

## **REAP 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

## **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.~~ **Not required for OWRB REAP or Emergency Grants**

### **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.

**THE INFORMATION ON THE FOLLOWING  
PAGES IS PROVIDED AS A COURTESY.**

**THE RECENT RULE CHANGES TO WATER AND  
SEWER RATES AND MEDIAN HOUSEHOLD INCOME  
COULD AFFECT YOUR SCORE.**

**ALL REAP GRANT APPLICATIONS  
WILL BE SCORED USING THIS POINT SYSTEM**

## RULE CHANGES EFFECTIVE 7/06

## R.E.A.P. GRANT POINT BREAKDOWN

## Cities, Municipalities, Rural Water Districts

<b>Water Service -- ONLY</b>	
<b>Per 5,000 gallons</b>	<b>Points</b>
\$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

<b>Water AND Sewer Service</b>	
<b>Per 5,000 gallons</b>	<b>Points</b>
\$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

<b>Sewer Service -- ONLY</b>	
<b>Per 5,000 gallons</b>	<b>Points</b>
\$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

<b>Indebtedness Per Customer</b>	<b>Points</b>
\$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

<b>Median Household Income</b>	<b>Points</b>
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

<b>Ability to Finance Project</b>	<b>Points</b>
\$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

<b>Amount of Grant Requested</b>	<b>Points</b>
\$140,001 to \$150,000	-5
\$130,001 to \$140,000	-4
\$120,001 to \$130,000	-3
\$110,001 to \$120,000	-2
\$100,001 to \$110,000	-1
\$100,000	0
\$ 80,000 to \$ 99,999	+1
\$ 60,000 to \$ 79,999	+2
\$ 40,000 to \$ 59,999	+3
\$ 20,000 to \$ 39,999	+4
Less than \$20,000	+5
<b>*Any request over \$150,000 is denied.</b>	

<b>Previous REAP Grants</b>	<b>Point</b>
1 in preceding 12 months	-8
More than 1 preceding 12 mo.	-10 ea.
1 prior to 12 months	-5
2 prior to 12 months	-8
3 prior to 12 months	-10
4 prior to 12 months	-12
5 or more prior to 12 months	-14

\*No qualified entity shall receive more than \$150,000 in REAP grant assistance in any twelve (12) month period.

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

June 13, 2000

**APPLICANT:** Rural Water District #3  
**COUNTY:** Muskogee

**DATE RECEIVED:** 3/5/98  
**APPLICATION NUMBER:** FAP-98-0014-R

**Amount Requested:** \$91,992.00

**Amount Recommended:** \$91,992.00

**PROJECT DESCRIPTION:** Muskogee County Rural Water District #3 provides water service to the southwest portion of Muskogee County including the Town of Council Hill and part of north central McIntosh County. The distribution system consists of two standpipes and water lines ranging from 1 1/4 inch through 6 inch in size. The District has proposed to replace part of the smaller diameter water lines with 4-inch water lines to increase the hydraulic efficiency of the system. This project consists of constructing approximately 15,960 linear feet of 4-inch PVC water line, constructing a new pump house, installing a new pump with controls, piping and pressure tank and other necessary construction and appurtenant items. The total estimated project cost is \$91,992.00 which is the amount of the requested QWRB REAP grant.

Priority Ranking			Priority Points
<b>Taps</b>	<u>280</u> (Maximum: 55 points)		<u>55</u>
<b>WATER AND SEWER RATE STRUCTURE</b> (Maximum: 13 points)			
Water rate per 5,000 gal/month:	\$ 24.75	( ) Flat rate	<u>-3</u>
Sewer rate per 5,000 gal/month:	N/A	( ) Decreasing Block	<u>-2</u>
Total	\$ 24.75	( ) Uniform	<u>0</u>
		(x) Increasing Block	<u>+2</u>
	6 points	( ) Sales tax (W/S)	<u>+1</u>
<b>INDEBTEDNESS PER CUSTOMER</b> (Maximum: 10 points)			
Total Indebtedness:	\$ 387,075.00		<u>5</u>
Monthly Debt Payment:	\$ 2,475.42		
Number of Customers:	280		
Monthly Payment Per Customers:	\$ 8.84		
<b>MEDIAN HOUSEHOLD INCOME</b> \$ 18,269.00 (Maximum: 10 points)			<u>7</u>
<b>ABILITY TO FINANCE PROJECT</b> (Maximum: 12 points)			
FP	= $\frac{(\$91,992.00)(0.1102)}{(280)(12)}$	= \$ 3.01	<u>7</u>
<b>AMOUNT OF GRANT REQUESTED</b> (Maximum: 5 points)			
AR	= \$91,992.00		<u>1</u>
<b>REQUEST NUMBER</b>	<u>2</u>		<u>-5</u>
<b>ENFORCMENT ORDER</b>	<u>No</u> (Maximum: 5 points)		<u>0</u>
<b>BENEFIT OF PROJECT TO OTHER SYSTEMS</b>			<u>0</u>
<b>TOTAL PRIORITY POINTS</b>			<u>78</u>

## RULE CHANGES EFFECTIVE 7/06

## R.E.A.P. GRANT POINT BREAKDOWN

## Schools

Local Tax Levies	Points
95 to 100.00	13
90 to 94.99	11
85 to 89.99	10
80 to 84.99	8
70 to 79.99	6
60 to 69.99	4
55 to 59.99	2
50 to 54.99	1
45 to 49.99	0
40 to 44.99	-1
Less than 40	-2

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

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
\$140,001 to \$150,000	-5
\$130,001 to \$140,000	-4
\$120,001 to \$130,000	-3
\$110,001 to \$120,000	-2
\$100,001 to \$110,000	-1
\$100,000	0
\$ 80,000 to \$ 99,999	+1
\$ 60,000 to \$ 79,999	+2
\$ 40,000 to \$ 59,999	+3
\$ 20,000 to \$ 39,999	+4
Less than \$20,000	+5

Number of Prior Grants	Points
1 in preceding 12 months	-8
More than 1 preceding 12 mo.	-10 ea.
1 prior to 12 months	-5
2 prior to 12 months	-8
3 prior to 12 months	-10
4 prior to 12 months	-12
5 or more prior to 12 months	-14

**\*Any request over \$150,000 is denied.**

**\*No qualified entity shall receive more than \$150,000 in REAP grant assistance in any twelve (12) month period.**

# FINANCIAL ASSISTANCE DIVISION REAP GRANT APPLICATION RECOMMENDED FOR APPROVAL

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

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

**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
Average Daily Membership <u>425</u> (Maximum: 55 points)		<u>55</u>
LOCAL TAX LEVIES (MILLS) (Maximum: 13 points) <u>25 Mills</u>		<u>-2</u>
PERCENT OF EXISTING BOND INDEBTEDNESS (Maximum: 10 points) <u>0 %</u>		<u>0</u>
MEDIAN HOUSEHOLD INCOME	\$11,470.00 (Maximum: 10 points)	<u>10</u>
ABILITY TO FINANCE PROJECT (Maximum: 12 points)		
$FP = \frac{(\$38,250.00)(0.1102)}{(250)(12)} = \$ 1.40$		<u>3</u>
AMOUNT OF GRANT REQUESTED (Maximum: 5 points)		
AR = \$38,250.00		<u>4</u>
REQUEST NUMBER <u>1</u>		<u>0</u>
ENFORCEMENT ORDER <u>No</u>		<u>0</u>
BENEFIT OF PROJECT TO OTHER SYSTEMS		<u>0</u>
TOTAL PRIORITY POINTS		<u>70</u>