



ASSOCIATION OF  
CENTRAL OKLAHOMA  
GOVERNMENTS

# 2025 RURAL ECONOMIC ACTION PLAN (REAP) GRANT PROGRAM

**POLICIES & PROCEDURES**

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## INTRODUCTION

The general policies, program guidelines, and criteria set forth here are intended to constitute general guidelines and standards for REAP applications, review, and consideration by ACOG. These criteria shall not be deemed exclusive, and in all instances each application and project must be reviewed and considered on its own individual merits.

ACOG is an organization of, by, and for local governments that allows member entities to work in partnership to address issues or problems common to many jurisdictions. This regional cooperation serves to strengthen both the individual and collective capabilities of local governments. The Rural Economic Action Plan (REAP) Program purpose is to provide funding for small, rural communities with populations under 7,000 in ACOG's service area, Central Oklahoma (see Attachment A). The funds must be used for a public activity and cannot be used on private property or private business opportunities.

The criteria and standards set forth shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of ACOG's judgment and discretion. All projects that meet the guidelines of Oklahoma Statutes, Section 2008 of Title 62, will be reviewed and rated. Decisions on funding projects and amounts are at the sole discretion of ACOG. The ACOG Board of Directors reserves the right to modify this plan in whole or any part to comply with federal, state, and local laws and regulations. The ACOG Board of Directors also reserves the right to modify this plan to meet current and future needs of the entities it serves.

Funds from the REAP account will be distributed on projects as awarded by the ACOG Board of Directors based on an evaluation of safety, health, and financial needs in the ACOG service area. Points will be awarded based on the ACOG REAP Rating Criteria.

## ELIGIBLE PROJECTS

In the following Oklahoma Statutes, Section 2008 of Title 62, as amended by HB3291, 52nd Legislature, Second Regular Session 2010, all projects must fall into one of the following ten (10) activities to be considered eligible for funding:

1. Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals, or both
2. Rural solid waste disposal, treatment, or similar projects
3. Rural sanitary sewer construction or improvement projects
4. Rural road or street construction or improvement projects
5. Provision of rural fire protection services and public safety services
6. Expenditures designed to increase the employment level within the jurisdiction of the entity
7. Provision of health care services, including emergency medical care, in rural areas
8. Construction or improvement of telecommunication facilities or systems
9. Improvement of municipal energy distribution systems
10. Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities

At least eighty percent (80%) of all funds expended shall be for projects that fall under activities 1-6 as set forth above.

The following examples of projects listed under each category are intended to be illustrative and

are not intended to be exhaustive or exclusive and are intended to serve as practical guidelines for projects that can be funded under each category.

- 1. Rural water quality projects**, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both, including but not limited to the following projects for installation, construction, rehabilitation, reconstruction, operation or maintenance of water systems:
  - a. Land acquisition for water projects
  - b. Costs for planning, engineering, and designing water projects
  - c. Costs for hydraulic testing and analysis
  - d. Wells, test wells, well houses, blending stations, chlorine booster stations, water towers, standpipes, water storage tanks, pump houses, water treatment plants, security fencing, and other water related structures
  - e. Waterlines, pumps, pressure booster pumps, transfer pumps, motors, valves, shut off valves, fire hydrants, water meters, master meters, emergency generators, metal detectors to locate pipes, filters, filter media, water chlorinator, telemetry monitoring system with alarms, or other water related equipment or parts.
  - f. Backhoes, trenches or other water related vehicles are required to install or maintain water systems. Equipment for Conservation District projects through eligible sponsors (added by amendment)
- 2. Rural solid waste disposal, treatment or similar projects**, including but not limited to the following projects for installation, construction, rehabilitation, reconstruction, operation, or maintenance of solid waste systems:
  - a. Land acquisition for solid waste projects
  - b. Costs for planning, engineering and designing solid waste projects
  - c. Collection facilities, landfills, transfer stations and other solid waste related structures
  - d. Packer trucks and other solid waste related vehicles.
  - e. Dumpsters, poly carts and other solid waste related equipment
- 3. Rural sanitary sewer construction or improvement projects**, including but not limited to the following projects for installation, construction, rehabilitation, reconstruction, operation, or maintenance of sanitary sewer systems:
  - a. Land acquisition for sanitary sewer projects
  - b. Costs for planning, engineering and designing sanitary sewer systems
  - c. Sanitary Sewer Evaluation Survey (SSES), smoke testing, in-line camera inspection, flow monitoring, manhole evaluations, and other sanitary sewer related testing
  - d. Lagoons, transfer stations, treatment facilities and other sanitary sewer related structures
  - e. Sewer lines, force mains, interceptor lines, lift stations, lift pumps, pumps, center pivot irrigation systems and parts, rip rap, emergency generators, pipe locators, high pressure hoses, debris screens, clarifier and trickling filters, diffused aeration system, bentonite for lagoons, grinder pumps, grinders, lagoon baffles, aerators, lagoon liners, and other sanitary sewer related equipment or parts. Costs for planning, engineering, and designing water projects
  - f. Sewer rodding machines, high pressure sewer jet, trenchers, or other sanitary sewer related vehicles

4. **Rural road or street construction or improvement projects**, including but not limited to the following projects for installation, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks:
  - a. Costs for planning, engineering and designing roads, streets, bridges and ADA compliant sidewalks
  - b. Concrete, asphalt, chip and seal, and other road and street related material
  - c. County maintenance shops and other road and street related structures
  - d. Road easement purchases
  - e. Sidewalks with ADA compliant crosswalks, curb and guttering, pavement markings, drainage improvements, parking lots and other similar projects
  - f. Traffic signals and signs, street signs, school crossing signals and signs, street lights, culverts, and other road and street related equipment
  - g. Dump trucks, laydown machines, graders, dozers, loaders and other road and street related vehicles
5. **Provision of rural fire protection services and public safety services**, including but not limited to the following projects:
  - a. Land acquisition for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects
  - b. Costs for planning, engineering, and designing fire stations, police stations, storm shelters, animal shelters, or other fire protection or public safety services related projects
  - c. Costs for construction, expansion, rehabilitation, refurbishment, or other building expenses for fire stations, police stations, emergency shelters, animal shelters, or other fire protection or public safety services related projects
  - d. Storm siren and tower, emergency radios, emergency portable radios, emergency pagers, emergency generators, automatic electronic defibrillator (AED), rescue tools, compressor system, jaws of life, air tanks, and other fire protection or public safety services related equipment
  - e. Pumpers, trucks, tanker trucks, tanker tenders, grass rigs, brush trucks, wildland fire trucks, skid steers and other fire protection services related vehicles
  - f. Sirens, lightbars, ladders, hose, skid steer attachments, fire swatters, nozzles, ventilation fans, skid units, water tanks, pond drop buckets, rescue saws, jaws of life, and other fire services equipment for fire protection related vehicles
  - g. Self-contained breathing apparatus (SCBAs), Cascade SCBA refilling station, Scott air packs and carbon cylinders, personal alert safety system (PASS) devices, bunker gear, or other personal protection equipment for fire protection services personnel
  - h. Police cars, animal control trucks, lake patrol rescue boat and other related public safety services related vehicles
  - i. Sirens, lightbars, prisoner transport partitions, radars, in-car video cameras, animal control transport boxes, shotgun racks, spotlights, and other public safety services vehicle equipment
  - j. Costs for planning, engineering and designing 911 call centers, dispatch centers and telecommunication facilities or systems
  - k. Costs for installing, constructing, reconstructing, or otherwise improving 911 call centers, dispatch centers, and telecommunication facilities or equipment

- l. Interoperable emergency communication radio system, 911 addressing, call center radio equipment, call center computers required for dispatching (no office computers), call center Computer Aided Dispatch (CAD) software, 911 wiring or cables, emergency generator, repeaters and other 911 related equipment
6. **Expenditures designed to increase the employment level within the jurisdiction of the entity**, including but not limited to the following provided there is a nexus to increased employment levels:
    - a. Land acquisition for business or economic development
    - b. Costs for planning, engineering, and designing buildings or industrial parks for business and economic development
    - c. Costs for construction, expansion, rehabilitation, refurbishment, hazard mitigation or other building expenses for business and economic development
    - d. Feasibility or market studies and plans
    - e. Costs for installing, constructing, reconstructing or otherwise improving water, sanitary sewer, rail spur and roads and streets to or within an industrial park
    - f. Business incubators
  7. **Provision of health care services**, including emergency medical care, in rural areas including but not limited to:
    - a. Land acquisition for hospitals, emergency care centers and other health care and emergency medical care related projects
    - b. Costs for planning, engineering and designing hospital, helo-pads, health care facilities or emergency care facilities
    - c. Costs for construction, expansion, rehabilitation, refurbishment, or other building expenses for health care services and emergency care facilities
    - d. Equipment for telemedicine and other health and medical programs
    - e. Ambulances and other emergency medical care vehicles
    - f. Automatic electronic defibrillator (AED), transport ventilator, gurney, and other non-consumable equipment for outfitting ambulances and other emergency medical care vehicles
  8. **Construction or improvement of telecommunication facilities or systems**, including but not limited to:
    - a. Wireless equipment and devices, broadband equipment and devices, optic fiber and other telecommunication related equipment
    - b. Telephone systems including system equipment
  9. **Improvement of municipal energy distribution systems**, including but not limited to:
    - a. Costs for planning, engineering, and designing municipal system distribution structures and systems
    - b. Costs for installing, constructing, reconstructing or otherwise improving electric substations and other municipal energy distribution structures and systems
    - c. Poles, wire, switches, voltage regulators, conductors, transformers, natural gas lines, gas meters, and other municipal energy distribution system equipment
    - d. Aerial bucket trucks and other municipal energy distribution system vehicles

**10. Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities, including but not limited to:**

- a. Costs for planning, engineering and designing public buildings and facilities
- b. Costs for constructing, reconstructing, rehabilitating, hazard mitigation or otherwise improving public buildings and facilities
- c. Sound systems, heat/air conditioning units, electrical system upgrades, security cameras, security fencing, elevator, ceiling fans, kitchen equipment (senior nutrition centers and community centers only), and other furniture, fixtures and equipment for public buildings and facilities
- d. Lighting, parking lots, sidewalks, septic systems, fire sprinkler system, alarm systems, emergency generator, parking blocks, security fencing and other related public building and facilities related projects
- e. Libraries, museums and park pavilions

**INELIGIBLE PROJECTS**

Include, but not limited to:

- 1. Consumable goods and office supplies
- 2. Personnel costs
- 3. Park projects, including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible - see #10 above)
- 4. Fairground projects (except community centers and similar public facilities located in fairgrounds which are eligible - see #10 above)
- 5. Mowers and lawn equipment
- 6. Veterans memorials
- 7. Codification of ordinances
- 8. Capital Improvement Plans (CIP)
- 9. Comprehensive land use plans
- 10. Housing projects/programs (demolition, emergency repair, rehabilitation, and construction)
- 11. County maintenance barns or any other district-wide projects for county commission districts with a population of 7,000 or greater

Applications, which are being submitted in conjunction with an existing or proposed business/economic development opportunity, will be required to have letters of commitment from the benefiting businesses regarding intention to locate and/or number of existing or potential jobs.



All projects will meet the approval criteria adopted by the ACOG Board of Directors. In the review and consideration of the applications for financial assistance under the REAP Program, ACOG shall consider applicants based on the following general program guidelines:

1. **Compliance with the law.** The application and proposed project must be in compliance with all applicable and relevant federal, state and local laws and regulations, and the applicant must possess all necessary and incidental legal rights and privileges necessary for project commencement and operation.
2. **Eligibility.** The applicant must be a qualified entity, and the proposed project must be for a qualified purpose as defined in the REAP Plan. Proposed projects for unincorporated areas must secure a qualified governmental entity as their grant applicant. The REAP statutes allow projects to be performed only by counties, municipalities, or councils of government.

In addition, counties, municipalities, and councils of government must perform the project themselves through their purchasing procedures. They cannot simply transfer the funds to another entity for them to perform the project.

3. **Local need, support, and priority.** The project must be found to be needed in the area to be served and must be found to be sufficient, as proposed, to serve such needs. ACOG shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects. ACOG shall also consider the extent and degree of local support, interest, and commitment in the proposed project.
4. **Availability of other assistance.** ACOG shall consider the feasibility and availability of alternative sources of revenue which could be obtained and utilized by the applicant for project financing.
5. **Economic feasibility.** ACOG shall consider the overall apparent economic viability and feasibility of the project as a whole.
6. **Project feasibility.** ACOG shall consider from the engineering data (if required for the project) submitted and other sources available, whether the proposed project appears feasible and serves the public interest and welfare.
7. **Grant amount and availability of funds.** Applicants are encouraged to request the smallest amount necessary to accomplish the projects. Should ODOC fund a CDBG/REAP set-aside, the matching funds for the ACOG REAP Program will be an amount equal to the allocation made by ODOC.
8. **ACOG is statutorily required to allocate at least 80 percent of total project funding to statutory categories one through six.** In the event initial scoring does not fulfill this obligation, ACOG reserves the right to apply additional scoring criteria to ensure compliance with state statutory project allocation requirements for funding.

## RURAL ECONOMIC ACTION PLAN (REAP) GUIDELINES

The Community Development Block Grant is authorized under Title 1 of the Housing and Community Development Act of 1974 and is administered by the Oklahoma Department of Commerce (ODOC). The primary objective of the grant is the development of viable urban communities and housing. Criteria for the CDBG/REAP Program are outlined in the ODOC CDBG/REAP Application Guidelines. **The total funding available for CDBG/REAP is \$136,363.63.**

Available funding for CDBG depends on ODOC. If you want to be considered in the ACOG CDBG/REAP funding pool, you should contact ACOG immediately. ACOG will assist you in determining your eligibility in this process. [Click here for more information on the CDBG Program.](#)

All funds expended from the ACOG REAP funds shall be made in the same manner as provided by law for the expenditure of other public funds and will be accounted for in the same manner as other public funds. ACOG is statutorily required to allocate at least 80 percent of total project funding to statutory categories one through six. In the event initial scoring does not fulfill this obligation, ACOG reserves the right to apply additional scoring criteria to ensure compliance with state statutory project allocation requirements for funding.

### REAP APPLICATION INFORMATION

The program guidelines and criteria specific to implementation of the REAP Program which were recommended and adopted by the ACOG Board are as follows:

1. All ACOG REAP grant applications must be submitted through the **REAP Grant Portal by the specified deadlines.**
2. **An alternate email address will be required.** Applicants must register with their official email addresses and ensure all required fields and documents are completed and uploaded before submission.
3. Applicants wishing to apply for ACOG REAP funding may attend one of the optional REAP Workshops held during the application period.
4. Upon selection, REAP recipients **must attend the ACOG Grant Management Training before receiving their Notice to Proceed.**
5. Priority will be given to applicants with a population of under 900. These entities will receive the maximum number of population points.
6. All applications must have approval of the governmental entity submitting the project and must be signed by a duly elected officeholder who is a member of the governing body for the applicant.
7. **All applications must include a budget (template provided on application). Note that full funding is not guaranteed.**
8. There will be no pre-determined geographic allocation of funds. All projects will be ranked against each other on a region-wide basis. Except for the pre-established need and population criteria utilizing available data, the applications will be ranked relative to each other.
9. The deadline for REAP projects will be annually from when recipients receive their contracts.
10. An entity may submit a maximum of three (3) applications per grant cycle; however, only one project per category per applicant will be funded (for counties, only one project per category per district).

11. Applications which were unfunded from the previous year may be resubmitted for consideration using the current year's application form. If an entity submits more than one application, that entity must prioritize their applications (1-3 per category) BEFORE they are submitted to ACOG.
12. There is no maximum dollar amount for applications. However, applicants are encouraged to request the smallest amount necessary to accomplish the projects.
13. Only capital-related or non-administrative expenditures, such as preliminary engineering studies architectural plans tied to a specific project or seeking additional funding, will be allowed. No planning or promotional activities will be funded; however, project-related engineering expenses will be considered as an eligible expense. No grant writing or administration fees can be funded.
14. Funds distributed on behalf of unincorporated areas will be accounted for by the county or other eligible governmental entity requesting the funds and accounted for in the same manner as other public funds.
15. Applications which are being submitted in conjunction with an existing or proposed business/ economic development opportunity will be required to have letters of commitment from the benefiting businesses regarding intention to locate and/or number of existing or potential jobs.
16. No matching funds are required.

# ACOG REAP RATING CRITERIA

## COMMUNITY AND ECONOMIC DEVELOPMENT

### Population (20 points)

- 899 and under (20 points)
- 900-2,299 (10 points)
- 3,000-6,999 (5 points)

### Grant Amount Request (20 points)

- \$0 - \$74,999 (20 points)
- \$75,000 - \$150,000 (15 points)
- \$150,000 + up (10 points)

### Impact (30 points)

1. Project will generate direct economic development gains for the community, such as jobs created, jobs retained, increased tourism, real estate development, and leveraging additional investment (15 points)
2. Project improves public health and/or safety, contributes to the community's sustainability, supports local initiatives or improvement plans, or addresses essential needs and services, such as infrastructure improvements, solid waste, water/sewer, rural fire, and public safety (15 points)

### Urgent Need (5 points)

1. Project addresses a specific critical, urgent need or hazard and/or responds to a Consent Order or Notice of Violation (5 points)

### Local Effort (15 points)

1. Multi-Jurisdictional Agreements (5 points)
2. Project has additional sources of funding, including passage of a Municipal Bond in the last five (5) years, and/or has local in-kind labor or support, including equipment (5 points)
3. Project is part of a local or area plan, such as a Comprehensive Plan, a Capital Improvement Plan or a Hazard Mitigation Plan (5 points)

### ACOG Board Membership as of October 24, 2024 (15 points)

### Application Workshop Attendance (5 bonus points)

## TRANSPORTATION

### Population (20 points)

- 899 and under (20 points)
- 900-2,299 (10 points)
- 3,000-6,999 (5 points)

### Grant Amount Request (20 points)

- \$0 - \$74,999 (20 points)
- \$75,000 - \$150,000 (15 points)
- \$150,000 + up (10 points)

### Project Impact (30 points)

1. Project improves direct access to state highways (10 points)
2. Project improves access to hospitals, community centers, parks, employment centers or the commercial district (10 points)
3. Project will generate direct economic development gains for the community such as job created, jobs retained, increased tourism, real estate development, and leveraging additional investment (5 points)
4. Project provides community benefits, including public safety, sustainability, and/or essential needs and services (5 points)

### Urgent Need (5 points)

1. Project addresses a specific critical, urgent need or hazard and/or responds to a Consent Order or Notice of Violation (5 points)

### Local Effort (15 points)

1. Applicant has Multi-Jurisdictional Agreements, except jail services (5 points)
2. Project has additional sources of funding, including passage of a Municipal Bond in the last five (5) years, and/or has local in-kind labor or support, including equipment (5 points)
3. Project is part of a local or area plan, such as a Comprehensive Plan, a Capital Improvement Plan or a Hazard Mitigation Plan (5 points)

### ACOG Board Membership as of October 24, 2024 (15 points)

### Workshop Attendance (5 bonus points)

# REAP PROJECT PROCEDURES & OVERVIEW

## ALLOCATION (AWARD) OF FUNDS

After the application deadline date, the ACOG REAP Committee will review all the applications, assure completeness, and score the applications. The Committee recommendations will be presented to the ACOG Board of Directors for final approval of each applicant allocation. Allocation amounts will vary depending on the total amount available, number of applications, and applicant's history on utilization of funds. Once the ACOG Board has approved the allocations, ACOG staff will submit the approved project list to the Oklahoma Department of Commerce for their consideration and approval.

Once the Oklahoma Department of Commerce approves the project list, ACOG staff will notify all applicants of project awards and prepare contracts for execution. Applicants that were not awarded will also be notified by letter.

**All awards are subject to available funding from the State of Oklahoma.**

## PROJECT IMPLEMENTATION

All project activities will be conducted via the REAP Grant Portal, including the following: Grant Award, REAP Contract, Quarterly and Final Reports, and Request for Funds.

### Award and Contracts

With approval of funding, each grant recipient will receive an award letter. Recipients must submit an acceptance letter to the REAP Grant Portal.

Contracts will be sent after the acceptance letter. **The recipient will execute the contract and return the original to ACOG with a copy of the approved meeting minutes accepting the contract within sixty (60) days. REAP recipients must also attend the mandatory REAP Grant Workshop.**

Once the signed contract and the applicable documentation have been received, the Notice to Proceed will be sent with a copy of the REAP Policy and Procedures and payment request forms.

**Funds must not be obligated or expended on this project until recipients have received the Notice to Proceed.** Funds spent prior to the applicant receiving the Notice to Proceed is the sole responsibility of the applicant. Amounts spent or obligated over the contract amount will be the sole responsibility of the applicant.

### Project Status Communication

The recipient is required to upload a project status, or update, on a quarterly basis to the REAP Grant portal, and to submit a final report. All reporting activities will take place via the REAP portal.

It is a best practice to notify ACOG staff when certain activities take place such as bid advertisements, bid openings, pre-construction conferences, change orders, final inspections, finished equipment installations, and governing body meetings approving procurement of goods and services.

### Request for Funds - Reimbursement & Payment

**To request a Reimbursement, Payment, or Advance Payment, the recipient must upload a completed and signed form.** For Reimbursement, the recipient must submit a summary list of all invoices, a copy of the approved purchase order (PO), original invoice(s), and copy of payment to vendor. All documents must be for the equipment, work, and services provided for the project.

**To request Payment or an Advance Payment, the recipient must upload a completed and signed form.** It must include a detailed budget outlining where the funds will be expended, quotes or invoices, and a letter from the authorized elected official describing the services and/or equipment being purchased. **ACOG has the authority to allow up to 90% of the advance payment on a REAP project at the Executive Director's discretion.**

Advance Payments are a direct assistance to communities that may need capital to begin their projects when they would otherwise be unable to. Eligibility is determined by ACOG based on the recipient's justification. Advance Payment Requests are at the discretion of the ACOG Executive Director.

All payment requests will be forwarded to the Accounting Department and the ACOG internal control policy will be followed. **Checks will be mailed to the REAP recipient.** The recipient shall promptly return to ACOG any funds received under the contract that are returned as a result of rebates, discounts, or the return of goods purchased.

### **Contract Date Extension Request**

The recipient will have the length of their contract to complete the funded project. The Executive Director of ACOG may, as deemed appropriate, grant a ninety (90) day extension after the contract end date. The recipient must submit a written request for extension ninety (90) days prior to the one (1) year contract end date. If another extension is needed due to an emergency or special circumstance, the ACOG Board of Directors may, as deemed appropriate, grant the recipient an additional ninety (90) day extension to complete the project. If the recipient fails to complete the project within one calendar year, plus any authorized time extensions, the recipient shall pay ACOG \$1,500 for liquidated damages.

### **Change Of Scope Request**

A project Change of Scope may be approved at the discretion of the ACOG Executive Director. Recipients must submit their request in writing for approval. Recipients with funded projects may not request more than one Change of Scope for their project.

## **PROJECT CLOSEOUT**

### **Closeout Documents**

The recipient shall submit closeout documents sixty (60) days after the completion of the project via the REAP portal. Closeout documents are:

- Inventory Affidavit (purchases of goods)
  - Submit an inventory list
  - Submit finished project photos
- Infrastructure Affidavit (e.g., water, sewer, or road projects)
  - Submit finished project photos
  - Submit minutes from the governing board approving project completion

When actual expenditures total less than the contract amount and the project is closed, the contract shall automatically be de-obligated to the actual expenditures as shown in the closeout documents. Such excess funds will be returned to the next year's ACOG REAP fund.

# MONITORING, TRACKING, AND RECORDS RETENTION

## GRANT RECIPIENT PROJECT MONITORING

The purpose of ACOG monitoring is to provide assistance to the recipient in fulfilling their responsibilities under the ACOG Rural Economic Action Plan grant. It is not a once-per-year or periodic exercise, but an ongoing process involving continuous communication and evaluation. Grant recipients will collect and maintain electronic reports and project status photos:

- Projects in progress (e.g., trench/pipes, roof repairs)
- Completed projects (e.g., resurfaced road, water/sewer upgrades)
- Tangible items purchased (e.g., vehicles, fire equipment)

The ACOG Monitoring Form should be completed on an ongoing basis. ACOG will monitor open projects for which closeout documents have not been received during each fiscal year. Projects will be notified of ACOG monitoring activities.

Additional projects may be monitored if ACOG staff is aware of recipient staff turnover or findings from monitoring of previous projects. ACOG staff will use the ACOG REAP Monitoring Tool. Prior to a site visit, a REAP Memo is sent out to the recipients which will include the monitoring tool, so that recipients will be prepared by having the required documents on hand during the monitoring visit. ACOG staff will communicate with the recipient and request specific documentation to monitor compliance with the REAP program.

## REAP INVENTORY TRACKING

REAP equipment purchases greater than \$500 per item per single item require the REAP Inventory Form. The recipient may not deed, transfer or otherwise convey ownership of equipment without official approval from the ACOG. Ownership may not be transferred within three (3) years of the date of receipt of equipment.

1. Other than requirements cited herein, ACOG is hereby absolved from any responsibility for said equipment including, but not limited to, maintenance, repair and liability.
2. The recipient shall submit the following to ACOG:
  - a. Purchase Date
  - b. Source of funding (REAP contract year)
  - c. Description of the Item
  - d. Manufacturer's serial or model number
  - e. Original Purchase Price
  - f. Location of the item (at Contractor or Subcontractor office)
  - g. Current use or disposition

All equipment purchased will remain the property of the REAP fund for a period of three (3) years, during which time if it is sold or salvaged, the proceeds shall be returned to the REAP fund. Recipients are required to use the ACOG Inventory Tracking Form.

**All REAP funded property and equipment with a usable life expectancy of more than one year shall comply with this requirement.**

1. A physical inventory of all equipment and non-expendable property purchases made with REAP contract funds shall be conducted and the results reconciled with the equipment records once a year.
2. Staff who maintain the inventory should not conduct the yearly inventory activities. A definitive line must be present between these duties.



3. Equipment purchased by REAP funds must be maintained in working condition and the REAP awarded recipient is responsible for any maintenance, repairs, loss, or theft.
4. The REAP awarded recipient shall maintain the up-to-date inventory within its contract files.
5. ACOG will conduct an audit every other year.

Equipment acquired with funds from ODOC contracts may be sold, traded in on replacement equipment or salvaged only upon written approval from ODOC. Inventory records shall be maintained for three (3) years after the date of disposal or sale. The abandonment of REAP funded property shall be reported to ACOG.

## RECORDS RETENTION

The recipient shall maintain records and accounts, including property, personnel, and financial records, that properly document and account for all project funds. Some specific types of forms may be required by ACOG.

ACOG provides a REAP File Checklist, with the Awards Packet, for the documentation that may be required in the file for compliance with ACOG REAP Program and associated ODOC standards. The recipient shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to said contract for at least seven (7) years from the submission of the Closeout Documents, or until all audit findings have been resolved, whichever is later, or as otherwise required by law. The recipient shall, as ACOG deems necessary, permit authorized representatives of ACOG and representatives of the State of Oklahoma to have full access and the right to fully examine all such material.

## FINANCIAL SYSTEM

In addition to the ACOG Internal Control Policy, the following policies are put in place for the REAP Program.

## REALLOCATION OF FUNDS

With each payment the ACOG staff emails each entity a notification that the check has been mailed, the check number and amount, and the remaining balance of the contract. Upon completion, any remaining funds will be de-obligated and reallocated to next year's ACOG REAP Fund.

ACOG management and accounting staff will ensure the financial system used to administer ODOC contracts conforms to the following standards:

1. Accurate, current, and complete disclosure of the financial results of the ODOC programs is provided in accordance with specified state requirements.
2. Records are maintained to adequately identify the source and application of funds for each ODOC supported activity.
3. Effective control and accountability are maintained for all funds, property, and other assets.
4. Accounting records are maintained with adequate supporting documentation.
5. Internal controls are established to eliminate fraud and abuse.

## 2022 CENSUS POPULATION ESTIMATE

CANADIAN COUNTY	
Calumet	472
Geary	964
Okarche	1,153
Union City	1,936
CLEVELAND COUNTY	
Etowah	161
Lexington	2,019
Slaughterville	4,230
LOGAN COUNTY	
Cashion	892
Cedar Valley	422
Cimarron City	163
Coyle	355
Crescent	1,349
Langston	1,744
Marshall	220
Mulhall	226
Orlando	132
OKLAHOMA COUNTY	
Arcadia	172
Forest Park	1,041
Harrah	6,425
Jones	3,012
Lake Aluma	89
Luther	1,521
Nichols Hills	3,826
Nicoma Park	2,479
Smith Village	50
Spencer	3,905
Valley Brook	648
Woodland Park	153

# ACOG SERVICE AREA MAP

