

**REAP 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**  
**RURAL ECONOMIC ACTION PLAN GRANT APPLICATION**  
\$150,000.00 Maximum Grant Amount

**APPLICATION NO. FAP- \_\_\_\_\_ - \_\_\_\_\_ - R**  
*(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. 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 \$150,000 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:

	<b>Source of Funds</b>	<b>Outstanding Principal</b>	<b>Interest Rate</b>	<b>Monthly Payment</b>
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 REAP 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.: \_\_\_\_\_

**ADDENDUM TO REAP GRANT APPLICATION**

Effective August 11, 2019 a new Rule concerning the REAP Grant Priority Point System became part of the OWRB REAP Grant Application for purposes of scoring. The Sustainability scoring category is as follows:

“**Sustainability.**” Points will be awarded for an applicant’s sustainability and long range planning as follows:

- (i) Have and have implemented a Fiscal Sustainability Plan that meets the requirements of the Board Staff\* shall be awarded 10 points
- (ii) Have but have not implemented a Fiscal Sustainability Plan that meets the requirements of the Board Staff\* shall be awarded 6 points
- (iii) Applicant is willing to develop and implement a Fiscal Sustainability Plan prior to funding that meets the requirements of the Board Staff\* shall be awarded 3 points.

Please supplement your OWRB REAP Grant application by checking the appropriate box below and submitting it with your application by the first business day of September:

\_\_\_\_\_ We have and have implemented a Fiscal Sustainability Plan that meets the requirements of the OWRB Board Staff.

\_\_\_\_\_ We have developed but not yet implemented a Fiscal Sustainability Plan that meets the requirements of the OWRB Board Staff.

\_\_\_\_\_ We are willing to develop and implement a Fiscal Sustainability Plan prior to funding that meets the requirements of the OWRB Board Staff.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant Representative

**\*Fiscal Sustainability Recommendations**

1. Inventory of critical assets that are a part of the treatment works;
2. An evaluation of the condition and performance of inventoried assets or assets groupings;
3. Evaluation and implementation of water and energy conservation efforts; and
4. A Capital Improvement Plan (CIP) and maintenance plan.

[This is only an example of a REAP Resolution]

**RESOLUTION**

**AUTHORIZING APPLICATION FOR RURAL ECONOMIC ACTION PLAN  
GRANT FROM THE OKLAHOMA WATER RESOURCES BOARD**

WHEREAS, [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 a 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)