



**NORTHERN OKLAHOMA DEVELOPMENT AUTHORITY
2018 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

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Effective 6/22/2017

NODA REAP Grant Program Plan

Section 1. NODA is an association of local governments voluntarily joining 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 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.

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.

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.

Section 2. The following cities and towns with a population of less than 7,000 lie within the NODA region:

<u>ALFALFA COUNTY</u>		<u>BLAINE COUNTY</u>		<u>GARFIELD COUNTY</u>	
Aline	207	Canton	625	Breckinridge	245
Amorita	37	Geary	1,280	Carrier	85
Burlington	152	Greenfield	93	Covington	527
Byron	35	Hitchcock	121	Douglas	32
Carmen	355	Longdale	262	Drummond	455
Cherokee	1,498	Okeene	1,204	Fairmont	134
Goltry	249	Watonga	5,111	Garber	822
Helena	1,403			Hillsdale	121
Jet	213			Hunter	165
Lambert	6			Kremlin	255
				Lahoma	611
				North Enid	860
				Waukomis	1,286
 <u>GRANT COUNTY</u>		 <u>KAY COUNTY</u>		 <u>KINGFISHER COUNTY</u>	
Deer Creek	130	Braman	217	Cashion	600
Jefferson	12	Kaw City	375	Dover	464
Lamont	417	Kildare	100	Hennessey	2,131
Manchester	103	Newkirk	2,317	Kingfisher	4,633
Medford	996	Tonkawa	3,216	Loyal	79
Nash	204			Okarche	890
Pond Creek	856				
Renfrow	12				
Wakita	433				

<u>MAJOR COUNTY</u>		<u>NOBLE COUNTY</u>	
Ames	239	Billings	509
Cleo Springs	338	Marland	228
Fairview	2,579	Morrison	733
Meno	235	Perry	5,126
Ringwood	497	Red Rock	283

Section 3. Funds from the REAP account will be spent on projects determined by public input to NODA and an evaluation of the financial needs of the eight county area. Items used to rate projects will include but not be limited to income levels, employment conditions, utility rates and indebtedness. Public meetings will be held and suggestions will be accepted from legislators, elected officials, and other interested parties.

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

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.

Section 4. 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.

Section 5. 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 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 (or represented by NODA applying on behalf of 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. NODA shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects. The NODA Board of Trustees has adopted and reserves the right to change, a 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. In sizing a REAP project, NODA shall take into consideration the current and anticipated availability of REAP program funds. To further ensure fair and equitable distribution of funds, qualified entities are encouraged to request the smallest amount necessary to accomplish the project.
8. Criteria applicability. The general criteria set forth in Section 5 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.

Section 6. Decisions on projects. All projects that meet the guidelines of Oklahoma Statute Title 62 Section 2001 et seq. will be reviewed and rated. See rating criteria in Attachment B.

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

also reserves the right to modify this plan to meet current and future needs of the entities it serves.

Section 7. Project Monitoring. NODA will monitor REAP Recipient projects. Please see Attachment C for the monitoring criteria.

FY18 Project Prioritization List

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, and 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 Prioritization** (max. 60 pts.) _____
- | | | |
|----------------------------------------------------------------------------------|---------|-------|
| 1. Economic Development/Employment Increase | 60 pts. | _____ |
| 2. Infrastructure Improvements | 40 pts. | _____ |
| 3. Fire Protection/Public Safety | 35 pts. | _____ |
| 4. Health Care Services, Telecommunication, Energy distribution | 25 pts. | _____ |
| 5. Community Bldgs., Courthouse/City Hall, Sr. Center or other Public facilities | 10 pts. | _____ |

- B. Population** (max. 20 pts.) _____
- | | | |
|---------------|---------|-------|
| 0 – 1,000 | 20 pts. | _____ |
| 1,001 – 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.) \$ _____
- | | | |
|-----------------------|----------|-------|
| \$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. 60 pts.) \$ _____
- | | | |
|---------------------------------------------------------|-------------|-------|
| 1. At Least 10% Local Contribution to Complete Projects | 5 pts. | _____ |
| 11-20% | 10 pts. | _____ |
| 21-30% | 15 pts. | _____ |
| 31-40% | 20 pts. | _____ |
| 41-50% | 25 pts. | _____ |
| 2. Project categorized on CIP | | _____ |
| a. Mandatory | 10 pts. | _____ |
| b. Essential | 8 pts. | _____ |
| c. Desirable | 6 pts. | _____ |
| d. Deferrable | 4 pts. | _____ |
| 3. Consent Order | 15 pts. | _____ |
| 4. Justification of Need | 0 – 10 pts. | _____ |

- E. Prior REAP Grants** (max. 25 pts.) _____
- | | | |
|------------------------------------------------------------|-------|-------|
| 1. Did not receive FY17 grant (15 pts.) | _____ | _____ |
| 2. Prior projects completed in timely manner (5 - 10 pts.) | _____ | _____ |

Total Points (165 pts. maximum) _____

NODA REAP MONITORING

REAP Recipient

Contract #

Date

	YES	NO	N/A	COMMENTS & ACTION NEEDED
1. PROGRAM MANAGEMENT - Does the REAP Recipient file contain:				
Application				
Score Sheet				
Award Letter				
Executed Contract				
Contract Extension Requests/Approval Letters				
Project Modification Requests/Approval Letters				
2. OPERATIONAL MONITORING				
Bid Opening Documentation				
Governing Body Board Minutes of Contract Award				
Pre-Construction Conference Documentation				
Final Inspection Documentation				
REAP Recipient Proof of Inventory Addition				
Closeout Documentation (including photos)				
3. FINANCIAL MANAGEMENT				
REAP Ledger Sheet in file				
Reimbursement Forms for each transaction				
Invoices for each transaction				
REAP Check copy for each transaction				
Budget Modification Requests/Approval Letters				

Monitored By

Date