

**OWRB 3/03
Emergency Grant Application**

- 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 2000 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:

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:				
	Total:			

- 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 (Maximum of \$100,000 per applicant per twelve month period):

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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.