



MEMORANDUM

FROM: Barbara Albritton *BA*
TO: INCOG Member Governments, Fire Departments, Water Districts
DATE: July 20, 2022
RE: INCOG Rural Economic Action Plan (REAP) Funding

I am happy to inform you that the Rural Economic Action Plan (REAP) funding has been approved by the Oklahoma State Legislature for the twenty-sixth year at an almost 400 % increase from last year. For those who are not familiar with the REAP program, it is a state grant program established by the Oklahoma State Legislature in 1996 to provide economic opportunities for communities under 7,000 in population. INCOG receives an annual allocation from the state's line item budget. With the unprecedented increase in funding this year, INCOG will receive the same allocation as the other 10 substate planning districts (COGs) in the state. For the previous 25 years we received a half share. REAP funds can be used for a variety of infrastructure and one-time capital purchases. Extra consideration is given to applicants under 1,750 in population. No matching funds are required, but points will be given for leverage that an applicant may provide in their application. In this packet there is a detailed listing of the types of projects that are eligible that was approved by the Oklahoma Association of Regional Councils (OARC) in 2012 which is also used by the Oklahoma Department of Commerce which administers the REAP Program for the State of Oklahoma.

A non-mandatory application workshop will be scheduled in August. Details will follow at a later date.

A summary of the changes to this year's program is included in the packet following this memo. Enclosed is a copy of the INCOG REAP Plan as well as a copy of the Application Guidelines and forms to be used this year. Included in your packet as well are listings of projects submitted last year in community development and transportation. Projects below the dark line on each sheet are projects that remain unfunded. This year the INCOG allocation will have three set-asides - one for community/economic development projects, one for transportation-related projects, and one for CDBG/REAP. NOTE: The Oklahoma Department of Commerce has instituted a mandatory timeline for all of the COGS. Applications will be due on Friday, October 21, 2022. This will give applicants at least two meetings at which they can select projects and adopt the required resolution.

Some of the highlights in the INCOG 2022/2023 REAP Application Guidelines include the following:

- 1) **Maximum grant amount for economic/community development is \$60,000;**
- 2) **Maximum grant amount for transportation projects is \$150,000;**
- 3) **A grant request minimum of \$10,000 is being established for Community Development and \$50,000 for Transportation;**

- 4) **As to not be affected by the grant minimum for Transportation, street signage will now be applied for under Community Development.**
- 6) Construction projects must be located on property either owned or leased to the applicant. In the case of Title 18 and 19 fire departments, you must provide a copy of the deed or lease and evidence of incorporation such as a certificate from the Secretary of State.
- 7) Cities and Towns will be limited to one application per category and only one grant total per community will be funded. A city or town cannot submit a project for the city/town and another for the fire or police department.
- 8) Boards of County Commissioners (BOCC) will be allowed a total of three direct applications, e.g. roads, bridges, etc. These may be divided as each Board of County Commissioners determines. There is no limit on sponsored applications such as for rural fire departments or rural water districts.
- 9) The application forms have been revised to clarify sections and the associated points to help applicants better understand the information that is being requested and the points that will be awarded for each section. **Please complete these sections as well as the impact sections. If you don't make a case for your project, it may not be scored as highly as it would if you had provided the requested information. For example, if you are adding onto a fire station, how will this improve your operation. If you are purchasing generators, why are they needed, etc..**

The application is also available online at www.incog.org Just enter REAP in the search bar; the forms are at the bottom of the REAP page.

- 10) Applications from previous years in the community development set-aside or the transportation set-aside may be re-submitted for consideration, however, as with new applications only one per entity per category. We are considering this a new start to the REAP program and therefore, resubmitted applications will NOT receive the 5 points previously awarded and new resolutions will be required.
- 11) No entity with projects (either sponsored or direct) which have been open longer than three years will be allowed to submit a new application.
- 12) Please consult the attached REAP Plan for information regarding eligible project categories and ineligible projects. The previously mentioned OARC Eligibility Guidelines are at the back of the Application Guidelines document.
- 13) If you are applying for engineering services, please coordinate with your engineer to make sure funds are allocated for a preliminary engineering report in addition to engineering design.
- 14) **Applications are due to the INCOG offices by close of business on Friday, October 21, 2022.**

All applications must be approved by the governing body prior to submission. Title 11 fire departments must be sponsored by the city or town. Title 18 and 19 fire departments and water districts will be

sponsored by their County's Board of County Commissioners. Resolutions are to be passed by cities, towns and counties, not fire department or water district boards.

Many of you have already been working with INCOG staff members in preparing applications for REAP funds. Should any of you need assistance with the application process, please contact me at (918) 584-7526.

FY 2022 REAP Community Development

#	Sponsor	Applicant	Project	Need Pts	Pop Pts	Cost/ Cap	Fiscal Cap.	Local Effort %	Impact Pts	Regional Obj.	Readiness	Resubmit	Previous App	Project Cost	Grant Request	Grant Request Pts	Total Points	Cumulative Request	\$	284,801
1	City of Drumright	City of Drumright	Improvements to Water Well	15	5	15	3	10	8	4	1		0	2	\$93,333	\$20,000	5	68	\$20,000	\$264,801
2	Town of Mounds	Town of Mounds	Sewer Plant and Lift Station Improvements	20	10	6	4	7	8	6	5		0	1	\$60,000	\$50,000	1	68	\$70,000	\$264,801
3	Town of Speery	Town of Speery	Bunker Gear and Radios	20	10	9	2	3	8	6	5		0	3	\$50,000	\$50,000	1	67	\$120,000	\$214,801
4	Osage County	Pershing VFD	New Fire Hydrants	15	10	9	4	3	8	4	3		0	2	\$9,250	\$9,250	5	63	\$129,250	\$206,551
5	Osage County	Blackdog FD	Fire Engine	7	10	9	4	8	8	4	3		0	5	\$86,000	\$20,000	5	63	\$149,250	\$185,551
6	Tulsa County	Liberty VFD	PPE & Fire Equipment	6	10	12	3	1	8	2	5		5	5	\$20,000	\$20,000	5	62	\$169,250	\$185,551
7	Town of Avant	Town of Avant	Paint & Security at Water Tower	20	10	3	5	3	8	6	3		0	2	\$42,369	\$40,000	2	62	\$209,250	\$125,551
8	Town of Porter	Town of Porter	East Water Tank Work	15	10	6	4	7	8	6	3		0	1	\$47,050	\$40,000	2	62	\$249,250	\$85,551
9	City of Collinsville	City of Collinsville	Sewer Line Replacement	11	5	12	3	10	8	4	1		5	2	\$174,000	\$50,000	1	62	\$299,250	\$35,551
10	City of Bristow	City of Bristow	Purchase of FD Generator	12	5	15	1	5	8	4	5		0	1	\$12,940	\$12,940	5	61	\$312,190	\$22,611
11	Tulsa County	Tulsa County	Storm Siren	6	10	6	3	1	8	10	5		5	5	\$38,881	\$38,881	2	61	\$351,071	(\$16,270)
12	Creek County	Olive VFD	Fire Truck Headsets	7	10	12	3	5	5	4	5		0	4	\$15,160	\$12,000	5	60	\$363,071	(\$28,270)
13	Town of Wynona	Town of Wynona	Sewer Line Replacement	20	10	1	5	5	8	6	1		0	3	\$50,000	\$50,000	1	60	\$413,071	(\$78,270)
14	Town of Mannford	Town of Mannford	Fire Department Equipment	7	5	15	2	5	8	4	5		0	3	\$9,836	\$8,000	5	59	\$421,071	(\$86,270)
15	Town of Oologah	Town of Oologah	Radios for Police Dept	11	10	12	1	3	5	2	5		0	5	\$19,874	\$19,874	5	59	\$440,945	(\$106,144)
16	Osage County	Rock VFD	Multipurpose Community Building Engineering for Purchase of Automated Water Meters	2	10	9	4	8	5	4	5		5	5	\$108,700	\$40,000	2	59	\$480,945	(\$146,144)
17	City of Barnsdall	City of Barnsdall	Water Treatment Plant Improvements	15	10	9	4	5	5	6	3		0	1	\$45,500	\$45,500	1	59	\$526,445	(\$191,644)
18	Town of Talala	Town of Talala	Water Treatment Plant Improvements	15	10	3	2	3	8	2	3		5	5	\$46,000	\$46,000	1	57	\$572,445	(\$237,644)
19	Town of Tullahassee	Town of Tullahassee	Automatic Water Meters	15	10	3	5	2	5	2	3		0	5	\$49,000	\$37,500	2	52	\$609,945	(\$275,144)
20	Tulsa County	Turley WID#3	Fire Hydrants	7	5	12	1	1	8	2	3		5	5	\$38,180	\$38,180	2	51	\$648,125	(\$313,324)
21	Osage County	Boulinger RWD	Test Wells	10	10	1	4	3	8	2	1		5	5	\$19,800	\$39,800	2	51	\$687,925	(\$353,124)
22	Osage County	Hulah RWD	Engineering for Copan Connection	7	10	1	4	3	11	2	1		5	5	\$40,000	\$40,000	2	51	\$727,925	(\$393,124)
23	City of Shidler	City of Shidler	Engineering for Waterline Replacement	15	10	6	2	1	5	2	3		0	4	\$49,750	\$49,750	1	49	\$777,675	(\$442,874)
24	Town of Chelsea	Town of Chelsea	Sewer Line Replacement	7	5	1	1	2	5	4	3		5	1	\$25,410	\$20,000	5	46	\$797,675	(\$462,874)

Partial request \$22,611

FY 2022 REAP Transportation

#	Applicant	Project Description	Need Pts	Prior Pts	Cost/ Capta Pts	Fiscal Capacity Pts	Local Effort Pts	Impact Pts	Regional Cty Pts	Readiness Pts	Residual Pts	Previous App Pts	Project Cost	Grant Request	Grant Request Pts	Total Points	Cumulative Request	\$348,091
1	Town of Kellville	Sidewalk and curb	20	10	15	3	5	5	6	3	0	3	\$76,800	\$60,000	2	72	\$60,000	\$288,091
2	Town of Mounds	17th St Widening and Overlay	20	10	6	4	7	10	4	1	5	1	\$110,000	\$80,000	1	69	\$140,000	\$208,091
3	Town of Dewey	Drainage	20	10	12	4	7	5	4	1	0	2	\$85,900	\$79,700	1	66	\$219,700	\$128,391
4	Creek County D3	Asphalt overlay on Access to Airport Rd	7	5	12	5	8	10	6	1	5	5	\$100,000	\$64,805	1	65	\$284,505	\$63,586
5	Osage County D1	Asphalt overlay on CR 2706	15	10	9	4	6	10	4	1	0	5	\$113,479	\$80,000	1	65	\$364,505	(\$16,414)
6	Creek County D2	Asphalt overlay W 81st St	7	10	12	5	5	10	2	1	5	5	\$115,000	\$59,023	2	64	\$423,528	(\$75,437)
7	Town of Wynona	Road and Storm Drainage Repairs	20	10	3	5	5	10	6	1	0	3	\$80,000	\$80,000	1	64	\$503,528	(\$155,437)
8	Town of Avant	Street Resurfacing	20	10	3	5	4	5	6	1	5	2	\$117,500	\$60,000	2	63	\$563,528	(\$215,437)
9	Town of Peder	Speed Zone Signs and Utility Truck	15	10	6	4	7	5	2	5	5	1	\$56,520	\$55,720	2	62	\$619,248	(\$271,157)
10	Osage County D3	Chip and Seal 9 Mile Rd	15	10	3	4	6	10	4	1	0	5	\$122,035	\$80,000	1	59	\$699,248	(\$351,157)
11	Town of Sperry	Street Repair and Asphalt overlay	20	10	1	2	5	5	6	3	0	3	\$85,000	\$80,000	1	56	\$779,248	(\$431,157)
12	Town of Burbank	Street Resurfacing	15	10	1	5	3	5	6	1	5	4	\$119,609	\$80,000	1	56	\$859,248	(\$511,157)
13	Tulsa County	Rehab of 56th St. North	6	5	15	3	6	10	4	1	0	5	\$160,000	\$80,000	1	56	\$939,248	(\$591,157)
14	Town of Red Bud	Asphalt Resurfacing	20	10	1	5	3	5	6	1	0	3	\$127,275	\$80,000	1	55	\$1,019,248	(\$671,157)
15	Osage County D2	Repair 52nd W Ave	15	5	10	4	3	5	4	1	0	5	\$106,383	\$80,000	1	53	\$1,099,248	(\$751,157)
16	Town of Chelsea	Engineering Bridge and Drainage	7	5	12	2	5	5	4	3	5	1	\$69,251	\$50,000	2	51	\$1,149,248	(\$801,157)

Partial Request \$63,586

Summary of Changes to INCOG REAP Program, Applications and Ranking Criteria July 2022

Grant maximums have been increased to \$60,000 for Community Development and \$150,000 for Transportation.

Grant minimums are being revised to - \$10,000 for Community Development and \$50,000 for Transportation.

Resubmission points (5) have been eliminated.

Points for number of funded applications (up to 5) have been eliminated.

Points for multi-jurisdictional projects (2) have been eliminated.

Grant amount point scales have been re-done based on new grant maximums.

Use of assessed valuation for county projects has been eliminated and revenue per 1% sales tax will be used for both municipal and county projects.

Application and budget forms have been revised to provide more clarity.

Non-mandatory application workshops will be held in August.

INDIAN NATIONS COUNCIL OF GOVERNMENTS (INCOG) RURAL ECONOMIC ACTION PLAN FY 2023

BACKGROUND and ORGANIZATIONAL STRUCTURE

INCOG 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 membership is made up of Creek, Osage, Rogers, Tulsa, and Wagoner Counties, the City of Okmulgee, and the Town of Haskell.

The INCOG region contains just over 916,000 residents and covers an area of nearly 4,350 square miles.

Within INCOG's region, 40 cities and towns and the unincorporated portions of the five member counties are eligible to apply for REAP funds. A listing of those eligible entities is attached.

PLAN DEVELOPMENT PROCESS

In order to provide the opportunity for input from member governments and area legislators into the planning process, public meetings were held in each of INCOG's member counties. At these meetings input was sought regarding the types of projects which should be considered for funding, the level of funding, possible ranking criteria and other issues which were crucial to plan development. Additionally at these meetings representatives were selected to be members of a Policy Committee to establish the application guidelines and ranking criteria for the evaluation of REAP projects submitted to INCOG. The Policy Committee is comprised of representatives of the INCOG region who are eligible to apply for these funds including counties, communities under 1,750 population and communities between 1,750 and 7,000. The Policy Committee provides oversight to the REAP Program and makes recommendations to the INCOG Board of Directors. In developing the INCOG REAP Plan for the 2011/2012 funding year, the REAP Policy Committee made minor revisions to the INCOG REAP plan to reflect changes in Title 62 made during the 2010 legislative session. Application guidelines, including application deadlines, scoring criteria and maximum grant amounts, are addressed in the annual Application Guidelines.

The following regional objectives were established pertaining to the projects to be funded through the REAP Program. Projects receiving funding should: a) enhance economic development; b) promote intergovernmental cooperation; c)

promote and enhance public health and safety; and/or d) implement regional or local plans.

REAP GENERAL PROGRAM POLICIES AND GUIDELINES

Three funding set asides will be provided: one for Community Development projects, one for Transportation and one for matching funds for the CDBG-REAP program offered through the Oklahoma Department of Commerce (ODOC). Funds from the REAP account will be spent on projects as awarded by the INCOG Board of Directors based on an evaluation of the needs of the entity requesting funding considering growth, per capita income, population, fiscal capacity and local effort. The merit of the applications will be evaluated based on cost effectiveness, health, safety and economic impacts, the degree to which the proposed project meets legislative intent and regional objectives and the applicant's readiness to proceed. Specific criteria for each set aside have been established in order to rank the project applications. Applications for the CDBG-REAP set aside will be scored according to the criteria presented in the ODOC CDBG-REAP Application Guidelines.

Projects will include but not be limited to the following:

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

Effective July 1, 2010, at least eighty percent (80%) of any funds distributed to an entity (COG) shall be expended for assets described in categories 1 through 6. The remaining amount of any funds distributed may be expended on assets or purposes described in categories 7 through 10. Further guidance is provided in the attached guidelines developed by the Oklahoma Association of Regional Councils.

Ineligible projects

- Ineligible projects include activities not encompassed by the 10 eligible project categories and not meeting the statutory population thresholds enumerated previously including:**

- **Consumable goods and office supplies**
- **Personnel costs**
- **Park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible – see #10 above)**
- **Fairgrounds projects (except community centers and similar public facilities located in fairgrounds which are eligible – see #10 above)**
- **Mowers and lawn maintenance equipment**
- **Veterans' memorials**
- **Codification of ordinances**
- **Capital Improvement Plans (CIPs)**
- **Comprehensive (Land use) Plans**
- **Housing projects/programs (demolition, emergency repair, rehabilitation, construction)**
- **County maintenance barns or any other county-wide or district-wide projects for county commission districts with a population of 7,000 or greater**

Projects for the Transportation set-aside shall include road, street and bridge construction and/or transportation-related improvements such as sidewalks and street signs as well as transportation-related drainage improvements. In addition, any vehicles other than emergency vehicles are eligible under the transportation category.

Applications in all set asides which are being submitted in conjunction with an existing or proposed business/economic development opportunity will be required to have letters of commitment from the benefiting businesses regarding intention to locate and/or number of existing or potential jobs.

All funds expended from the INCOG 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. Grantees in the CDBG-REAP program will also be required to comply with ODOC policies and requirements such as low-moderate income benefit, Davis-Bacon wage rates and income surveys.

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

All Projects will meet the approval criteria adopted by the INCOG Board of Directors. In the review and consideration of the applications for financial assistance under the REAP program, INCOG shall give consideration to applicants based on the following general program guidelines:

1. Compliance with the 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 for project commencement and operation.

2. Eligibility. The applicant must be a qualified entity or represented by a qualified entity and the proposed project must be for a qualified purpose as defined in the REAP plan.
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. INCOG shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects and applicants. INCOG shall also consider the extent and degree of local support, interest and commitment in the proposed project.
4. Economic feasibility. INCOG shall consider the overall apparent economic viability and feasibility of the project as a whole.
5. Project feasibility. INCOG 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.
6. REAP grant amounts and availability of funds. The matching funds for the CDBG-REAP program will be an amount equal to the allocation made by ODOC (should ODOC fund a CDBG/REAP set aside). The balance of INCOG's REAP funds will be divided on a 45%/55% basis between Community Development REAP projects and Transportation REAP projects, respectively. IF ODOC is not funding a CDBG/REAP set aside, INCOG's REAP funds will be split 45%/55% solely between Community Development and Transportation. Total allocations of funds for the Transportation and Community Development categories may be adjusted as a result of re-programmed funds or accrued interest. Any funding balance which remains from one allocation after all projects are funded will be transferred to the other allocation. Applicants are encouraged to request the smallest amount necessary to accomplish the projects.

RURAL ECONOMIC ACTION PROGRAM
ELIGIBLE INCOG CITIES/TOWNS
(Revised July, 2022)

	2020 Population Less Than 1,750	2020 Population 1,750 - 7,000
Creek County:	Depew Kellyville Lawrence Creek Mounds Oilton Slick	Bristow Drumright Kiefer Mannford
Osage County:	Avant Barnsdall Burbank Fairfax Foraker Grainola Osage Prue Shidler Webb City Wynona	Hominy Pawhuska
Muskogee County:		Haskell
Rogers County:	Foyil Jamestown Oologah Talala Valley Park	Chelsea Inola Verdigris
Tulsa County :	Liberty Lotsee Sperry	
Wagoner County:	Fair Oaks Okay Porter Red Bird Tulahassee	

INCOG REAP PROGRAM APPLICATION GUIDELINES AND RANKING CRITERIA

The program guidelines and criteria specific to implementation of the INCOG Rural Economic Action Plan (REAP) Program which were recommended by the REAP Policy Committee and adopted by the INCOG Board are as follows:

Application Guidelines

- 1) Priority will be given to applicants with a population of under 1,750 according to the latest decennial census or Bureau of Census estimates. These entities will receive the maximum number of points. Applicants with a population of 1,750 to 7,000 will be given fewer points. If new census data is released after the due date for applications, all entities eligible at the time applications were released will be deemed eligible for that program year.
- 2) All applications must have approval of the governmental entity submitting the project.
- 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 INCOG in order to allow sufficient time for potential applicants to submit project applications. A municipality may submit one application per category, however, only one project per applicant will be funded. Counties may submit an unlimited number of sponsored applications and three direct applications. No municipalities or sponsored entities with projects that are three years old or older will be allowed to submit an application. The number of direct county applications will be reduced by the number of three year old or older direct open projects.
- 5) The maximum grant for Community Development projects will be \$60,000 for single entity projects. Transportation projects will have a maximum of \$150,000. A grant minimum of \$10,000 is being instituted for Community Development and \$50,000 for Transportation. The maximum for CDBG-REAP will be determined annually by ODOC and must be matched 50%/50% by INCOG REAP funds.
- 6) Only one-time capital-related (construction, equipment or furnishings) expenditures or project-related costs such as preliminary or design engineering or architectural design will be considered as eligible expenses. No general planning, administration or promotional activities will be funded.

- 7) No matching funds will be 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.
- 8) An emergency fund may be established at a level of up to 10% of the total annual INCOG allocation to be capitalized from recaptured monies from terminated or closed out projects. Projects being submitted for funding as an emergency must be unforeseen, under a time constraint for completion, a threat to public health and safety and, must otherwise be eligible for REAP funding. Emergency applications will be required to be accompanied by a resolution from the governing body declaring an emergency.
- 9) Construction projects must be located on property owned by or leased to the applicant. In the case of Title 18 and 19 fire departments, the property must be owned by the department, not an individual and a Memorandum of Understanding must be executed with the sponsoring county.

Applicants for the ODOC CDBG-REAP program should refer to the ODOC Application Guidelines for program requirements.

Project Implementation

Close out of funded projects will not be required prior to their contract expiration date in order to apply for the current year's REAP funds. Applications of grantees that have not completed projects in accordance with their contract expiration date will be considered only if the project is closed out prior to the application deadline. Those applicants in the CDBG-REAP program which have an open CDBG grant must submit closeout documents to ODOC in accordance with ODOC submission deadlines.

INCOG management will have the authority to grant minor scope changes to funded projects without prior approval by the REAP Policy Committee or the INCOG Board of Directors.

Grantees of the CDBG-REAP program will have contracts with both ODOC and INCOG. After October 1 of any given year, recaptured money will be rolled over into the new funding year. Grantees may not substitute another project if the original project does not materialize.

RANKING CRITERIA

In order to evaluate the applications submitted to INCOG, the following ranking criteria have been established based on the latest decennial census or Bureau of Census estimates and other available data.

COMMUNITY DEVELOPMENT

Need – up to 20 points

Need will be determined by the applicant's growth rate from 2010 and per capita income compared to the Tulsa Metropolitan Statistical Area (MSA) average. Priority will be given to those applicants who experienced a decline in population in the period. Applicants who grew at a rate in excess of the MSA average will be given second priority and those applicants who experienced growth but at a rate less than the MSA average will be given third priority. Growth for projects in unincorporated areas will be based on the smallest, representative level of census information available rather than county-wide data.

Priority will be given to applicants whose per capita income is less than 67% of the MSA average. Applicants with 67% to 100% of the MSA average will be given second priority.

Population - up to 10 points

Priority will be given to applicants under 1,750 in population with 10 points. Five points will be given to those applicants with a population of 1,750 to 7,000.

Cost Per Capita/ or Job Creation/Retention – up to 15 points

This factor will be derived by allocating the grant dollars to the number of beneficiaries for infrastructure and public safety and service projects to arrive at a grant dollars per capita benefiting from the project. For business/job-related applications, the grant dollars will be divided by the number of jobs created or retained.

Fiscal Capacity – up to 5 points

This will be determined by calculating the per capita sales tax yield per penny for each applicant.

Local Effort – up to 10 points (5 points for tax rate; 5 points for match)

This will be determined based on the level of an applicant's sales tax and other available funding. Municipalities with a sales tax greater than or equal to 4% or a county with a sales tax greater than or equal to 1.50% will be given priority. Those entities which have a sales tax, but at a level less than those listed above will receive fewer points. Additionally, the applicant's efforts toward project implementation such as cooperative agreements, public-private partnerships, bond issues and, to a lesser extent, community fundraising and volunteer efforts will be taken into

consideration. Applicants must provide written documentation of the level of local participation including assistance from other jurisdictions.

Impact – up to 15 points

The health and safety and/or economic impact of the project will be considered relative to the other applications received.

Legislative Intent/Regional Objectives – up to 8 points – two points for each

The extent to which a project meets the intent of the legislation and regional objectives contained in the INCOG REAP Plan will be evaluated.

Readiness to Proceed – up to 5 points

The applicant will be asked to provide an anticipated start date. Those applications which are the most ready to proceed will receive priority. Applicants will be required to provide written documentation of the level of readiness to proceed.

Grant Amount – up to 5 points

Applications requesting \$10,000 to \$20,000 will receive 5 points.
Applications requesting \$20,001 to \$30,000 will receive 4 points
Applications requesting \$30,001 to \$40,000 will receive 3 points
applications between \$40,001 and \$50,000 will receive 2 points,
Applications between \$50,001 and \$60,000 will receive 1 point

TRANSPORTATION

The transportation set-aside will use the same criteria definitions and point scale as community development in the categories of population, fiscal capacity, cost per capita, local effort and readiness to proceed. In addition, the following transportation-specific criteria will be applied:

Grant Amount - 5 points

Applications requesting \$50,000 to \$70,000 will receive 5 points.
Applications requesting \$70,001 to \$90,000 will receive 4 points.
Applications between \$90,001 and \$110,000 will receive 3 points;
Applications between \$110,001 and \$130,000 will receive 2 points;
Applications from \$130,001 to \$150,000 will receive 1 point.

Impacts - 15 points

Applicants will receive up to fifteen points for impacts such as direct access to state highways, direct access to existing or planned employment centers, elimination of hazards and other impacts.

CDBG-REAP

Criteria for the CDBG-REAP program are outlined in the ODOC CDBG-REAP Application Guidelines.

The general policies, program guidelines and criteria set forth above are intended to constitute general guidelines and standards for application and review and consideration by INCOG. These criteria 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 INCOG's judgment and discretion. All projects that meet the guidelines of Oklahoma Statutes, Section 2008 of Title 62 will be reviewed and rated.

Decisions on funding projects and amounts is at the sole discretion of INCOG. The INCOG Board of Directors also reserves the right to modify the REAP Plan and application guidelines in whole or any part to comply with federal, state, and local laws and regulations. The INCOG Board of Directors also reserves the right to modify the REAP Plan and Application Guidelines to meet current and future needs of the entities it serves.

**Oklahoma Association of Regional Councils
Recommended Guidelines for Administration of
the Rural Economic Action Program**

**Approved by OARC July 28,
2010**

**Amended March 7,
2011**

House Bill 3291 approved by the Legislature and signed into law by the Governor enacts changes to the Oklahoma Rural Economic Action Program. These guidelines have been developed by the Oklahoma Association of Regional Councils to provide guidance and encourage consistency in the administration of the REAP Program by Oklahoma's 11 regional councils.

According to the newly enacted REAP legislation, 80% of REAP funds must be spent for projects appearing in the first six (6) categories listed below. The project categories and the types of projects listed under each category is not intended to be exhaustive but to provide examples for projects that can be funded under each category. REAP statutory language appears in **bold** font. Clarification language appears in *Italicized* font. Examples appear in regular font.

1. **Rural water quality projects, including: acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both, including but not limited to the following projects for planning, engineering, design construction, rehabilitation, reconstruction, and equipment for operation or maintenance of water systems:**
 - a. Land acquisition for water projects
 - b. Costs for planning, engineering, and designing water projects
 - c. Costs for hydraulic testing and analysis
 - d. Wells, test wells, well houses, blending stations, chlorine booster stations, water towers, standpipes, water storage tanks, pump houses, water treatment plants, security fencing, and other water related structures
 - e. Waterlines, pumps, pressure booster pumps, transfer pumps, motors, valves, shut off valves, fire hydrants, water meters, master meters, emergency generators, metal detectors to locate pipes, filters filter media, water chlorinator, telemetry monitoring system with alarms, or other water related equipment or parts
 - f. Backhoes, trenchers or other water related vehicles required to install or maintain water systems
 - f. Equipment for Conservation District projects through eligible sponsors (*added by amendment – 37iJ2rJ11*)
2. **Rural solid waste disposal, treatment or similar projects including but not limited to the following projects for planning, engineering, design, construction, rehabilitation, reconstruction, and equipment for operation, or maintenance of solid waste systems:**
 - a. Land acquisition for solid waste projects
 - b. Costs for planning, engineering and designing solid waste projects

- c. Collection facilities, landfills, transfer stations and other solid waste related structures
 - d. Packer trucks and other solid waste related vehicles
 - e. Dumpsters, poly carts and other solid waste related equipment
3. Rural sanitary sewer construction or improvement projects *including but not limited to the following projects for planning, engineering, design, construction rehabilitation, reconstruction, and equipment for operation, or maintenance of sanitary sewer systems:*
- a. Land acquisition for sanitary sewer projects
 - b. Costs for planning, engineering and designing sanitary sewer systems
 - c. Sanitary Sewer Evaluation Survey (SSES), smoke testing, in-line camera inspection, flow monitoring, manhole evaluations, and other sanitary sewer related testing
 - d. Lagoons, transfer stations, treatment facilities and other sanitary sewer related structures
 - e. Sewer lines, force mains, interceptor lines, lift stations, lift pumps, pumps, center pivot irrigation systems and parts, rip rap, emergency generators, pipe locators, high pressure hoses, debris screens, clarifier and trickling filters, diffused aeration system, bentonite for lagoons, grinder pumps, grinders, lagoon baffles, aerators, lagoon liners, and other sanitary sewer related equipment or parts
 - f. Sewer rodding machines, high pressure sewer jet, trenchers, or other sanitary sewer related vehicles
4. Rural road or street construction or improvement projects *including but not limited to the following projects for planning, design, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks and equipment to operate and maintain such facility:*
- a. Costs for planning, engineering and designing roads, streets, bridges and ADA compliant sidewalks
 - b. Concrete, asphalt, chip and seal, and other road and street related material c. County maintenance shops and other road and street related structures
 - d. Road easement purchases
 - e. Sidewalks with ADA compliant crosswalks, curb and guttering, pavement markings, drainage improvements, parking lots and other similar projects
 - f. Traffic signals and signs, street signs, school crossing signals and signs, street lights, culverts, and other road and street related equipment
 - g. Dump trucks, laydown machines, graders, dozers, loaders and other road and street related vehicles
5. Provision of rural fire protection services and public safety services *including but not limited to the following projects for buildings, vehicles, equipment for rural fire protection, law enforcement, emergency management, and 9-1-1 services:*
- a. Land acquisition for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects

- b. Costs for planning, engineering, and designing fire stations, police stations, storm shelters, animal shelters, or other fire protection or public safety services related projects
 - c. Costs for construction, expansion, rehabilitation, refurbishment, or other building expenses for fire stations, police stations, emergency shelters, animal shelters, or other fire protection or public safety services related projects
 - d. Storm siren and tower, emergency radios, emergency portable radios, emergency pagers, emergency generators, automatic electronic defibrillator (AED), rescue tools, compressor system, jaws of life, air tanks, and other fire protection or public safety services related equipment
 - e. Pumpers, trucks, tanker trucks, tanker tenders, grass rigs, brush trucks, wildland fire trucks, skid steers and other fire protection services related vehicles
 - f. Sirens, lightbars, ladders, hose, skid steer attachments, fire swatters, nozzles, ventilation fans, skid units, water tanks, pond drop buckets, rescue saws, jaws of life, and other fire services equipment for fire protection related vehicles
 - g. Self-contained breathing apparatus (SCBAs), Cascade SCBA refilling station, air-packs and carbon cylinders, personal alert safety system (PASS) devices, bunker gear, or other personal protection equipment for fire protection services personnel
 - h. Police cars, animal control trucks, lake patrol rescue boat and other related public safety services related vehicles
 - i. Sirens, lightbars, prisoner transport partitions, radars, in-car video cameras, animal control transport boxes, shotgun racks, spotlights, and other public safety services vehicle equipment
 - j. Costs for planning, engineering and system development for 911 services including designing 911 call centers, dispatch centers and telecommunication facilities or systems
 - k. Costs for installing, constructing, reconstructing, or otherwise improving 911 call centers, dispatch centers, and telecommunication facilities or equipment
 - l. Interoperable emergency communication radio system, 911 addressing, call center radio equipment, call center computers required for dispatching (no office computers), call center Computer Aided Dispatch (CAD) software, 911 wiring or cables, emergency generator, repeaters and other 911 related equipment
6. Expenditures designed to increase the employment level within the jurisdiction of the entity *including but not limited to the following provided there is a nexus to increased employment levels:*
- a. Land acquisition for business or economic development
 - b. Costs for planning, engineering, and designing buildings or industrial parks for business and economic development
 - c. Costs for construction, expansion, rehabilitation, refurbishment, hazard mitigation or other building expenses for business and economic development
 - d. Feasibility or market studies and plans

- e. Costs for installing, constructing, reconstructing or otherwise improving water, sanitary sewer, rail spur and roads and streets to or within an Industrial park
 - f. Business incubators
7. Provision of health care services, including emergency medical care, in rural areas *including but not limited to:*
- a. land acquisition for hospitals, emergency care centers and other health care and emergency medical care related projects
 - b. Costs for planning, engineering and designing hospital, helo-pads, health care facilities or emergency care facilities
 - c. Costs for construction, expansion, rehabilitation, refurbishment, or other building expenses for health care services and emergency care facilities
 - d. Equipment for telemedicine and other health and medical programs
 - e. Ambulances and other emergency medical care vehicles
 - f. Automatic electronic defibrillator (AED), transport ventilator, gurney, and other non-consumable equipment for outfitting ambulances and other emergency medical care vehicles
8. Construction or improvement of telecommunication facilities or systems *including but not limited to:*
- a. Wireless equipment and devices, broadband equipment and devices, optic fiber and other telecommunication related equipment
 - b. Telephone systems including system equipment
9. Improvement of municipal energy distribution systems *including but not limited to:*
- a. Costs for planning, engineering, and designing municipal system distribution structures and systems
 - b. Costs for installing, constructing, reconstructing or otherwise improving electric substations and other municipal energy distribution structures and systems
 - c. Poles, wire, switches, voltage regulators, conductors, transformers, natural gas lines, gas meters, and other municipal energy distribution system equipment
 - d. Aerial bucket trucks and other municipal energy distribution system vehicles
10. Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities *including but not limited to the following projects for planning design, construction, rehabilitation, and furnishings, fixtures and equipment for community building, including courthouses, town halls, senior nutrition centers, community centers, libraries, and fairgrounds, including but not limited to:*
- a. Costs for planning, engineering and designing public buildings and facilities
 - b. Costs for constructing, reconstructing, rehabilitating, hazard mitigation or otherwise improving public buildings and facilities, including land acquisition
 - c. Sound systems, heat/air condition units, electrical system upgrades, security cameras, security fencing, elevator, ceiling fans, kitchen equipment (senior nutrition centers and community centers only), and other furniture, fixtures and equipment for public buildings and facilities

- d. lighting, parking lots, sidewalks, septic systems , fire sprinkler system, alarm systems, emergency generator, parking blocks, security fencing and other related public building and facilities related projects
- e. Libraries and park pavilions

INDIAN NATIONS COUNCIL OF GOVERNMENTS (INCOG)

Rural Economic Action Plan (REAP) Application

COMMUNITY DEVELOPMENT - FY 2023

I. APPLICANT INFORMATION

A. Name: _____ County: _____

B. Address: _____ Phone: _____

_____ Email: _____

C. Applicant's Chief Elected Official: _____

D. Applicant's Contact Person (if other than chief elected official):

Name: _____

Address: _____ Phone: _____

E-mail: _____

E. Population (for City/Town/Unincorporated Area of County): _____
(Based on most recent Decennial Census information)

Total number of people benefiting from project: _____

II. PROJECT INFORMATION:

A. Detailed Project Description (refer to the description in your engineering report or detailed budget for assistance): _____

B. Project Location (attach map of target area): _____

C. Amount of Grant Request (REAP \$): _____

Total Project Cost (all sources of funding): _____

D. Anticipated Project Start Date (Assume contract award Jan 2023, # of days after contract award): _____

E. Detailed Project Budget (Form attached)

F. Attach cost estimate(s) (ex. Catalog pages, Engineering Estimate, County Quote, other quotes, etc.).

Rural Economic Action Plan (REAP) Application
COMMUNITY DEVELOPMENT - FY2023

G. Check all items (that apply) and have been accomplished to date:

___ Engineering Report or Cost Estimate

___ Quotes

___ Other _____

III. REGIONAL OBJECTIVES (2 pts each)

A. Does the project promote public health and safety? (Including do you have a Consent Order or Notice of Violation?) ☐Yes ☐No If yes,-please explain and provide a copy of the Consent Order or Notice of Violation, if applicable..

B. Does the project enhance economic development (e.g. adds permanent jobs, brings in new business)? ☐Yes ☐No If yes, please explain:

C. Does the project promote intergovernmental cooperation? ☐Yes ☐No If yes, please explain:

D. Is the project included in regional or local plans such as a comprehensive plan, strategic plan, capital improvement plan (CIP), hazard mitigation plan or similar plans?

☐Yes ☐No If yes, please provide documentation and list the name of the plan.

Rural Economic Action Plan (REAP) Application
COMMUNITY DEVELOPMENT - FY2023

IV. PROJECT IMPACT (Up to 15 points total)

A. Explain Health and Safety Impact (e.g. Water/sewer line improvements, emergency preparedness, fire projects, etc.):

B. Please describe any other impacts your project may have:

V. LOCAL EFFORT (not required, but up to 5 points are awarded for match)

A. Please describe additional local resources such as local funds, labor and materials, etc. and list below. (including Community/ County labor and equipment)

B.	Non-REAP Source*	Non-REAP Funding Amount
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	<hr/>	<hr/>
	<hr/>	<hr/>
	<hr/>	<hr/>

*Sources may be local funds, other grant funds, volunteer labor (list # of hours at \$10/hour) or donated materials (give actual or estimated worth).

INDIAN NATIONS COUNCIL OF GOVERNMENTS (INCOG)

Rural Economic Action Plan (REAP) Application

TRANSPORTATION - FY2023

I. APPLICANT INFORMATION

- A. Name: _____ County: _____
- B. Address: _____ Phone: _____
_____ Email: _____
- C. Applicant's Chief Elected Official: _____
- D. Applicant's Contact Person (if other than chief elected official):
Name: _____
Address: _____ Phone: _____

E-mail: _____
- E. Population (for City/Town/Unincorporated Area of County): _____
(Based on most recent Decennial Census information)

II. PROJECT INFORMATION:

- A. Detailed Project Description (refer to the description in your engineering report or detailed budget for assistance): _____

- B. Project Location (attach map of target area): _____

- C. Amount of Grant Request (REAP \$): _____
Total Project Cost (all sources of funding): _____
- A. Anticipated Project Start Date (Assume contract award Jan 2023, # of days after contract award): _____
- E. Total number of people benefiting from project* (ex. Traffic Count): _____
- *Actual number of Individuals benefiting from the project (might be different than the total population)
- F. Detailed Project Budget (Form attached)

Rural Economic Action Plan (REAP) Application
TRANSPORTATION - FY2023

III. REGIONAL OBJECTIVES (2 pts each)

A. Does the project enhance economic development (ex. adds permanent jobs, brings in new business)? ☐Yes ☐No **If yes, please explain:**

B. Does the project promote intergovernmental cooperation? ☐Yes ☐No **If yes, please explain:**

C. Does it promote public health and safety? ☐Yes ☐No **If yes, please explain:**

D. Is the project included in regional or local plans such as a comprehensive plan, strategic plan, capital improvement (CIP) plan, hazard mitigation plan, or similar plans? ☐Yes ☐No
If yes, please provide documentation and list the name of the plan.

IV. TRANSPORTATION PROJECT IMPACT (5 points each)

A. Does it improve direct access to State Highway System? (explain): _____

B. Does it provide direct access to an existing or planned employment center (ex. hospital, industrial park, commercial district)? Please describe and quantify to the extent possible:

Rural Economic Action Plan (REAP) Application
TRANSPORTATION - FY2023

C. Does it eliminate safety hazards? (please describe) _____

V. LOCAL EFFORT (not required, but up to 5 points are awarded for match)

A. Narrative of local effort in the project/area (including Community/ County labor and equipment):

B. Non-REAP Source*

Non-REAP Funding Amount

*Source may be local funds, other grant funds, volunteer labor (list # of hours at \$10/hour) or donated materials (give actual or estimated worth). *If the use of county crews and/or equipment is planned, please provide an estimate from the county.*



Regional Partners — Regional Solutions

2 West Second Street Suite 800 | Tulsa, OK 74103 | 918.584.7526 | www.INCOG.org

FY 2023 REAP Application Checklist

Application _____

REAP Project Budget Form (See example) _____

Resolution (if required) _____

Cost Estimate _____

Project Map _____

Excerpt from Capital Improvement (CIP) or Long Range Plan _____

Copy of Consent Order or Notice of Violation _____

RESOLUTION_____

AUTHORIZING APPLICATION FOR RURAL ECONOMIC ACTION PLAN
GRANT FROM THE INDIAN NATIONS COUNCIL OF GOVERNMENTS
(INCOG)

WHEREAS, the State of Oklahoma has made funds available to certain
communities through the Rural Economic Action Plan; and

WHEREAS, these funds are to be applied for through the Indian Nations Council
of Governments for **community/economic development** and **transportation**
projects; and

WHEREAS, it is in the best interest of the citizens of _____ to
expedite the preparation and submission of an application for financial assistance
from the Rural Economic Action Plan Fund in the form of a grant

NOW THEREFORE, BE IT RESOLVED that the _____ is hereby
authorized and directed to sign a resolution and related documents necessary to
file and process a grant application with INCOG on behalf of _____.

PASSED AND APPROVED by the _____ this _____ day of
_____, 2022.

By: _____

Typed Name and Title

ATTEST:
