRITERIA

In order to evaluate the application submitted to NODA, the following rating criteria have been established (see *Attachment B*):

Project Prioritization – 60 points
    Points will be awarded for projects in 5 categories (see *Attachment A*). The point structure is designed to meet the statutory requirement of expending 80% of all funds in eligible project activities one through six.

Population – 20 points
    Points will be awarded for population based on the latest Federal Decennial Census.

Requested Grant Amount – 0 points

Applicants are encouraged to request the lowest amount feasible to complete the project. Points will be deducted for larger request amounts.

Leverage and Need – 55 points
>There are four items in this section:
>- Local contribution
>- Project listed as a need in their CIP
>- Consent order
>- Justification of need

Prior REAP Grants – 30 points
>This section has three items for scoring:
>- Previous year grant not received
>- Accepted less funding on previous year's grant
>- Timely completion of project

Any of the specific rating criteria which are not addressed on the REAP grant application will not be assigned any points and a zero-point score will be recorded for that item.

ALLOCATION (AWARD) OF FUNDS

After the application deadline date, the NODA REAP Committee will review all the applications, assure completeness and score the applications. The committee recommendations will be presented to the NODA Board of Trustees for final approval of each entities' allocation. The Board of Trustees may request additional information, change or accept the REAP Committee recommendations. Allocation amounts will vary depending upon the total amount available, number of applications received, and applicant's history on utilization of funds. Once the NODA Board has approved each entity's allocations, NODA staff will submit the approved project list to the Oklahoma Department of Commerce for their consideration and approval.

Upon notification from the Oklahoma Department of Commerce of project approval, NODA notifies all applicants of project awards and prepares contracts for execution. Entities that receive no funding will be notified with a letter of denial.

All awards are subject to available funding from the State of Oklahoma.

PROJECT IMPLEMENTATION

Award Packet
With the approval of funding, each entity will receive an award packet that includes an award letter (including the type of monitoring they will receive), two (2) copies of their contract, and a copy of the REAP Policies & Procedures. Documents pertaining to the administration and execution of the grants will be posted on the NODA website and funded entities will be

directed to download documents from that site. Each entity will execute and return the contract. The funding provided will be for the amount of the contact. Amounts spent or obligated over the contact amount will be the sole responsibility of the entity. No invoices will be paid until the signed contract has been received by NODA.

Project Status Communication
The entity shall furnish NODA with project status or updates as requested by NODA.

Request for Funds
The entity will submit, via email, fax, or mail, the completed reimbursement form, a copy of the approved purchase order (PO) and invoices for reimbursement, assuring all documents are for the work and services provided in the project. NODA staff will review the documentation and approve the request for payment. All reimbursement documents will be forwarded to the accounting department where NODA's Internal Control Policy will be followed to process the requested funds. Payment will be mailed or wired to the REAP contracted entity.

The entity shall promptly return to NODA any funds received under the said contract that are returned to the entity as a result of rebates or discounts, or resulting from the return of goods purchased by or for vendors by the entity.

Contract Date Extension Request
Funded projects will have the following contract periods:
- 6 Months – Equipment/vehicle purchases
- 12 Months – Construction projects
- 18 Months – Street and road projects, or projects tied to CDBG funding

Entities will have the length of their contract to complete their funded project. A request of up to a 6-month extension may be approved by NODA staff. If another extension request is needed for emergencies or special circumstances, the request must be approved by the NODA Board of Trustees.

If a REAP funded project receives a federal Community Development Block Grant (CDBG) award, the REAP contract date will automatically extend to the length of the CDBG contract end date. NODA staff will notify REAP-funded entities of this change. This only applies to those who used REAP as leverage for a CDBG application and were awarded the CDBG contract.

Project Expansion Request
NODA management will have the authority to approve project expansions to funded projects without approval by the NODA Board of Trustees (ex: your waterline replacement project comes in under budget and you request to use the remaining balance to complete another section of line).

Change of Scope Request

A project change of scope can only be approved by the NODA Board of Trustees and ODOC. These types of requests are discouraged unless deemed an emergency by the NODA board. Entities must submit their request in writing for approval. Entities with funded projects may not request more than one change of scope for their project.

Notification timelines will be included in all REAP contracts. Grantees may not substitute another project if the original project does not materialize.

Project Activity Notification
The grantee must notify NODA staff when certain project activities will take place. This will assist the grantee with informing NODA that the project is moving forward towards completion, collecting the necessary paperwork for REAP program compliance, and with preparation for monitoring activities. Notification items include, but are not limited to: bid advertisements, bid openings, pre-construction conferences, change orders, final inspections, finished equipment installations, and governing body meetings to approve procuring the goods and services.

GRANT RECIPIENT 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. 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 (*Attachment C*) will be completed for each funded project through two processes: Desktop Monitoring and Physical Monitoring. 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 desktop monitoring may be conducted in lieu of a physical monitoring.

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) either as a CDBG/REAP grant, or REAP funds are 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.

NODA staff will be physically present for several activities to achieve project completion as well as perform a grantee REAP file review.

Desktop Monitoring
Projects receiving a Desktop Monitoring will be the remainder of the funded projects. Projects selected for this category are those not chosen for Physical Monitoring.

NODA staff will communicate with the grantee and request specific documentation to monitor compliance with the REAP program.

PROJECT CLOSEOUT

<u>Closeout Documents</u>
The entity shall submit closeout documents after the completion of the project. Closeout documents are:
- REAP Affidavit of Completion (*Attachment D*)
- Finished project photos
- Minutes from the governing board approving project completion.

When actual expenditures total less than the contract amount and the project is closed, the contract shall automatically be de-obligated to the actual expenditures as shown in the closeout documents and such excess funds will be returned to the next year's NODA REAP fund. If this occurs, the grantee will receive a letter of de-obligation from NODA.

<u>Inventory Tracking</u>
Oklahoma Department of Commerce (ODOC) has elected to implement the following inventory tracking system for REAP funded projects. This applies to equipment purchased directly by the Funding Agency and by all Subcontractors (REAP Grantees). All furniture and equipment costing $500 or more purchased with REAP contract funds must be kept on inventory at the Funding Agency (NODA).This is for the purchase of singular items and not on multiple items paid for in common.
1. Entity may not deed, transfer or otherwise convey ownership of equipment without official approval from the Northern Oklahoma Development Authority (NODA). In no case, may ownership be transferred within five (5) years of the date of receipt of equipment.
2. Other than requirements cited herein, NODA is hereby absolved from any responsibility for said equipment including, but not limited to, maintenance, repair, and liability.

All REAP funded equipment purchases cannot be sold or salvaged within the first five (5) years of ownership. If this does happen, the proceeds shall be returned to the NODA REAP Fund.

Inventory Requirement: All REAP funded equipment or non-expendable property acquired with a useable life expectance of more than one (1) year shall comply with this requirement. By the end of each calendar year, a comprehensive inventory list must be available to Oklahoma Department of Commerce (ODOC).
1. Non-expendable property is defined as property, which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable with an expected service life of more than one (1) year.

2. All entities awarded REAP funds shall maintain an inventory file for all equipment or non-expendable property with a service life of more than one (1) year and costing $500 or more (for IT purchases) or $2,500 or more (for non-IT purchases). The record shall include: the purchase date, description of the equipment, manufacturer's serial, model or other identification number, location of the item, original purchase price, statement of condition, and disposition information.
3. A physical inventory of all equipment and non-expendable property purchased with REAP contract funds shall be taken and the results reconciled with the equipment records once a year. See Inventory Tracker Form (*Attachment F*).
4. Staff who maintains the inventory should not conduct the yearly inventory activities. A definitive line must be present between these duties.
5. Equipment purchased with REAP funds must be maintained in working condition and the REAP-awarded entity is responsible for any maintenance, repairs, loss, or theft.
6. The REAP-awarded entity and funding agency (NODA) shall maintain the up-to-date inventory within its contract files.
7. Inventory records shall be maintained for three (3) years after the date of disposal or sale.
8. Equipment acquired with funds from ODOC contracts may only be sold, traded in on a replacement, or salvaged upon written approval from ODOC.
9. Each funded entity will conduct the inventory every odd numbered year (ex: 2021, 2023, 2025, etc.). NODA will assist the funded entity on inventory tracking on every even numbered year (ex: 2018, 2020, 2024, etc.).

The sale proceeds of REAP funded property shall be remitted to NODA as reimbursement to the REAP program. It is the responsibility of the REAP-awarded entity to notify NODA timely (within 30 days) of all sales and dispositions. These funds will be reallocated to the next year's NODA REAP fund.

The abandonment of REAP funded property shall be reported to NODA.

Records Retention
The entity shall maintain records and accounts, including property, personnel and financial records, that properly document and account for all project funds. Some specific types of forms may be required by NODA.

NODA will provide a REAP File Checklist of the documentation that may be required to have in the file for compliance with REAP program and ODOC standards (*Attachment E*).

The entity shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to said contract for at least seven (7) years from the submission of the closeout documents, or until all audit findings have been resolved, whichever is later, or as otherwise required by law. The entity shall, as NODA deems necessary, permit authorized representatives of NODA and representatives of the State of Oklahoma to have full access and the right to fully examine all such material.

FINANCIAL SYSTEM
In addition to the NODA Internal Control Policy, the following policies are put in place for the REAP Program.

Reallocation of Funds
With each payment the NODA staff sends each entity a notification that the check has been mailed, the check number and amount, and the remaining balance of the contract. Upon completion, any remaining funds will be de-obligated and reallocated to the next year's NODA REAP Fund.

NODA management and accounting staff ensure the financial system used to administer ODOC contracts conforms to the following standards:
1. Accurate, current, and complete disclosure of the financial results of the ODOC programs is provided in accordance with specified state requirements.
2. Records are maintained to adequately identify the source and application of funds for each ODOC-supported activity.
3. Effective control and accountability are maintained for all funds, property, and other assets.
4. Accounting records are maintained with adequate supporting documentation.
5. Internal controls are established to eliminate fraud and abuse.

NODA has a written Internal Control Policy that adequately describes specific procedures, processes and requirements necessary for NODA to be in conformance with standards listed above.

FY25 PROJECT CATEGORY LIST

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

1. **ECONOMIC DEVELOPMENT:**
   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. **INFRASTRUCTURE IMPROVEMENT:**
   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. **EMERGENCY SERVICES:**
   Fire, police, and EMS, which includes vehicles, buildings, equipment, storm shelters, storm sirens, etc.

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

5. **OTHER:**
   Any other type of project will be prioritized in this order:
   A. MUNICIPAL: Construction or improvements to city building, purchase of equipment, tractor mowers, backhoes, paving of parking lots, utility vehicles, etc.

   B. BUILDINGS: Community buildings, courthouses, senior nutrition centers, meeting rooms or similar public facilities (libraries, museums).

   C. PARKS: 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 FY24 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)	_____	

TOTAL POINTS EARNED (165 pts maximum): _____

NODA REAP MONITORING TOOL

REAP Recipient	Contract #	Monitoring Type (Circle One)
_____	_____	Desktop 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: _____

NODA REAP AFFIDAVIT OF COMPLETION

REAP Awardee:_____   REAP Grant #:_____

I, _____
(print your name here)

- ☐ Engineering:_____
  (print name of company)
- ☐ Architect:_____
  (print name of company)
- ☐ County Commissioner:_____
  (print name of County)
- ☐ City/Town Personnel:_____
  (print name of City/Town)
- ☐ Rural Water Districts:_____
  (print name of City/Town)
- ☐ Fire Departments:_____
  (print name of City/Town)

do hereby certify that REAP funds awarded under this contract were used for the project described in our contract with Northern Oklahoma Development Authority (NODA); and pursuant to all rules and regulations that govern the REAP Program and pursuant to all applicable Oklahoma laws.

Describe project and activities in box below.

I further certify that improvements listed above were accomplished according to approved plans and specifications and/or duly authorized change orders, to the best of my knowledge, information and belief. This affidavit is for the benefit of the REAP Awardee to finalize the project quantities and payments.

_____ was the prime contractor for this project.

I CERTIFY THIS PROJECT AS COMPLETE AND RECOMMEND APPROVAL TO THE REAP AWARDEE LISTED ABOVE.

_____
Signature

1-year warranty period begins on _____, _____.

ACCEPTED by REAP Awardee

_____   _____
Signature   Date

_____
Mayor / Chairman (Print Name)

ACKNOWLEDGED by Contractor

_____   _____
Signature   Date

_____
Contractor (Print Name)

FINAL FIELD OBSERVATION

_____,
an authorized NODA representative conducted a final field observation of the project on behalf of the REAP Awardee.

I certify that the REAP project is complete and recommend approval to the REAP Awardee.

_____
Signature

_____
Date

REAP FILE CHECKLIST

Program Management Documents

- Complete Application
    - Typed application
    - Professional cost estimate
    - Resolution
    - Consent order/violation (if applicable)
    - Procurement policy
    - Before photos and/or maps
    - Audit
- NODA REAP award letter
- Executed NODA contract, parts I & II
- Contract extension request letter with NODA response letter

Operational Activities Documents

- Procurement of goods/services documents – bids/quotes/estimates
- For bids – advertisement and bid tabulation documents
- Minutes approving purchase of goods and/or services (Notice of Awards)
- Any engineering or contractor agreements/contracts
- Pre-construction conference documents
- Affidavit certifying REAP project completion, with photos
- Proof equipment is added to entity's inventory and/or insurance policy
- Closeout letter and/or de-obligation letter

Financial Management Documents

- REAP ledger sheet
- For each financial transaction
    - Signed reimbursement form
    - Invoice
    - Purchase order and/or minutes
    - Bank statement showing NODA check deposit and payment check cleared

NODA REAP INVENTORY TRACKING

ENTITY		GRANT #	CLOSEOUT DATE	
DESCRIPTION OF EQUIPMENT			**LOCATION**	

SERIAL #	MODEL #	VIN #	ID #	INVTY TYPE
				☐ IT Purchase ■ NON IT Purchase

ORIGINAL PURCHASE PRICE	REAP FUNDED AMOUNT	PURCHASE DATE

DATE:	

Statement of Condition: **(Circle One)**	NEW	EXCELLENT	GOOD	USABLE
	SCRAP	REUSABLE	SALVAGE	
Current Use or Disposition: **(Circle One)**	IN USE	DISPOSED	SOLD	

Signature of Inventory Reviewer

NODA Use Only:	Sell-Disposal-Salvage Tracking
  _____ NODA Staff Signature _____ Date	Circle one: SOLD Salvage Disposal Initial Date Year 1 - _____ Year 2 - _____ Year 3 - _____ Removed from Inventory List:_____