

**OWRB EMERGENCY GRANT PACKET**  
**Documentation Necessary to Process Application**

Check Box When Completed:

Application

- Signed by person authorized in the resolution
- Notarized by notary public (sealed)
- Signed by attorney

Resolution authorizing application

- Signed by Chairman or Mayor
- Attested by Vice-Chairman or Secretary
- Must include entity's seal

Incorporation Order - Trust Indenture - City Charter

(This documentation may be on file with the OWRB.)

Water rights information

***(Regardless of whether project is water or sewer)***

- Permit numbers (if Entity has water rights)
- Water purchase contract (if Entity purchases water)

Resolution (Districts) - Ordinance (Cities) adopting current water and/or sewer rates)

- May provide minutes of meeting in which rates were approved, must provide following month's meeting which approved previous meeting minutes.

Consent Order - if applicable

Verification funds available and committed to complete project

- Funding Letters from other agencies awarding grants
- Copy of bank statement and commitment documentation for local funds

Most recent Audit or agreed upon procedures

Engineering Report and Cost Estimate

**OKLAHOMA WATER RESOURCES BOARD**  
**EMERGENCY GRANT APPLICATION**  
\$100,000.00 Maximum Grant Amount

**APPLICATION NO. FAP- \_\_\_\_\_ - \_\_\_\_\_ - G**  
*(This number is assigned by OWRB Personnel)*

**Please read the following instructions carefully:**

This Application must be submitted along with a **Preliminary Engineer’s Report and a copy of the most recent Audit or Agreed Upon Procedures.**

If the application is filed in the name of a public trust (Utilities Authority, Public Works Authority, etc.), the application and resolution must be signed by the Chairman of the Board of Trustees and **must include** a copy of the Trust Indenture, Declaration of Trust, etc. creating the public trust. *(A copy may be on file with the OWRB but please check before sending an application without this documentation.)*

If the application is filed in the name of a municipality (Town or City), the application and resolution must be signed by the Mayor or Chief Executive Officer and **must include** a copy of the municipality’s incorporation document organizing and creating the municipality. *(A copy may be on file with the OWRB but please check before sending an application without this documentation.)*

If the application is filed in the name of a Rural Water and/or Sewer District, the application and resolution must be signed by the Chairman or President of the Board of Directors and **must include** a copy of the County Commissioner’s Order incorporating and organizing the District. *(A copy may be on file with the OWRB but please check before sending an application without this documentation.)*

**APPLICANT INFORMATION**

A. Name: \_\_\_\_\_ County: \_\_\_\_\_

B. Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

C. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

D. Office Hours of Operation: \_\_\_\_\_ E. Applicant’s FEIN \_\_\_\_\_

F.	Applicant’s Officers and Members:  Chairman/Mayor Name: _____ Phone # _____  Chairman Email Address: _____  Clerk/Office Manager Name: _____ Phone # _____  Clerk Email Address: _____  Member Name: _____ Office Title: _____
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G. Applicant's contact person to whom all inquiries should be directed (*This person should be available between 8:00 a.m. and 5:00 p.m.*)

Name: _____	Email: _____
Address: _____	City/State/Zip: _____
Phone: _____	Cell: _____

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

Name: _____	Email: _____
Address: _____	City/State/Zip: _____
Phone: _____	Cell: _____

I. List all water rights by which the applicant is authorized to take water (indicate if an application for water rights is currently being processed) *Required for both water and sewer projects.*

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/Number of Household Taps/Average Daily Membership:

City, Town, Authority (*only*) – **Population:** \_\_\_\_\_ Based on American Community Survey Data

Rural Districts (*only*) – **Number of Household Taps:** \_\_\_\_\_

School Districts (*only*) – **Average Daily Membership:** \_\_\_\_\_

**PROJECT INFORMATION:** 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. Type of Project (check one)  Water     Sewer     Both Water & Sewer
  
- B. Project Location: \_\_\_\_\_  
Consent Orders, Administrative Orders, etc. (If applicable – include copy of order)  
\_\_\_\_\_
  
- C. Project Engineering Firm: \_\_\_\_\_  
Assigned Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_
  
- D. Please provide a copy of the **Contract for Engineering Services**, if available.
  
- E. Type of Emergency (specify whether life, health or property of the persons served by the entity are endangered):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- F. Benefits of Proposed Project (specify who and how they benefit):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- G. Write a description of what measures Applicant is taking to limit the waste of water:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT FUNDING:**

- A. Project Cost: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_  
(Should correspond with Engineer’s Estimated Total Project Cost)
- B. Amount of Grant Request: \_\_\_\_\_  
(Maximum of \$100,000 per applicant per twelve-month period)
- C. Has the entity submitted an application for an OWRB loan in connection with this project?  
 Yes                       No
- D. Is all funding in place to complete the project?     Yes             No

Please list all Federal Participation or Other Funding, if any (loans, grants, etc.) – commitment letters must be provided. *Amount of grant requested, added to local funding and/or all other funding should equal the Total Project Cost listed above.*

Agency	Type of Funding	Amount	Present Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

- A. Amount of outstanding water and sewer project indebtedness:

	Source of Funds	Outstanding Principal	Interest Rate	Monthly Payment
Loan #1	_____	_____	_____	_____
Loan #2	_____	_____	_____	_____
Loan #3	_____	_____	_____	_____
Loan #4	_____	_____	_____	_____
<b>TOTALS</b>				

- B. Total mills levied (schools and counties *only*): \_\_\_\_\_
- C. Percentage of bonded indebtedness (schools and counties *only*): \_\_\_\_\_
- D. Median Household Income: \_\_\_\_\_

E. Current Water Rate Charges and Number of Customers served (*Attach a copy of the Resolution or Ordinance adopting these rates*):

**Water Rates – Residential**

No. of Customers \_\_\_\_\_

Minimum bill \_\_\_\_\_ for \_\_\_\_\_ gallons

Next \_\_\_\_\_ gallons for \_\_\_\_\_ per \_\_\_\_\_ gallons

**Water Rates – Commercial**

No. of Customers \_\_\_\_\_

Minimum bill \_\_\_\_\_ for \_\_\_\_\_ gallons

Next \_\_\_\_\_ gallons for \_\_\_\_\_ per \_\_\_\_\_ gallons

F. Current Sewer Rate Charges and Number of Customers served (*Attach a copy of the Resolution or Ordinance adopting these rates*):

**Sewer Rates – Residential**

No. of Customers \_\_\_\_\_

Minimum bill \_\_\_\_\_ for \_\_\_\_\_ gallons

Next \_\_\_\_\_ gallons for \_\_\_\_\_ per \_\_\_\_\_ gallons

Next \_\_\_\_\_ gallons for \_\_\_\_\_ per \_\_\_\_\_ gallons

**Sewer Rates – Commercial**

No. of Customers \_\_\_\_\_

Minimum bill \_\_\_\_\_ for \_\_\_\_\_ gallons

Next \_\_\_\_\_ gallons for \_\_\_\_\_ per \_\_\_\_\_ gallons

Next \_\_\_\_\_ gallons for \_\_\_\_\_ per \_\_\_\_\_ gallons

G. Portion of Sales Tax Dedicated to water and/or sewer improvements: \_\_\_\_\_

**VERIFICATION**

STATE OF OKLAHOMA )  
 )  
COUNTY OF \_\_\_\_\_ ) ss.

I, \_\_\_\_\_, being first duly sworn and upon oath state: that I am the duly authorized representative for the Applicant herein; that I have read the contents of the within and foregoing EMERGENCY GRANT APPLICATION and am familiar with the contents thereof; and that the matters and information therein set forth are, to the best of Applicant's knowledge and belief, true and correct.

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
(Applicant's Representative)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires:

\_\_\_\_\_  
(SEAL)

**ATTORNEY'S CERTIFICATION AS TO LEGALITY OF APPLICATION**

I, the undersigned, certify that: I am an attorney representing the applicant herein with respect to the foregoing application attached hereto; and that the applicant is a [CHECK ONE]:

\_\_\_\_ Municipality

\_\_\_\_ Public Trust

\_\_\_\_ Rural Water or Sewer District

\_\_\_\_ Other Public Entity (identify)

Duly organized and existing under the laws of the State of Oklahoma; the applicant possesses full power and authority to acquire, complete and operate the project described in this application; and this application has been lawfully and effectively authorized and executed as the valid action of the applicant.

\_\_\_\_\_  
Attorney at Law  
Printed Name: \_\_\_\_\_  
OBA No.: \_\_\_\_\_

**[This is only an example of a 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: Anytown]; and

WHEREAS, it is in the best interest of the citizens of [For example 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 are available on the Oklahoma Water Resources Board (OWRB) website. These guides, checklists, 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 Oklahoma Water Resources Board with the Application.

### **II. PROCEDURE FOR PREPARING AN ENVIRONMENTAL INFORMATION DOCUMENT FOR “LOAN” PROJECTS 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