

## EMERGENCY GRANT PACKET

### Documentation Necessary to Process Application

- 1) Application
  - a) Signed by person authorized in the resolution
  - b) Notarized by notary public (seal)
  - c) Signed by attorney
  
- 2) Resolution authorizing application
  - a) Signed by Chairman or Mayor
  - b) Attested by Vice Chairman or Secretary
  - c) Must include entity's seal
  
- 3) Incorporation Order – Trust Indenture – City Charter
  
- 4) Water right information (regardless of whether project is water or sewer)
  - a) Permit numbers (if Entity has water rights)
  - b) Water purchase contract ( if entity purchases water)
  
- 5) Resolution (Districts) – Ordinance (Cities) adopting current water and/or sewer rates
  - a) May provide minutes of meeting in which rates were approved, must provide following month's meeting which approved previous meeting minutes.
  
- 6) Consent order (if applicable)
  
- 7) Verification additional funds necessary to complete project are available and committed to this project.
  
- 8) Most recent Audit
  
- 9) Engineering Report and cost estimate



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- G. Applicant's contact person to whom all inquiries should be directed (This person should be available between 8am and 5pm):

Name:			
Address:		Phone:	( )
		Facsimile:	( )

- H. Applicant's Legal Counsel (specify general counsel and bond counsel; if appropriate):

Name:			
Address:			
Telephone:	( )	Facsimile:	( )

- I. List all water rights permits by which the applicant is authorized to take water (indicate if an application for water rights is currently being processed):

Water Right Number	Holder's Name	Number of Acre-Feet Per Year

If you have more permits than can be shown above, list on a separate sheet and attach using the above format.

- J. Population (for City or Town) \_\_\_\_\_ (based on most recent decicentennial census data)
- Household taps (for RWD) \_\_\_\_\_
- Average Daily Membership (for Schools) \_\_\_\_\_

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**II. PROJECT:** This Application shall be submitted **along with** the Preliminary Engineer's Report (See **Attachment A**), and a copy of any Violation Notice(s) (Consent Order, etc.), if applicable.

- A. Project Type: \_\_\_\_\_
- B. Project Location: \_\_\_\_\_
- C. Project Cost: \_\_\_\_\_ Project Start Date: \_\_\_\_\_  
List Enforcement Orders (Consent Orders, Administrative Orders, etc.) If applicable. (Include copies): \_\_\_\_\_

D. Project Engineer:

Address:		Phone:	( )
		Facsimile:	( )

- E. Please provide copy of the **Contract for Engineering Services**, if available.
- F. Type of Emergency (specify whether life, health or property of the persons served by the entity are endangered):
- G. Benefits of Proposed Project (specify who and how they benefit):
- H. Description of Measures to Limit Waste of Water: \_\_\_\_\_

**III. SYSTEM INDEBTEDNESS, UTILITY RATES, ETC.:**

A. Amount of Outstanding Indebtedness (water and sewer):

	Source	Outstanding Principal	Interest Rate	Monthly Payment
Loan #1:				
Loan #2:				
Loan #3:				
Loan #4:				
<b>Total:</b>				

- B. Total mills levied (applies only to schools and counties):
- C. Percentage of bonded indebtedness (applies only to schools and counties):
- D. Median Household Income (if available):


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E. Current Water and Sewer Rate Charges and Number of Customers served (attach copy of Resolution or Ordinance adopting these rates):

**1. Water Rates--Residential**

No. of Customers	<input type="text"/>				
Minimum bill	<input type="text"/>	for	<input type="text"/>	gallons	
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>

**Water Rates--Commercial**

No. of Customers	<input type="text"/>				
Minimum bill	<input type="text"/>	for	<input type="text"/>	gallons	
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>

**2. Sewer Rates--Residential**

No. of Customers	<input type="text"/>				
Minimum bill	<input type="text"/>	for	<input type="text"/>	gallons	
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>

**Sewer Rates--Commercial**

No. of Customers	<input type="text"/>				
Minimum bill	<input type="text"/>	for	<input type="text"/>	gallons	
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>
Next	<input type="text"/>	gallons for	<input type="text"/>	per	<input type="text"/>

F. Portion of Sales Tax Dedicated to water and/or sewer improvements:

**IV. PROJECT FUNDING**

A. Total Project Cost:  
(Should correspond with Engineer's Estimated Total Project Cost.)

B. Amount of Grant Request (Max. \$100,000 per applicant per 12 month period/Entity must contribute minimum of 15% of Total Project Cost):

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- C. Has the entity submitted an application for an OWRB Loan in connection with this project? Yes  No
- D. Federal Participation or Other Funding, if any (loans, grants, etc.) -- provide commitment letters if available:

Agency	Type of Request	Amount	Present Status Comments

**NOTE: Amount of grant requested, added to local funding and/or all other funding should equal the Total Project Cost listed above.**



**[This is only an example of An Emergency Grant Resolution.]**

**RESOLUTION**

**AUTHORIZING APPLICATION FOR EMERGENCY  
GRANT FROM THE OKLAHOMA WATER RESOURCES BOARD**

WHEREAS, an emergency exists by reason of [describe circumstances which justify grant application]  
; and

WHEREAS, [for example, Anytown Utilities Authority] is financially incapable of remedying the situation  
which threatens the public health and welfare of the people of [for example, the Town of Anytown]; and

WHEREAS, it is in the best interest of the citizens of [for example, the Town of Anytown] to expedite the  
preparation and submission of an application for financial assistance from the Oklahoma Water Resources  
Board, in the form of a grant.

NOW THEREFORE, BE IT RESOLVED that an emergency situation is hereby recognized and declared to  
exist in the [for example, Town of Anytown], and by reason thereof, [for example, the Mayor OR Chairman of the  
Board of Trustees], is hereby authorized and directed to sign an application and related documents necessary to  
file and process a grant application with the Oklahoma Water Resources Board on behalf of [for example, the  
Town of Anytown OR the Anytown Utilities Authority].

PASSED AND APPROVED by the [for example, Town Council OR Board of Trustees] of [for example, the  
Town of Anytown OR the Anytown Utilities Authority] this \_\_\_ day of \_\_\_\_\_, 20\_\_.

[ENTITY NAME]

By \_\_\_\_\_

Title \_\_\_\_\_

ATTEST:

\_\_\_\_\_

(SEAL)

## **ATTACHMENT “A”**

### **I. PROCEDURE FOR PREPARING AN ENGINEERING REPORT FOR ALL PROJECTS FUNDED BY THE OKLAHOMA WATER RESOURCES BOARD.**

#### **A. Location.**

The Oklahoma Guides for preparing Engineering Reports for water and wastewater projects is available on the Oklahoma Water Resources Board (OWRB) website. These guides, checklist, and forms were created by a joint effort of funding and regulatory agencies that are members of the Funding Agency Coordinating Team (more commonly known as the FACT team).

#### **B. OWRB Website.**

- [Engineering and Environmental Guides and Forms for Water and Wastewater Projects.](#) [PDF]
- Go to OPTION 2, which allows downloading selected sections of the guides, checklists, and forms.

#### **C. File Names.**

For Water Projects, select the following:

- [Guidelines for Engineering Reports for Water Projects.](#) [PDF]
- [Checklist for Engineering Reports for Water Projects.](#) [PDF]

For Wastewater Projects, select the following:

- [Guidelines for Engineering Reports for Wastewater Projects.](#) [PDF]
- [Checklist for Engineering Reports for Wastewater Projects.](#) [PDF]

#### **D. Submittals.**

One copy must be submitted to the Oklahoma Department of Environmental Quality, and one copy to the Water Resources Board with the Application.

### **II. PROCEDURE FOR PREPARING AN ENVIRONMENTAL INFORMATION DOCUMENTS FOR "LOAN" PROJECTS FUNDED THROUGH THE DRINKING WATER AND CLEAN WATER STATE REVOLVING FUNDS.**

#### **A. Location.**

The Oklahoma Guides for preparing Environmental Information for Drinking Water SRF and Clean Water (wastewater) SRF projects are available on the Oklahoma Water Resources Board (OWRB) website. These guides, checklists, and forms were also created by the FACT team.

#### **B. OWRB Website.**

- [Environmental Information Document Checklist for Water and Wastewater Projects.](#) [PDF]

#### **C. Specific Public Hearing Requirements.**

- Drinking Water SRF loan project contact ODEQ @ 405-702-8100.
- Clean Water (wastewater) SRF loan project contact OWRB @ 405-530-8800.

**RULE CHANGES EFFECTIVE 7/06**

**EMERGENCY GRANT BREAKDOWN**

**Cities, Municipalities, Rural Water Districts**

**Water Service -- ONLY**

Per 5,000 gallons	Points
\$34 or greater	10
\$31 to \$33.99	9
\$29 to \$30.99	8
\$26 to \$28.99	7
\$24 to \$25.99	6
\$21 to \$23.99	5
\$18 to \$20.99	4
\$16 to \$17.99	3
\$13 to \$15.99	2
\$10 to \$12.99	1
Less than \$10	0

**Water AND Sewer Service**

Per 5,000 gallons	Points
\$39 or greater	10
\$38 to \$38.99	9
\$35 to \$37.99	8
\$31 to \$34.99	7
\$29 to \$30.99	6
\$27 to \$28.99	5
\$26 to \$26.99	4
\$24 to \$25.99	3
\$21 to \$23.99	2
\$17 to \$20.99	1
Less than \$17	0

**Sewer Service -- ONLY**

Per 5,000 gallons	Points
\$23 or greater	10
\$21 to \$22.99	9
\$19 to \$20.99	8
\$17 to \$18.99	7
\$15 to \$16.99	6
\$13 to \$14.99	5
\$11 to \$12.99	4
\$10 to \$10.99	3
\$ 8 to \$ 9.99	2
\$ 7 to \$ 7.99	1
Less than \$7	0

**Indebtedness Per Customer**

Points	
\$15.00 or greater	10
\$13.00 to \$14.99	9
\$11.00 to \$12.99	8
\$10.00 to \$10.99	7
\$ 9.00 to \$ 9.99	6
\$ 8.00 to \$ 8.99	5
\$ 7.00 to \$ 7.99	4
\$ 6.00 to \$ 6.99	3
\$ 5.00 to \$ 5.99	2
\$ 4.00 to \$ 4.99	1
Less than \$ 4.00	0

**Percentage Locally Funded**

Points	
90% or greater	10
80% but less than 90%	9
70% but less than 80%	8
60% but less than 70%	7
50% but less than 60%	6
40% but less than 50%	5
30% but less than 40%	4
25% but less than 30%	3
20% but less than 25%	2
15% but less than 20%	1
Less than 15%	No Grant

**Median Household Income**

Points	
Less than \$13,000	10
\$13,000 to \$15,999	9
\$16,000 to \$17,999	8
\$18,000 to \$20,999	7
\$21,000 to \$23,999	6
\$24,000 to \$28,999	5
\$29,000 to \$30,999	4
\$31,000 to \$33,999	3
\$34,000 to \$36,999	2
\$37,000 to \$38,999	1
\$39,000 or greater	0

**Ability to Finance Project**

Points	
\$10.00 or greater	12
\$ 8.00 to \$ 9.99	11
\$ 6.00 to \$ 7.99	10
\$ 5.00 to \$ 5.99	9
\$ 4.00 to \$ 4.99	8
\$ 3.00 to \$ 3.99	7
\$ 2.00 to \$ 2.99	6
\$ 1.75 to \$ 1.99	5
\$ 1.50 to \$ 1.74	4
\$ 1.25 to \$ 1.49	3
\$ 1.00 to \$ 1.24	2
\$ 0.75 to \$ 0.99	1
Less than \$ 0.75	0

**Amount of Grant Requested**

Points	
\$ 95,000 to \$100,000	-5*
\$ 90,001 to \$ 95,000	-4*
\$ 85,001 to \$ 90,000	-3*
\$ 80,001 to \$ 85,000	-2*
\$ 75,001 to \$ 80,000	-1*
\$ 70,001 to \$ 75,000	0
\$ 65,001 to \$ 70,000	+1
\$ 60,001 to \$ 65,000	+2
\$ 55,001 to \$ 60,000	+3
\$ 50,001 to \$ 55,000	+4
\$ 45,001 to \$ 50,000	+5
\$ 40,001 to \$ 45,000	+6
\$ 35,001 to \$ 40,000	+7
\$ 30,001 to \$ 35,000	+8
\$ 25,001 to \$ 30,000	+9
\$ 25,00 or less	+10

**Number of Prior Grants**

Point Reduction	
1	-5
2	-8
3	-10
4	-12
5 or More	-14

\*If project exceeds \$75,000 and the amount of funds needed over and above grant request are secured through OWRB loan, no points will be deducted under this category

**EMERGENCY GRANT PACKET**  
**Cities, Towns, Authorities, Districts**

**FINANCIAL ASSISTANCE DIVISION EMERGENCY GRANT APPLICATION**  
**RECOMMENDED FOR APPROVAL**

**APPLICANT:** City of Anywhere  
**COUNTY:** Ottawa

**DATE RECEIVED:** 02/07/00  
**APPLICATION NUMBER:** FAP-00-0004-G

**Amount Requested:** \$62,550.00

**Amount Recommended:** \$62,550.00

**EMERGENCY DESCRIPTION:** The City of Anywhere is located in north central Ottawa County in the historic area of the lead and zinc mining operations. The City of Anywhere provides water and sewer services to the residents of the town. The chat pile located in Ocean Park covers part of the sanitary sewer collection system. The weight of the pile has damaged the sewer lines causing excessive inflow and infiltration that causes overflows at manholes and overloads the wastewater treatment facility. The raw sewage overflows drain into Tar Creek causing a health hazard to the residents and to the water supplies downstream. The community proposes to construct a sewer line around the chat pile and abandon the lines under the pile. This project consists of constructing about 2,400 linear feet 10 inch PVC sewer line, about 770 linear feet of 8 inch PVC sewer line, construction of 6 manholes, upgrade one lift station and other necessary appurtenances. The total estimated project cost is \$103,000.00 with \$15,450.00 of local funds, \$25,000.00 of GGEDA funds and the requested OWRB Emergency Grant of \$62,550.00.

Priority Ranking		Priority Points
<b>Emergency Ranking</b> <u>2</u> (Maximum: 50 points)		<u>40</u>
<b>WATER AND SEWER RATE STRUCTURE</b> (Maximum: 13 points)		
Water rate per 5000 gal/month: \$ <u>20.00</u>	<input type="checkbox"/> Flat Rate	<u>-3</u>
Sewer rate per 5000 gal/month: <u>12.00</u>	<input type="checkbox"/> Decreasing Block	<u>-2</u>
	<input type="checkbox"/> Uniform	<u>0</u>
<b>TOTAL</b> \$ <u>32.00</u>	<input checked="" type="checkbox"/> Increasing Block	<u>+2</u>
	<input type="checkbox"/> Sales tax (W/S)	<u>+1</u>
7 Points		
<b>INDEBTEDNESS PER CUSTOMER</b> (Maximum: 10 points)		
Total Indebtedness: \$ 968,274.29		
Monthly Debt Payment: \$ 5,782.86		<u>5</u>
Number of Customers: 718		
Monthly Payment Per Customer: \$ 8.05		
<b>LOCAL PARTICIPATION</b> (Maximum: 10 points)		
From Reserves: \$ 15,450.00		
Contribution from Loan: \$ 0.00		<u>1</u>
% Project Local Funded: <u>15.00%</u> <u>1</u> point(s)		
<b>MEDIAN HOUSEHOLD INCOME</b> \$ 12,548.00 (Maximum: 10 points)		<u>10</u>
<b>ABILITY TO FINANCE PROJECT</b> (Maximum: 12 points)		
FP = $\frac{(\$62,550.00)(0.1102)}{(718)(12)}$ = \$ .80		<u>1</u>
<b>AMOUNT OF GRANT REQUESTED</b> (Maximum: 10 points)		
AR = \$62,550.00 ; OWRB Loan: <u>No</u>		<u>2</u>
<b>BENEFIT OF PROJECT TO OTHER SYSTEMS</b> <u>No</u> (Maximum: 5 points)		<u>0</u>
<b>REQUEST NUMBER</b> <u>3</u>		<u>-8</u>
<b>TOTAL PRIORITY POINTS</b>		<u>63</u>

**RULE CHANGES EFFECTIVE 7/06**  
**EMERGENCY GRANT BREAKDOWN**

**Schools**

Local Tax Levies	Points	Percentage of Indebtedness	Points
95 to 100.00	13	95% to 100%	10
90 to 94.99	11	90% to 94.99%	8
85 to 89.99	10	80% to 89.99%	7
80 to 84.99	8	75% to 79.99%	6
70 to 79.99	6	70% to 74.99%	5
60 to 69.99	4	65% to 69.99%	4
55 to 59.99	2	60% to 64.99%	3
50 to 54.99	1	55% to 59.99%	2
45 to 49.99	0	45% to 54.99%	1
40 to 44.99	-1	40% to 44.99%	0
Less than 40	-2	30% to 39.99%	-1
		Less than 30%	-2
		75% debt financed @ 5% or less	-1
		75% debt financed @ 10% or more	1

Percentage Locally Funded	Points
90% or greater	10
80% but less than 90%	9
70% but less than 80%	8
60% but less than 70%	7
50% but less than 60%	6
40% but less than 50%	5
30% but less than 40%	4
25% but less than 30%	3
20% but less than 25%	2
15% but less than 20%	1
Less than 15%	No Grant

Median Household Income	Points
Less than \$13,000	10
\$13,000 to \$15,999	9
\$16,000 to \$17,999	8
\$18,000 to \$20,999	7
\$21,000 to \$23,999	6
\$24,000 to \$28,999	5
\$29,000 to \$30,999	4
\$31,000 to \$33,999	3
\$34,000 to \$36,999	2
\$37,000 to \$38,999	1
\$39,000 or greater	0

Ability to Finance Project	Points
\$10.00 or greater	12
\$ 8.00 to \$ 9.99	11
\$ 6.00 to \$ 7.99	10
\$ 5.00 to \$ 5.99	9
\$ 4.00 to \$ 4.99	8
\$ 3.00 to \$ 3.99	7
\$ 2.00 to \$ 2.99	6
\$ 1.75 to \$ 1.99	5
\$ 1.50 to \$ 1.74	4
\$ 1.25 to \$ 1.49	3
\$ 1.00 to \$ 1.24	2
\$ 0.75 to \$ 0.99	1
Less than \$ 0.75	0

Amount of Grant Requested	Points
\$ 95,000 to \$100,000	-5*
\$ 90,001 to \$ 95,000	-4*
\$ 85,001 to \$ 90,000	-3*
\$ 80,001 to \$ 85,000	-2*
\$ 75,001 to \$ 80,000	-1*
\$ 70,001 to \$ 75,000	0
\$ 65,001 to \$ 70,000	+1
\$ 60,001 to \$ 65,000	+2
\$ 55,001 to \$ 60,000	+3
\$ 50,001 to \$ 55,000	+4
\$ 45,001 to \$ 50,000	+5
\$ 40,001 to \$ 45,000	+6
\$ 35,001 to \$ 40,000	+7
\$ 30,001 to \$ 35,000	+8
\$ 25,001 to \$ 30,000	+9
\$ 25,00 or less	+10

Number of Prior Grants	Point Reduction
1	-5
2	-8
3	-10
4	-12
5 or More	-14

\*If project exceeds \$75,000 and the amount of funds needed over and above grant request are secured through OWRB loan, no points will be deducted under this category

**EMERGENCY GRANT PACKET**  
School Districts

**FINANCIAL ASSISTANCE DIVISION EMERGENCY GRANT APPLICATION  
RECOMMENDED FOR APPROVAL**

**APPLICANT:** Anytown Public School  
**COUNTY:** Pushmataha

**DATE RECEIVED:** 10/29/99  
**APPLICATION NUMBER:** FAP-99-0031-G

**Amount Requested:** \$ 38,250.00

**Amount Recommended:** \$ 38,250.00

**EMERGENCY DESCRIPTION:** The Anytown Public School is located in the community of Anytown in Pushmataha County. The school's sanitary sewer system currently consists of a collection system and a lagoon. The lagoon is not adequate and allows raw sewage to seep through the dikes creating a health hazard for the students and local community. The Oklahoma Department of Environmental Quality has worked with the school to determine the best method of resolving their sewer problems. This project will consist of installing three aerobic tanks, chlorination units, and irrigation equipment for land application along with all other necessary construction and appurtenances. The estimated total project cost is \$45,000.00. The school will fund \$6,750.00 of the project and has requested an OWRB emergency grant of \$38,250.00.

Priority Ranking		Priority Points
<b>Emergency Ranking</b> <u>2</u> (Maximum: 50 points)		<u>40</u>
<b>LOCAL TAX LEVIES (MILLS)</b> (Maximum: 13 points) <u>25</u> Mills		<u>-2</u>
<b>PERCENT OF EXISTING BOND INDEBTEDNESS</b> (Maximum: 11 points) <u>0</u> %		<u>0</u>
<b>LOCAL PARTICIPATION</b> (Maximum: 10 points) From Reserves: \$ 6,750.00 Contribution from Loan: \$ 0.00 % Project Local Funded: <u>15</u> % <u>1</u> point		<u>1</u>
<b>MEDIAN HOUSEHOLD INCOME</b> \$11,470.00 (Maximum: 10 points)		<u>10</u>
<b>ABILITY TO FINANCE PROJECT</b> (Maximum: 12 points)  FP = $\frac{(\$38,250.00)(0.1102)}{(98)(12)} = \$ 3.58$		<u>7</u>
<b>AMOUNT OF GRANT REQUESTED</b> (Maximum: 10 points) AR = \$38,250.00		<u>7</u>
<b>BENEFIT OF PROJECT TO OTHER SYSTEMS</b> ___ Yes <u>x</u> No		<u>0</u>
<b>REQUEST NUMBER</b> <u>1</u>		<u>0</u>
<b>TOTAL PRIORITY POINTS</b>		<u>63</u>