

Rural Economic Action Plan (REAP) Application and Project Implementation Guide for FY 2027

Prepared for Oklahoma Water Resources Board Applicants



OKLAHOMA
Water Resources Board

Table of Contents

Chapter 1: What is the OWRB REAP Grant and How Can It Benefit Me?	3
Chapter 2: The Application Process	5
Chapter 3: What Happens After You Submit Your Application?	17
Chapter 4: Board Approval – And Beyond!	23
Chapter 5: What To Do If Your Entity Will Perform the Work	31
Chapter 6: The Grant Approved Checklist	36
Chapter 7: The Audit Complete Checklist	42
Chapter 8: Strengthening Oklahoma Communities Together	45
Appendix 1: Rate Schedule and Rate Study Examples	46
Appendix 2: Force Account Example	50
Appendix 3: Documentation for Proof of Additional Funds	53
Appendix 4: Fiscal Sustainability Plan Example	57
Appendix 5: Engineering Report Example	60
Appendix 6: Authorizing Resolution Example	72
Appendix 7: REAP Verification Example	73
Appendix 8: Warrant Letter Example	75
Appendix 9: Receipt Example	76
Appendix 10: Grant Approval Checklist Example	77
Appendix 11: Audit Complete Checklist Example	80
Appendix 12: Grant Ranking Letter Example	81
Appendix 13: Authorized Representative Certificate Example	82
Appendix 14: Application Received – Complete Example	84
Appendix 15: Application Received – Incomplete Example	85

Chapter 1: What is the OWRB REAP Grant and How Can It Benefit Me?

The Oklahoma Water Resources Board (OWRB) Rural Economic Action Plan (REAP) Grant is a State of Oklahoma funding program that helps small communities improve critical water and wastewater infrastructure.

The OWRB REAP program provides grant funding to eligible rural communities for projects that improve drinking water and wastewater infrastructure. These projects help communities maintain reliable utility systems and often contribute to overall public health, safety, and long-term community stability.

These grants are intended to assist communities that may not otherwise have the financial resources to complete infrastructure improvements needed. In addition to addressing immediate project needs, the program's requirements are designed to strengthen each community's long-term capacity to plan for, manage, and fund future infrastructure demands. By encouraging sound financial practices, proper planning, and responsible project management, the program aims to position communities to address future needs independently when possible, including qualifying for financing options such as loans. The goal is not only to provide assistance, but to equip communities with the tools and structure necessary for sustainable infrastructure management—offering a hand up rather than a handout, while ensuring grant resources remain available when truly needed.

It is important to note that the OWRB REAP program is separate from REAP funding administered through regional Councils of Governments (COGs). While both programs fall under the broader REAP initiative, OWRB REAP is administered directly by the Oklahoma Water Resources Board and is specifically focused on water and wastewater infrastructure. Available OWRB funding is divided amongst all COGs allowing for regional distribution of funds and limiting competition to only within the entity's assigned COG. In contrast, COG REAP funding is managed at the regional level and may support a wider range of community projects. Because of this difference, the application process, requirements, and administration of funds can vary between the two programs.

How Can the REAP Grant Benefit Your Community?

OWRB REAP funding allows communities to complete infrastructure improvements without placing the full financial burden on local taxpayers or utility ratepayers. Some of the more common benefits include:

Improved Water Reliability – Replacing aging or failing water lines, helping ensure consistent water pressure and dependable service.

Improved Public Health and Safety – Upgrading water and wastewater systems, helping communities remain in compliance with health and environmental regulations.

Reduced Financial Burden – Grant funding reduces the need for loans, helping communities avoid additional debt and interest costs.

Support for Economic Growth – Reliable infrastructure supports new housing, business development, and long-term community stability.

Typical Projects Funded by OWRB REAP

OWRB REAP funding is commonly used for projects such as:

- Water line replacement or expansion
- Sewer line repair or replacement
- Water system improvements or upgrades
- Wastewater system improvements
- System reliability improvements
- Often used in conjunction with other grants on larger projects

In Summary

The OWRB REAP Grant helps rural Oklahoma communities complete important water and wastewater infrastructure projects by providing grant funding that reduces financial strain and supports long-term community sustainability.

Chapter 2: The Application Process

Although the application process may seem overwhelming at first, this chapter is designed to provide a clear, structured overview of the OWRB REAP Grant application from initial preparation through submission. It outlines the purpose and flow of the process, explains key requirements and scoring components, and identifies the critical documents, partnerships, and timelines necessary for a successful application. By following the guidance provided—including early planning, coordination with your engineer and governing body, and careful completion of all required materials—applicants can approach the process with confidence and position their project for strong consideration.

Please note that the life cycle explained in this workbook is provided as guidance to assist you. However, procedures may change over time, and when they do, this workbook will be updated accordingly to reflect those changes.

Closed Application Cycle

The OWRB REAP Grant cycle opens annually on July 1 and remains open through the first business day of September.

OWRB Grant Analysts are available both in advance of and throughout the application period to provide guidance, answer questions, and assist applicants in developing a complete and competitive submission.

Applicants are strongly encouraged to submit materials as early as possible. Early submission allows the Grant Analyst team time to review the application and work collaboratively with the applicant to identify and obtain any missing documentation or required information prior to the close of the funding cycle.

Applications that remain incomplete at the time of the deadline may not be considered for funding

The Process

The application process components are clearly defined below; however, before reviewing each individual component, it is important to understand the overall purpose and flow of the process itself.

The OWRB REAP Grant is a competitive program designed to support rural entities in developing and maintaining water and wastewater infrastructure. Because of this, the application process is intentionally structured to evaluate not only the project, but also the long-term sustainability and readiness of the applying entity. Key components—such as the Rate Study and Fiscal Sustainability Plan—are built into the process to

promote continued operational success and responsible use of public funds. These components will be discussed in greater detail in the chapters that follow.

It is also important to understand that the process does not begin when the application opens on July 1. A successful application begins months in advance by ensuring all required documentation is completed, current, and aligned with program expectations. Early coordination with your engineer, governing board, and financial team is essential to present the strongest possible application.

How to Apply

Applications for the OWRB REAP Grant are submitted electronically through the OWRB application [portal](#), which becomes available on July 1 of each funding cycle. Applicants must complete all required fields within the application system and upload all supporting documentation at the time of submission.

The application will require, at a minimum:

- Completed application form within the portal
- All required supporting documents outlined in this chapter (e.g., audit, rate study and structure, engineer's report, fiscal sustainability plan, organizational documents, resolution, and verification form)
- Documentation must be complete, current, and properly executed where required (e.g., signed, dated, sealed, or stamped)
- All submitted documentation must reference the same legal entity. For example, the Resolution, Verification, and Organizational documents must all use the exact same entity name; they cannot differ (e.g., "Tiny Town PWA" vs. "Town of Tiny Town").

Incomplete applications, missing documentation, or improperly executed forms may result in the application being deemed ineligible or not scored. No additional documents may be submitted after the application deadline unless specifically requested by OWRB staff.

Applicants are strongly encouraged to:

- Begin gathering documents well in advance of July 1
- Coordinate closely with their engineer and attorney
- Attend OWRB workshops/webinars for guidance
- Review Chapter 50 rules to understand scoring criteria

As important as these components, it is vital that each entity sign up for and attend the webinars sponsored by the OWRB pertaining to the REAP Grant. We are continually working to improve the program and provide clarity to applicants to ensure its long-term success.

June Workshop

Plan to spend about 30 minutes to 1 hour with us as we walk through the entire application process. This workshop is usually held in June and is offered both online and in person if desired.

During the session, a member of our team will guide you step-by-step through the application and explain each part of the process. You will also have the chance to ask questions live during the presentation.

Notifications for the workshop will be sent out by May, so please watch for that announcement and plan to attend. If you have not yet signed up for our newsletter, you may do so by visiting the Oklahoma Water Resources Board website at <https://oklahoma.gov/owrb.html>. Scroll to the bottom of the page, right corner, enter your email address, and click “Sign Up.” Once registered, locate the “Program Updates” section and select the checkbox for “Financing.” *Bonus points* are awarded for attending the workshop.

Chapter 50 Rules

We are often asked how the points are calculated for each category. To help answer that question, you can review the most current rules for the OWRB REAP Grant at the following [link](#).

- **Population:** Follows statute and allows all communities with 7,000 or less to be considered.
 - **Point Structure**
 - Pop less than 1750 or less than 525 taps – 55 points
 - Pop less than 3500 or less than 1050 taps – 40 points
 - Pop less than 5250 or less than 1575 taps – 25 points
 - Pop less than 7000 or less than 2100 taps – 10 points
 - Over 7000 and over 2100 – Automatic denial
- **Rates and Study-** Rates and Study allows the entity to take action for their own rates by checking/verifying that they are charging what is needed for the system.
 - **Point Structure**
 - Conducted within 2 years – 5 points
 - Conducted more than 2, less than 5 years – 0 points
 - No Rate Study within 5 years – (-5) points
 - Billing rate structure – 5 points max
 - Unmetered, Decreasing, Uniform, Increasing – (-3) – 2 points
 - Sales Tax available – 1 point
 - Automatic increase – 2 points
- **Operational Cost Ratio (OCR)-** Operational Cost Ratio (OCR) – OCR looks at the financials and compares the revenues against expenses and debt. Since the SRFs look at Debt Coverage Ratio (DCR), the OCR can give insight to where a community stands fiscally to gain access to SRF funding in the future.

- **Formula:** $(\text{Operating Revenues} - (\text{Operating Expenses} + \text{Depreciation})) / (\text{Debt} + \text{Amount of grant requested})$
- **Point Structure**
 - If the OCR is less than 1.0 times, the applicant receives 0 points.
 - If the OCR is more than 1.0 times but less than 1.25 times, the applicant receives 10 points.
 - If the OCR is over 1.25 times, the applicant receives 13 points.
- **Local Participation (LP)-** Local Participation gives the community more autonomy to determine what they can and cannot afford for the project and if other funding is available, flexibility to determine their points.
 - **Point Structure**
 - If the percentage of project cost locally funded is less than 15%, the applicant receives 0 points.
 - If the percentage of project cost locally funded is 15% or more but less than 20%, the applicant receives 5 points.
 - If the percentage of project cost locally funded is more than 20%, the applicant receives 10 points.
- **Adjusted Per Capita Income (APCI)-** Adjusted Per Capita Income looks at multiple trends for the community from per capita income, population trend and employment rate against that of the United States and provides a wholistic view of those in need.
 - **Point Structure**
 - If percentage of APCI is equal to 81% or more of U.S. APCI, applicant will be considered a Tier 4 and receives 4 points.
 - If percentage of APCI is more than or equal to 71% but less than 81% of U.S. APCI, applicant will be considered Tier 3 and receives 6 points.
 - If percentage of APCI is more than or equal to 56% but less than 71% of U.S. APCI, applicant will be considered a Tier 2 and receives 8 points.
 - If percentage of APCI is equal to 55% or less of U.S. APCI, applicant will be considered a Tier 1 and receives 10 points.
- **Amount of Grant Requested (AR)-** Per statute new amounts, the amount of grant requested now ranges up to \$350,000.00 in \$25k increments with points ranging from -7 to 7 – this is also dependent on appropriations for the year.
 - **Point Structure**
 - Maximum amount requested of \$350,000.00 receives -7 points.
 - Sweet spot \$174,999 receives 1 point.
 - An amount requested of up to \$24,999.99 receives 7 points.
- **Sustainability-** The new rule will require that entities submit their plan showing how they are working for the betterment of their community.
 - **Point Structure**
 - Plan in place and working to meet all system needs – 10 points
 - Plan in place but working to meet half the system needs – 6 points

- Plan in place but not working to meet any of the system needs – 3 points
- No plan in place – application denied

Rates and Study

An important part of the application process is your community's rate structure and study. Please provide the most recent rate study along with your rate ordinances for your town, district, or authority for our review.

You can find an example of what a rate study may look like in Appendix 1.

For an example of what we are needing for rates, please see Appendix 1.

When reviewing your rate study, we will look at a few key questions:

- How old is the rate study?
- Is the rate study currently being followed?
- Does the current rate structure align with the recommendations in the rate study?
- Do the recommended rates provide enough revenue to meet the needs of your system?

If the answer to these questions show that your system can keep up with the needs of your community, and that the adopted rate structure is being followed, you are on the right track toward providing your customers with the reliable, high-quality water they deserve. Great work!

Audit

We will need a copy of your most recent completed audit. The audit must be within two fiscal years of the application date. Agreed Upon Procedures may be accepted as well if within two fiscal years of the application date. Please provide the full document.

This helps us understand the relationship between your system's debt and income. For calculating the Operational Cost Ratio, we will use the information in this audit to determine points. If you would like to see the calculations for this, please refer to Chapter 50 for a clear breakdown of the process.

Local Participation – Proof of Additional Funding

Here's a great opportunity to earn extra points! If your project includes local funding or another grant, calculating a minimum of 15% of that funding can increase your points significantly.

If you have funds to contribute, we will need proof of the funding. Common ways to show this include:

- Grant approval letter
- Bank loan documentation showing the funds are available
- Letter and bank ledger confirming the funds are earmarked specifically for this project

Examples of each can be found in Appendix 3.

Adjusted Per Capita Income (APCI)

The Adjusted Per Capita Income (APCI) scoring system is used to measure a community's true ability to pay for infrastructure. Factors included in the calculation are:

- Income data
- Employment data
- Population trends
- Other information deemed relevant by the State

This data is then compared to the U.S. APCI to calculate a percentage for the community. To see the full list and what percentage your community falls within, please follow this [link](#). If you are not on list, please reach out to FAD@owrb.ok.gov for placement.

Consent Order (CO) or Administrative Compliance Order (ACO)

Points are awarded to entities that apply for a project directly addressing items in a fully executed Consent Order (CO) or Administrative Compliance Order (ACO).

If the project does not directly address the CO/ACO or if the CO/ACO is not fully executed, the points will not be awarded.

Important: A Notice of Violation (NOV) cannot be used in place of a CO or ACO. Projects based only on an NOV do not qualify for additional points.

Amount of Grant Requested

Depending on the funding OWRB receives in a given fiscal year, we may be able to provide up to \$350,000 for your project. The application will indicate the maximum amount allowed to be requested for that fiscal year.

Please note the "sweet spot" for points is at \$174,999.99, which earns one point.

- If you request exactly \$175,000.00, you will receive zero (0) points.

- If you request more than \$175,000, you can lose up to 7 points.
- If you request less than \$175,000, you can earn up to 7 extra points toward your total score.

It is important to discuss your project early with your engineer to design a plan that is both budget-friendly and maximizes points.

Benefit to Another System – Utility Contract

This one may seem tricky, but it is actually simple. There are two types of Utility Contracts that may be required: one for entities selling water to another entity, and one for entities purchasing water from another entity. For a more complete understanding, please see below. *Utility Contract Sold to another Entity*

We often hear, “Of course the improvements benefit the whole community”—and that is true. However, for this question, we are specifically asking: Does your water system sell services to another community?

- If the answer is yes, and the improvements also benefit that other community, you will earn extra points.
- If the answer is no, you will not receive extra points, but you will not be penalized.

Utility Contract Buying from another Community

We request this documentation when you are purchasing water from another entity.

We understand that some entities both purchase water from one source and sell water to others. In some cases, water purchase agreements may also serve as a backup supply rather than a primary source.

Providing all relevant agreements and contracts allows us to gain a clearer understanding of how the entity is structured and how its water supply system operates overall.

Previous OWRB REAP Grant Assistance

For this category, we want to help as many communities as possible. To spread the funding fairly, communities that have received a REAP grant recently may receive fewer points.

Early planning, a strong Fiscal Sustainability Plan, and a Rate Study that is being followed will help show that your community can make improvements without relying entirely on grant funding.

Fiscal Sustainability Plan

The Fiscal Sustainability Plan (FSP) is a living document that should be reviewed at least once per year, though quarterly reviews—or more frequent updates—are recommended if many changes occur.

Your FSP should clearly describe what your system currently has and what you expect to need in the future.

If you do not yet have a Fiscal Sustainability Plan, we can help you create an initial version, but it will be your responsibility to keep it updated over time.

See Appendix 4 for an example of a Fiscal Sustainability Plan. Below is a breakdown of the Plan that should give clarification to what is needed in each section.

Inventory of Critical Assets

The organization maintains a current inventory of all essential water and wastewater system assets required to deliver reliable service. This includes treatment facilities, distribution and collection systems, pump stations, storage structures, and major mechanical and electrical equipment. Only assets necessary for system operation and regulatory compliance are included as critical infrastructure.

Condition and Performance Evaluation of Assets

The organization routinely evaluates the condition and performance of all critical assets using inspections, operator reports, maintenance records, and engineering assessments. This evaluation considers asset age, reliability, capacity, regulatory compliance, and operational efficiency. The purpose is to identify assets that require repair, rehabilitation, or replacement to maintain safe and effective system performance.

Energy Efficiency and Conservation Efforts

The organization certifies that it has reviewed and, where feasible, implemented energy efficiency and resource conservation measures within its water and/or wastewater operations. These may include improved pumping efficiency, leak reduction, optimized system controls, preventative maintenance practices, and other actions that reduce energy consumption and operating costs.

Long-Term Maintenance, Repair, Replacement, and Funding Plan

The organization maintains a long-term plan to ensure continued operation of its treatment works through scheduled maintenance, timely repairs, and planned replacement of aging infrastructure. This plan is supported by identified funding sources such as user rates, capital reserves, grants, and loan programs. The goal is to ensure financial and operational sustainability over time.

Engineer Report and Cost Estimate

One thing that sets the OWRB REAP Grant apart from other grant programs is the requirement that an Engineer serve as the Project Manager for each project. There are many reasons for this, but the main reason is to protect the community.

Engineers have the training and experience to make sound decisions about how a project should be completed to make the best use of available funds. When hiring an engineer, don't just go with the cheapest option or the familiar name—take a little time to find the right fit. A qualified engineer can save you money and trouble in the long run by getting the job done right the first time. Look at their experience with similar projects, ask for references from other communities, and actually follow up to see how they performed. It's smart to talk to a few different firms, compare their qualifications, and make sure they communicate well and understand your needs. The idea behind Qualifications-Based Selection (QBS) is simple: pick the most qualified firm first, then work out a fair price—because choosing the right engineer upfront leads to better results than just choosing the lowest bid.

Therefore, when submitting your application, you must include an Engineer Report or Technical Memorandum outlining the entire project. This report should include what the system is, the need for the project, and the proposed solutions along with the cost estimate. If the cost estimate is not included in the report, it must be submitted separately by the engineer and stamped by the engineer.

See Appendix 5 for examples of these documents.

Significance of the Engineer to the Project

We are often asked about the role of the engineer in a REAP Grant project and what responsibilities this individual holds for the project's success. Understanding this role is critical for both the entity and the OWRB.

The Engineer as Project Manager

First and foremost, the engineer serves as the project manager for OWRB REAP Grant projects. This means they are responsible for guiding the project from start to finish, ensuring that each step is completed in a logical, methodical, and timely manner.

This role is especially important because projects under \$500,000 must be completed within 180 days from the date the bid tabulation is received. For Projects over \$500,000, the timeline jumps to one full year after bid tabulations are received. But the maximum timeline for a project is one year from bid tab receipt. Proper management helps avoid delays and keeps the project on track. *Okla. Admin. Code § 785:50-8-6(c)(1)*.

Funding for Engineering Services

Some entities question the need to hire an engineer for REAP-funded projects. However, engineering is a required part of properly planning, designing, and completing infrastructure projects.

Applicants should include engineering costs in their funding request from the beginning. This ensures the project is properly designed, meets all requirements, and is ready for construction. Early involvement of an engineer also helps prevent delays, change orders, and construction issues.

OWRB REAP program funds eligible engineering services that are directly associated with an approved completed construction project. This includes preliminary engineering reports, design engineering, bidding support, and construction-phase engineering services.

Engineering costs for Planning and Design may also be eligible when required under a regulatory consent order or administrative compliance order, as long as the work is necessary for the approved project and included in the approved scope and budget.

A Real-World Example

Consider a situation where an entity, without consulting the OWRB, solicited quotes for a project designed to stay under \$100,000. The selected contractor added extra services, pushing the total above the \$100,000 threshold required for the Competitive Bidding Act.

This mistake exposed the entity to potential lawsuits. Proper involvement of the engineer helps prevent these kinds of risks. Every step the OWRB takes in the grant process is designed to:

1. Be good stewards of public money
2. Protect the entity
3. Protect the OWRB as a state agency

Collaboration, Not Control

It's important to note that the engineer does not act unilaterally. The engineer collaborates closely with both the entity and the OWRB to ensure the project meets the entity's goals while staying compliant with regulations.

Chapter 4 will go into more detail about the specific expectations for both the engineer and the entity throughout the project.

Organizational Documentation

In simple terms, the OWRB cannot disburse public funds to an entity that does not exist. For this reason, we require Organizational Documentation to verify that the entity requesting funds is an eligible public entity.

Acceptable forms of Organizational Documentation and Where to Find Them

☐ *Trust Indenture*

- ◆ *Possible Locations:* County Courthouse, Entity Attorney, Previous Grant Files

□ *Articles of Incorporation*

◆ *Possible Locations:* Oklahoma Secretary of State, Entity Attorney, Previous Grant Files

□ *Declaration of Trust + Acceptance Resolution*

◆ *Possible Locations:* Old File Cabinet, Entity Attorney, Trustees / Long-Time Board Members

□ *Municipal Charter*

◆ *Possible Locations:* Entity Attorney, Engineer, Previous Grant Files, Trustees / Long-Time Board Members

Resolution

Please note that all processes for the OWRB REAP Grant are designed to protect both the applying entity and the public funds used for the project.

As part of the application, we also require a Resolution from the board stating the need for the funds and how they will be used.

This resolution must be adopted within the six months immediately before the application date. For example, if your application is submitted on July 1, 2026, the resolution must have been adopted between January 1, 2026, and June 30, 2026.

See Appendix 6 for an example and suggested wording for your resolution.

Verification

The final document required for the application process is the Verification Form.

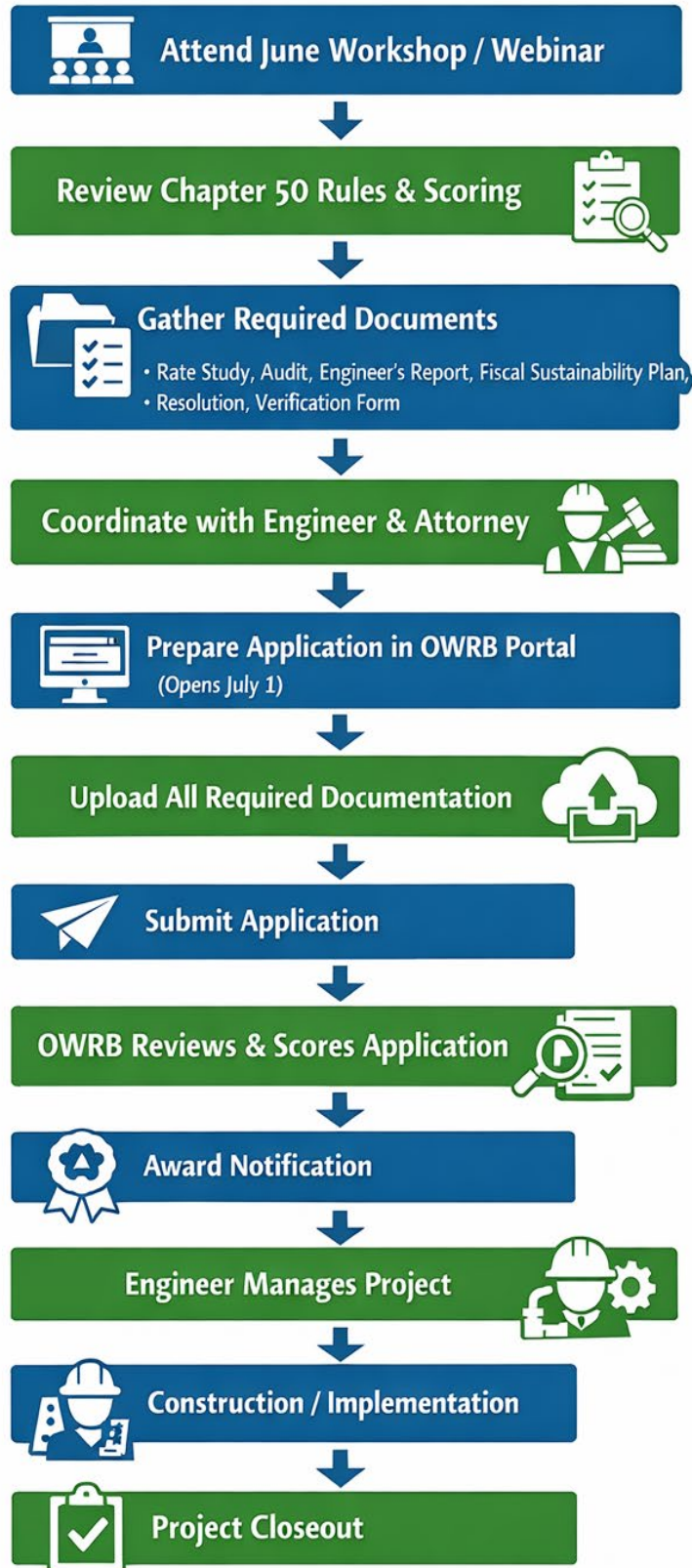
This form must be completed by both the Mayor/Chair and the Attorney for the entity. Together, they are verifying familiarity with the application, confirming eligibility, and confirming the type of public entity applying.

The Verification Form must be fully completed by both parties. If it is incomplete, the application will be considered null and void.

Please take special care to ensure this form is completed in its entirety and submitted with your application at the time of submission.

See Appendix 7 for an example of this form.

OWRB REAP Grant Process



Chapter 3: What Happens After You Submit Your Application?

This chapter provides a comprehensive overview of what occurs after a REAP Grant application is submitted, outlining the internal review process, common reasons for denial, and how applications are evaluated, ranked, and advanced toward potential funding. It explains the role of the Grant Analyst Team in verifying documentation, communicating with applicants, and ensuring completeness, while also detailing how scoring and funding limitations impact outcomes. Additionally, the chapter walks applicants through what to expect once ranked—including the Priority List, “Pending” status, and the transition into Board preparation—emphasizing the importance of timely communication, accurate information, and coordination with project partners to successfully move from application to approval.

Behind the Scenes

With an application window open from July 1 through the first business day in September, several variables can affect the timeline depending on when an application is submitted. For the sake of clarity, we will walk through the process using an example application submitted on July 2.

Once the application has been submitted, the Grant Analyst Team logs in to the system and begins downloading all submitted documentation, including the completed application and all supporting materials.

After the documentation has been downloaded, the team reviews each item to ensure that all requested information has been provided. This process includes verifying that the answers contained in the application are supported by factual documentation submitted with the application.

Once all information has been organized and reviewed, the team will send a notification email to the applicant and the individuals listed on the application stating one of the following:

- Application Received – Complete (Appendix 14)
- Application Received – Incomplete (Appendix 15)

If any information cannot be verified, the Grant Analyst Team will reach out to the applicant using the contact information provided in the application to request clarification or additional documentation if the grant application cycle is still open.

If the requested information is not provided by the deadline, the application will be denied and a denial letter will be sent explaining that required documentation was missing. If the requested information is provided prior to the deadline, the application will continue through the review process.

Two Ways an Application Can Be Denied

There are two primary reasons an application may be denied. Understanding these reasons can help applicants avoid common mistakes during the application process.

Denial – Missing Information

If you receive this letter, it means one of the following occurred:

- The Grant Analyst Team requested additional documentation and did not receive a response.
- The application was submitted too close to the deadline for the team to request corrections before the review period closed.

This highlights an important principle of the REAP application process:

Submitting early gives your community the best opportunity for success.

The earlier an application is submitted, the more time the Grant Analyst Team has to review documentation and work with applicants to correct any issues before the deadline.

Denial – Low Points

Under the updated scoring structure, this outcome should occur less frequently. The scoring criteria were revised to provide more opportunities for communities to compete fairly.

However, even with these improvements, the program remains competitive. Applications are ranked based on their total score, and some projects may not receive funding during a given cycle due to limited available funds.

Grant Ranking Letter

Once the Grant Analyst Team has verified that all submitted information is complete and accurate, the applicant will receive a Grant Ranking Letter (Appendix 12). Please note applicants are ranked only against other applicants within the same COG, not against all applicants statewide.

Although the review process is handled as efficiently as possible, the team must balance application analysis with other program responsibilities. Depending on the number of applications received, Grant Ranking Letters may not be issued until November of the application year.

Posting of the Priority List

After receiving the Grant Ranking Letter, the applicant will be instructed to visit the OWRB website to view the official Priority List.

Congratulations on making the list! However, it is important to remember that placement on the list does not automatically guarantee funding.

The number of projects funded each year depends on the amount of funding appropriated by the State. The more funding the program receives, the further down the Priority List the Board is able to fund projects.

Applicants are encouraged to communicate with their local legislators to express the importance of continued funding for the OWRB REAP Grant Program.

What Does “Pending” Mean on the Priority List?

On the Priority List, you will see your ranking number on the left. On the right side, you will see either:

- Grant Request
- Pending

If your application shows “Pending”, there is no cause for concern.

A Pending status simply means that additional funding documentation will be required later in the process if the project is selected for Board approval. This documentation confirms that the applicant has secured the remaining funds necessary to complete the project.

It is important to note that all applications on the Priority List have already met the documentation requirements for submission. An entity cannot appear on the list unless the application is complete and approved for ranking.

Appropriations from the State

One key factor is the appropriations the OWRB receives from the state. Funding becomes available when the OWRB has enough money to support the highest-ranked applicant in a Council of Governments (COG).

So, I’m Ranked – Then What?

Once there is sufficient funding available and your project is next in line in the ranking sheet, it moves into the next phase: preparation for Board approval. This stage is designed to be as streamlined and efficient as possible, with a strong emphasis on accuracy, communication, and readiness.

During this phase, our team works closely with both the applicant and the project engineer to confirm that all project details are complete, accurate, and aligned for presentation to the Board. The goal is simple: ensure your project can move forward without delay immediately following approval.

Initial Communication

We begin by sending a group email to all contacts identified during the application process, including the engineer. This communication is critical, as it allows us to verify key project details and ensure all necessary parties are informed and aligned.

The purpose of the “Prior to Board Email” is to confirm that the proposed project, as originally submitted in the application and Engineer’s Report, has not been modified prior to seeking Board approval. At this stage, any necessary corrections or clarifications can be addressed with minimal impact to the overall project.

Below is a representative example of the information typically requested:

Example Email:

Good Day!

We are preparing to take projects to the Board for approval and you’re next on the list! Before we can do that, we need you to verify and/or update the following information below (if changes are made please highlight):

- 1. The project applied for is (taken from application and engineer report) and requested amount is \$ (taken from application and engineer report).*
- 2. The contacts we have on file are as follows. We may need to reach an individual separately, so please confirm each contact with their own stand-alone phone number and email address – if blank, please provide.*
 - **Chair/Mayor***
 - **Clerk***
 - **Engineer***
 - **Treasurer***
 - **Operator***
 - **Additional***
- 3. This project is listed as a **stand-alone project / part of a larger project**. (circle one)*
- 4. A contractor **will/will not (circle one)** be installing and completing this project.*

*Please be aware that the **Engineer is required for the project** and will be acting as the **Project Manager** from the moment the project begins until you receive the official “Audit Complete” letter. The Engineer’s ongoing involvement throughout the entire process is paramount to the success of the project.*

*If we need any additional documentation, we kindly ask that you return the requested documents by the **specified date** to ensure timely review. If not received by due date, we will be required to move on to the next eligible applicant within the COG.*

*We are here to help every step of the way — but in order to best support you, **clear communication and accurate contact information are absolutely critical** as we move toward Board consideration and (hopefully!) approval. If there is anything you need, please feel free to call or email. Jordan and I are happy to assist in any way we can.*

For the best service and communication, please be sure to “Reply All” so the full team remains in the loop.

Preparing for the Board

Once all requested information has been received and verified, we begin assembling the materials required for Board review and approval. These documents provide a comprehensive overview of the project and ensure the Board has all necessary information to make an informed decision.

Materials prepared for the Board include:

- *Board Summary*
A high-level overview of the project, including scope, total cost, applicant data, and detailed ranking scores.
- *Board Order*
A formal document presented at the Board meeting outlining project details, funding structure, and expectations for both the Board and the applicant upon approval.
- *Board Notice*
An official letter sent to the applicant’s Chair/Mayor with details regarding the upcoming Board meeting.

Expectations During This Phase

This stage is often fast paced, as multiple projects are being prepared for Board consideration while others are actively in progress. While we understand that applicants have ongoing responsibilities to their communities, timely responses during this phase are essential.

If we are unable to receive the requested information within the specified timeline, we will be required to proceed to the next highest-ranked project on the list. To help ensure your project remains fully eligible for funding and moves forward without delay, please respond promptly—even if you need additional time to locate the requested documents. Simply communicate that within the email thread so we know you are still actively engaged in the process and intend to proceed.

Timely communication helps ensure:

- Accurate and complete Board materials
- On-schedule presentation
- A smooth transition from approval to project kickoff

Our team is committed to making this process as seamless as possible and remains available to assist at every step.

Chapter 4: Board Approval – And Beyond!

This chapter provides a comprehensive overview of what happens after Board approval, guiding applicants through the transition from funding authorization to project execution and final closeout. It explains how funding availability, post-approval documentation, and coordination with OWRB, OMES, and the project engineer all work together to initiate the project. The chapter also outlines key administrative steps—such as account setup, contracting, permitting, and bidding—followed by construction expectations, fund management requirements, and compliance standards. Finally, it walks through the closeout process, emphasizing proper documentation, responsible use of funds, and adherence to timelines to ensure successful project completion and eligibility for future funding opportunities.

Once Board Approval Takes Place

As active as it was prior to the board meeting for preparation, once the board has approved your project, the afterburners really kick in and things start moving quickly!

As soon as the board meeting closes we begin the process of sending out documentation to the applicants requiring signatures, verifying again, what all will be transpiring, and working to get the project started as soon as possible with the applicant and the engineer – all for the betterment of the community and the stabilization of the affected infrastructure.

Items we send out to the applicant team include the following:

- Approval Letter
- Grant Agreement
- Grant Approved Checklist
- EFT Form
- W-9 Form
- Authorized Representative Certificate (Appendix 13)

Grant Agreement and Documentation

Upon Board approval of the project, we distribute the prepared post-approval documentation to the entity. At that time, we establish an expected return date of one week to help maintain momentum and keep the process moving forward.

We understand, however, that execution of certain documents—specifically the Grant Agreement and the Authorized Representative Certification—typically requires formal approval at a board meeting. If a meeting is not scheduled prior to the requested return date, we ask that you “Reply All” within the email thread and provide the date of your upcoming board meeting.

This ensures clear, consistent communication among all parties and allows us to accurately track progress while accommodating necessary governance requirements.

Typical Timeframe for an OWRB REAP Project

Most OWRB REAP projects, from the time of approval to the issuance of the “Audit Complete” letter, typically take 6 to 9 months. This timeframe gives entities sufficient opportunity to evaluate project outcomes and prepare for the next REAP grant cycle.

Some projects may take longer, especially when OWRB REAP funding is combined with other funding sources for larger initiatives. Regardless, state rules dictate that no project can exceed one year from the date the bid tabs are received.

State Code Reference:

- Projects under \$500,000 must be completed within 180 days from the date the bid tabulation is received (or the Notice to Proceed date, if later).
- Projects of \$500,000 or more must be completed within 365 days, in accordance with *Okla. Admin. Code § 785:50-8-6(c)(1)*.

In the following sections, we will walk through a step-by-step guide for executing an OWRB REAP grant project, ensuring full compliance and maximizing eligibility for future applications.

Set Up Account with OMES for Receipt of Funds

While OWRB holds the grant funds, the Oklahoma Office of Management and Enterprise Services (OMES) is responsible for creating the account that allows the OWRB to transfer those funds to your account. To receive funds, a segregated bank account must be opened at a bank of your choice as well as an account established with OMES.

Notes concerning the account opened by the entity:

- We recognize that many financial institutions require an initial deposit to open an account, as well as a minimum balance to keep the account active. These funds are typically easy to identify and are not considered co-mingled with OWRB REAP Grant funds.
- When establishing the account, we recommend selecting an option that provides the greatest benefit to the entity. If possible, consider opening an account that earns interest, as any interest accrued may be retained by the entity at the conclusion of the project. At a minimum, efforts should be made to avoid accounts that charge service fees, as OWRB REAP Grant funds cannot be used to pay bank fees.

Required Documentation:

1. W-9 Form
 - A fillable PDF signed by the Mayor/Chair.
2. EFT (Electronic Funds Transfer) Form
 - Signed by two authorized individuals in Section 3.
 - Section 1: Name and FEIN of the applying entity (must match W-9).
 - Section 5: Depositor Account Name must be listed as either:
 - “OWRB REAP Grant Account”

Next Steps:

- OWRB forwards completed paperwork to OMES.
- OMES emails instructions for account setup and contacts the two authorized individuals to verify bank information.
- Once verification is complete, the account will be ready for OWRB to disburse funds after all documentation is received on the ‘Grant Approved Checklist’(see Chapter 6 for a detailed breakdown of required items).

Initial Timeline from Engineer

At the start of a project, multiple tasks happen simultaneously. This step establishes a strong foundation for smooth project execution.

Initial Project Timeline from the Engineer:

- Estimated communication with DEQ
- Estimated project bid date
- Estimated construction start date
- Estimated construction completion date

Most projects should be completed within a 6-9 month window. This timeline ensures all parties clearly understand expectations.

DEQ Permitting / Plans / Specifications

- When the engineer submits permit paperwork to DEQ, they should indicate that the permit is for an OWRB REAP grant project. Permit fees are waived by DEQ for projects funded through the OWRB REAP Grant.
- Documentation from the engineer confirming the status of DEQ requirements is required before full funding.
- If no permits, plans, or specifications are needed, verification from DEQ must be provided via a forwarded email from a representative from DEQ by the engineer.

This ensures compliance and allows OWRB to release funds with confidence.

Going Out for Bids

The engineer ensures that all bidding complies with the Competitive Bidding Act and that documentation is complete.

It is also important to note that the bidding requirement is based on the total project cost, not the amount of the REAP grant. Therefore, even if the grant is below the \$100,000 threshold, the project may still be subject to formal bidding requirements if the total project cost exceeds the statutory threshold. Key Requirements:

1. Projects under \$100,000
 - Formal bidding not required, but obtain quotes from at least three contractors.
 - Bonds required: Maintenance Bond or Warranty Letter, Performance Bond
2. Projects over \$100,000
 - All bond documents required
 - Submission of Bid Schedule
 - Affidavit of Publication to confirm proper bidding

Construction Contract Note – Contracts Exceeding \$100,000

- If lowest bid is an out of state contractor, preference given to contractor that:
 - Maintains a bona fide establishment within Oklahoma
 - Is the second-lowest bidder, within 5% of the lowest bid
 - Agrees to perform the contract at the lowest bid price

(61 O.S. § 103)

Hiring the Contractor

Key Considerations:

- State Preference (61 O.S. § 103) applies as above.
- If no contractor meets preference criteria, the lowest bidder is selected.
- If the entity does not select the lowest responsible bidder, it must provide written legal justification showing compliance with bidding requirements..

Pre-Construction Meeting

Typically led by the Project Manager (Engineer), objectives include:

- Review project summary and milestones
- Establish construction start dates
- Sign contracts and other required documentation
- Conduct final site visit for changes or additions

Typical Attendees for the Pre-Construction Meeting:

- Project Engineer
- Contractor(s) for project
- Mayor/Chair
- City/Town Manager
- Operator
- Resident Inspector
- Clerk/Treasurer
- OWRB Representative(s)
- Other Funding Agency Representatives
- Any other interested parties

OWRB Focus: Meet with Clerk, Treasurer, and Mayor/Chair to review documentation and prepare for fund release. Additionally, this is an opportunity for the OWRB to discuss key expectations for the grant moving forward to ensure a smooth close-out process with the entity, engineer, and the OWRB.

Post Pre-Construction Meeting

Once the Pre-Construction Meeting has been completed, most—if not all—required documentation should be in place to satisfy the ‘Grant Approved Checklist’.

During this phase, OWRB will maintain regular communication with the entity’s team to obtain any outstanding documentation that may be preventing the release of project funds.

Upon full completion of the checklist, funds will be disbursed electronically and in full to the designated account established for receipt.

The next section provides a sample notification email confirming that funds have been successfully transmitted.

Sample Email That Will Be Sent Out Once Funding Sent

Once funds are sent, we follow up with an email that includes a Receipt and a Warrant.

- The Warrant is a formal letter showing what funds were sent and providing instructions for any next steps (See Appendix 8 for an example).
- The Receipt confirms that the entity has received the funds in the segregated account. This must be signed by the Mayor, Chair, or an authorized signer and returned immediately—typically within two days (See Appendix 9 for a sample).

One advantage of this process is that no additional board meeting is needed to approve the receipt of funds—this approval has already been completed. We request a quick turnaround not only for efficiency, but also to maintain careful stewardship of public funds.

These funds are neither ours nor yours, so it is critical that we track and account for every step along the way.

The following items will arrive in an email that looks similar to this:

Subject: Your OWRB REAP Grant Funds Are Ready!

Good day,

Great news — your OWRB REAP Grant funds have officially arrived in your segregated REAP Grant account! This means you're one step closer to putting these dollars to work for your community.

Before spending any funds, we need your help with the next step. Attached, you'll find your REAP Grant Warrant Letter and the Receipt.

Please:

- 1. Sign the Receipt*
- 2. Have it notarized*
- 3. Email it back along with the electronic remittance slip confirming the funds are in your segregated REAP account*

Deadline: _____

Returning these items on time keeps your project moving smoothly, without delays.

A few important reminders:

- These funds must remain in the segregated OWRB REAP Grant account. If you've already paid eligible expenses from your operating account, simply submit those invoices. Once we review them, we'll authorize a reimbursement from the REAP account back to your operating account.*
- No automatic transfers are allowed, and please do not issue any reimbursements until invoices are approved.*

For auditing purposes, we also need:

- Copies of any cleared checks for this project*
- Monthly bank statements and canceled checks for the REAP account, starting with the statement showing this deposit*
- All statements in order, every month, until the grant is closed out*

Finally, remember that the OWRB must be included in the final inspection. This ensures your project can be closed out quickly and keeps everything compliant.

If you have any questions, I'm here to help.

Construction Begins and Community Benefits

OWRB involvement is minimal during project execution. We will primarily review bank statements to monitor fund usage and check project status to ensure work is progressing as scheduled. Once construction begins, OWRB records the Notice to Proceed (NTP) date and reduces the frequency of project check-ins while construction is underway. As the anticipated NTP date approaches, OWRB may confirm whether the date remains accurate or whether a revised timeline for completion is necessary.

Payment Guidelines During Construction:

1. Approval from Project Engineer: Never pay invoices without approval.
2. Proper Account Use: Funds must remain segregated.
3. Check Issuance: One check per invoice whenever possible.
4. Documentation Submission: Send scans of checks and invoices to OWRB before issuing payments.
5. Pre-Funding Payments: Keep costs separate; provide check, invoice, canceled check, and bank statement for reimbursement.

The Audit & Close-Out Process

Closeout begins after grant funds are received and Final Inspection is conducted.

Financial Documentation:

- Submit checks, invoices, and bank statements until project completion.
- Only pay invoices approved by the Project Engineer.

Other Required Items:

- Resident Inspector Daily Logs (if completed locally)
- Acceptance of Project as Complete (declaration can be used)
- Remaining items distributed by Project Engineer

Important Note: Utilizing Remaining Project Funds

As your project nears completion, you may identify remaining funds. Proper planning can ensure those dollars are reinvested into your community effectively.

Key Steps to Follow

1. Identify Remaining Funds Early

- Monitor project finances closely as you approach completion.
- Determine if there will be unused funds before final project closeout.

2. Coordinate on Project Additions

- Work collaboratively with:
 - Your project engineer
 - The entity (owner)
 - OWRB representatives
- All proposed additions must receive approval from OWRB.

3. Stay Within Original Scope

- Any added work must align with the original approved project scope.
- Changes outside of scope will not be eligible for funding.

Critical Deadline

Complete all adjustments BEFORE Final Inspection

- Once the Final Inspection is completed:
 - Remaining funds cannot be used
 - Funds will be de-obligated and returned to OWRB

Funds will then be redistributed to other eligible projects.

For a full breakdown of closeout requirements, see Chapter 7- The Audit Complete Checklist.

Chapter 5: What To Do If Your Entity Will Perform the Work

(Force Account)

When a community elects to complete a project using its own personnel, equipment, and resources—rather than procuring a contractor—this approach is known as Force Account Work. While the Oklahoma Water Resources Board (OWRB) permits this method, it is subject to a higher level of scrutiny to ensure the work is cost-effective, well-documented, and fully compliant with all applicable state requirements. This chapter provides a clear, step-by-step overview of the Force Account approval process, outlining the required documentation, internal controls, and justification needed to demonstrate that the entity is capable of successfully managing the project. It also explains how each component of the Force Account Information Request supports accountability, proper fund usage, and overall project success.

Cost-Effective Analysis

OWRB must verify that performing the work in-house is more economical than hiring a contractor.

What You Must Provide

- A written comparison of Force Account cost vs. Contractor cost.
- Labor, equipment, and materials estimates for both options.
- If applicable, a statement explaining emergency circumstances that require immediate in-house work.

Tips for Completing This Section

- Use recent contractor quotes or engineer's estimates for comparison.
 - Include fringe benefits and equipment depreciation in your Force Account labor/equipment costs.
 - If the project is urgent (e.g., failed pump, broken line), clearly state the emergency.
-

Project Records

OWRB requires proof that your entity will maintain accurate accounting records.

What You Must Provide:

- A description of your accounting procedures.
- How labor hours, equipment usage, and materials will be tracked.
- The name and contact information of the person responsible for project records.

Tips

- Identify whether you use QuickBooks, municipal accounting software, or manual logs.
 - Explain how timesheets, invoices, and receipts will be stored.
-

Material & Equipment Controls

OWRB must ensure that only eligible materials and equipment are charged to the project.

What You Must Provide:

- A description of how you will track materials and equipment used.
- Internal controls to prevent misuse or misallocation.

Examples of Acceptable Controls

- Inventory logs for materials.
 - Equipment usage logs.
 - Supervisor verification of daily work reports.
-

Insurance Requirements

Your entity must carry adequate insurance to protect workers and the public.

What You Must Provide:

- A description of your current insurance coverage, including:
 - Workers' compensation
 - Public liability
 - Property damage

Tips

- Attach a certificate of insurance if available.
 - If coverage is through OMAG or another pool, state that clearly.
-

Unused Material Procedures

OWRB requires a plan for handling leftover materials.

What You Must Provide:

- A description of how unused materials will be:
 - Returned
 - Stored
 - Reallocated
 - Credited back to the project

Tips

- If materials will be returned for refund, state the vendor's return policy.
 - If materials will be used for future maintenance, explain how costs will be adjusted.
-

Construction Equipment

OWRB needs to know what equipment you will use.

What You Must Provide:

- A list of all equipment owned by the entity that will be used.
- A list of any equipment to be leased.

Important Note

- Lease-purchase is not an eligible cost.

Tips

- Include equipment type, size, and purpose (e.g., backhoe, dump truck, pumps).
-

Personnel Assigned to the Work

OWRB must know who will perform the work.

What You Must Provide:

- A list of all staff who will work on the project.
- Their job titles and responsibilities.
- Any additional personnel needed and their duties.

Tips

- Include operators, laborers, supervisors, and administrative staff.
 - If using temporary labor, describe their role.
-

Subcontracts

Even in Force Account projects, some work may require subcontractors.

What You Must Provide:

For each subcontractor:

- Name
- Mailing address
- Business phone number
- Description of work to be performed
- Valid COI and Worker's Comp

Examples of Common Subcontracted Tasks

- Electrical work
 - Concrete finishing
 - Specialized pump installation
-

Inspection Requirements

OWRB requires an inspector to oversee the work.

What You Must Provide:

- Name of the inspector
- Phone number
- Daily presence while contractor is on site
- A resume of their work experience
- See Chapter 6 for specific information needed regarding the Resident Inspector

Tips

- The inspector may be your engineer, a certified operator, or another qualified individual.
-

Project Timeline

OWRB needs a realistic construction schedule.

What You Must Provide:

- Estimated construction time (calendar days)
- Estimated start date

Tips

- Ensure the timeline aligns with your REAP Grant deadlines.
 - Consider weather, staffing, and material availability.
-

Submitting the Completed Packet

Submit the completed packet through the email thread by hitting the “Reply All” button and attaching the file or files. If needed, a hard copy can be mailed to the following:

Oklahoma Water Resources Board
Financial Assistance Division
3800 N. Classen Blvd
Oklahoma City, OK 73118

To see an example of the Force Account document, please see Appendix 2.

Chapter 6: The Grant Approved Checklist

This chapter provides a comprehensive overview of the Grant Approved Checklist, outlining the full set of documentation required before funds can be released and construction can begin under the OWRB REAP Grant Program. It organizes these requirements into a clear, sequential framework—from initial post-approval documents and account setup, through engineering, permitting, and procurement compliance, to fully executed contracts, bonds, insurance, and project notices. Each component is explained in terms of its purpose, responsibility, and timing to ensure applicants and engineers understand not only what must be submitted, but how each item supports accountability, regulatory compliance, and proper stewardship of public funds. By following this guidance, entities can minimize delays, maintain project momentum, and position themselves for a smooth transition into construction. For the complete checklist, please refer to Appendix 10.

Prior to Funding Requirements

Executed Grant Agreement

This is the responsibility of the entity to complete and return. This will be sent in the initial email after Board approval. We ask that this be returned within one week of the email. If you are unable to return it in this timeframe, please provide your timeline so we can plan accordingly.

W-9 (Vendor Payee Form)

This is the responsibility of the entity to complete and return. This form is also sent in the initial approval email. It is a fillable PDF that must be signed by the Mayor/Chair upon completion. It is generally self-explanatory, but legal counsel may be needed if your entity has unique circumstances. Please complete and return it as soon as you are able. The sooner we receive this, along with the EFT Form, the sooner we can begin the process of opening the account with OMES.

EFT Form

This form must be completed by the entity and the bank and returned upon completion. This form is included in the initial approval email. It is a fillable PDF that must be signed by two authorized individuals in Section 3. Some key areas to note:

- Section 1 must list the name and FEIN of the applying entity—these must match the W-9.
- Section 3 includes two individuals authorized to sign checks for the new account.
- Section 5 is critical: the Depositor Account Name must be listed as either “OWRB REAP Grant Account”

Initial Timeline from Engineer

We ask the project engineer to provide a timeline that includes the following key milestones:

- Estimated communication with DEQ
- Estimated project bid date
- Estimated construction start date
- Estimated construction completion date

Most OWRB REAP projects should be completed within a 6-9 month window. Submitting this timeline helps all parties clearly understand expectations and keeps the project moving smoothly.

Authorized Representative Form

This will be sent after we receive the Executed Grant Agreement. This form can be completed by the entity at the next board meeting. It allows the entity to designate additional authorized representatives to sign documentation pertaining to this particular project. If the entity chooses not to designate additional signers, that is perfectly fine. We ask that you send over the meeting minutes confirming this for our records.

New Water Right Permit (if applicable)

If you are considering a new well, you must first verify whether a new permit or an amendment to an existing permit is required. Because this process can be time-consuming, it is strongly recommended that you address any permitting needs well in advance of submitting your application. Failure to do so may result in delays or even denial of the grant due to permitting issues. We conduct a check for this in-house. Most often this is not applicable, but we keep it on the checklist to make sure it is reviewed. If required, it is a very important step that could be costly if overlooked.

DEQ Approved Plans and Specifications

These are the responsibility of the engineer. The engineer will work with ODEQ to meet the requirements for the project. Once the plans and specifications are approved, they must be sent to the OWRB.

DEQ Permit / Verification

This is the responsibility of the engineer. If a permit to construct is required, a copy of the issued permit must be submitted to the OWRB for verification. If a permit is not required, the engineer must provide verification from DEQ confirming this determination. Acceptable verification may include a forwarded email between the engineer and DEQ stating that a permit is not required for the project.

Addendums (if applicable)

If applicable, these will be provided by the engineer as needed for any addendums to the bid packet and/or plans and specifications.

Bid Schedule

The project engineer is responsible for providing the winning contractor's Bid Schedule as part of the documentation package. This schedule must clearly list all items, tasks, or services included in the project, along with the unit prices and total costs for each. The schedule should correspond exactly to the approved winning bid and reflect any adjustments made during the award process. This ensures OWRB can verify that all work is accounted for, costs are accurate, and the project complies with state bidding requirements.

Engineering Services Agreement

This document may be submitted by either the engineer or the entity and must be fully executed by both parties. The agreement must clearly outline the scope of services to be provided for the project and include a detailed, itemized breakdown of all costs associated specifically with the project at hand. This cost breakdown should be sufficient to distinguish individual tasks, phases, or deliverables, ensuring transparency and alignment with the approved project scope.

Preconstruction Conference Agenda and Sign-In Sheet

This will be provided by the engineer after the pre-construction meeting. In simplest form, this provides a summary and overview of the project, including key dates and milestones, along with a sign-in sheet showing who attended the meeting.

Proof of Additional Funding

This documentation must be submitted to the OWRB as needed for each project and is required at multiple stages to ensure funds remain available and committed.

Specifically, proof of additional funding will be requested three times: (1) at the time of application submission, (2) prior to Board approval, and (3) before disbursement of funds.

Acceptable documentation may include an award letter from an additional grant source. In other cases, it may consist of a letter from the entity's Mayor or Chair stating the dollar amount of funds committed, the account where the funds are being held (often the entity's general fund), and confirmation that those funds are earmarked for the project. In addition to the letter, a snapshot or ledger of the account showing available funds is required.

Please note that a separate account is not required on the additional funds—only verification that the funds exist and are committed to the project. Do keep the funds separate from the OWRB REAP funds, no co-mingling.

Executed Contract Documents

Bid Tabulations or Quote Tabulations

For all projects, the OWRB requires either a bid tabulation or a quote tabulation based on the total cost of the project. It is critical to understand that procurement requirements are determined by the full construction cost of the project for the contractor—not the amount of grant funds awarded.

For projects with a total construction cost of \$100,000 or more, state law requires that proper competitive bidding procedures be followed. For projects under \$100,000, the OWRB requires documentation showing that at least three quotes were solicited. In all cases, a tabulation must be prepared and submitted.

The tabulation should be completed by the engineer and must include the engineer's stamp and signature. It must be submitted within 90 days of project approval.

Revised Project Budget

This will be provided by the engineer after bids or quotes are collected. This serves as a midpoint budget showing any changes in cost after selecting a contractor. It should accurately reflect the cost of the project with funding sources.

Bid Notices/Affidavit of Publication

This is required for projects that are \$100,000 or greater. What is needed is proof that the opportunity to bid was sufficiently advertised. Most often this is submitted as an Affidavit of Publication, but direct mailing lists or contractor news service lists may also be accepted. This is typically submitted by the engineer, but may also be provided by the entity.

Copy of Solicitation for Quotes

For projects with a total construction cost under \$100,000, formal advertisement is not required. However, it is important to note that this threshold is based on the total cost of the project for the contractor—not the amount of grant funds awarded.

Documentation must be provided showing how quotes were solicited. Acceptable documentation may include emails, newspaper postings, or affidavits of publication. This information must demonstrate that a good-faith effort was made to obtain a minimum of three (3) quotes. If you have any questions regarding acceptable documentation, please reach out for clarification.

Inspector Resume

This document is typically provided by the engineer, but may also be submitted by the entity as applicable. The resume should highlight the qualifications of the Resident Inspector and demonstrate that they possess the knowledge and experience necessary to properly inspect the project.

Submission requirements vary based on the Inspector's affiliation:

- If the Inspector is employed by the engineering firm, only the resume is required.
- If the Inspector is independent of both the entity and the engineering firm, a resume is required in addition to an Inspector Services Agreement.
- If the Inspector is employed directly by the entity, a resume is required.
- If the Inspector is contracted by the entity, a resume is not required.

Inspector Services Agreement

This document is required when the Resident Inspector is contracted by the entity or independently. The agreement must be fully executed and include a detailed, itemized breakdown of costs specific to the project.

Submission requirements vary based on the Inspector's affiliation:

- If the Inspector is contracted by the entity, the agreement between the Inspector and the entity must be provided.
- If the Inspector is independent of both the entity and the engineering firm, an agreement is required in addition to the Inspector's resume.

- If the Inspector is employed by the engineering firm, an agreement is not required.

It is important to note that regardless of how the Resident Inspector is attained the requirement for the grant remains the same – the Inspector is required to be on site daily when the contractor is on site.

Agreement (Contract) with Contractor

This is typically signed at the pre-construction meeting, although it may be executed prior. It outlines the costs, scope, and expectations for the project. When submitted to the OWRB, it must be fully executed and complete, and the costs should match the bid tabulation.

Affidavits

Business Relationships Affidavit

A Business Affidavit is a sworn statement from the contractor or entity confirming that they are a legally recognized business and authorized to enter into contracts. This is required for all OWRB projects and is typically submitted by the engineer. Please ensure it is signed and dated.

Non-Collusion Affidavit

A Non-Collusion Affidavit is a sworn statement confirming that the contractor's bid was submitted honestly and independently, without collusion with other bidders. This is required for all OWRB projects and is typically submitted by the engineer. Please ensure it is signed and dated.

Bonds

Bid Bond

A bid bond is a financial guarantee from the contractor that they will honor their bid, protecting both the entity and the funding agency. This is required for projects over \$100,000 and is submitted by the engineer.

Statutory Bond

A Statutory Bond guarantees that the contractor will comply with state laws related to public construction projects, including payment for labor and materials. This is required for projects over \$100,000 and is submitted by the engineer.

Performance Bond

A Performance Bond guarantees that the contractor will complete the project according to the contract terms. This is required for all OWRB projects and is submitted by the engineer.

Maintenance Bond

A Maintenance Bond guarantees that the contractor will repair or correct defects after

project completion. This is required for all projects; however, for projects under \$100,000, a Warranty Letter may be submitted in place of the Maintenance Bond. This is submitted by the engineer.

Warranty Letter

A Warranty Letter is a written assurance from the contractor that all work will meet agreed-upon standards for one year after project completion. For projects under \$100,000, this may be submitted in place of a Maintenance Bond and is provided by the engineer.

Insurance

General Liability Insurance

This is the contractor's insurance and protects the entity and the project from claims of property damage or bodily injury resulting from the contractor's work. Coverage must extend through the duration of the project and is typically submitted by the engineer.

It is important to monitor the policy's expiration date. If the project is still ongoing at the time of expiration, an updated Certificate of Insurance (COI) must be provided to ensure there is no lapse in coverage.

Worker's Compensation Insurance

This coverage ensures that the contractor's employees are protected for injuries or illnesses sustained while performing project work and also protects the entity from liability. Coverage must extend through the duration of the project and is typically submitted by the engineer.

It is important to monitor the policy's expiration date. If the project is still ongoing at the time of expiration, an updated Certificate of Insurance (COI) must be provided to ensure there is no lapse in coverage.

Notices

Notice to Award

This is the official document from the entity informing the selected contractor that their bid has been accepted. Typically, it is signed by both parties, with the entity issuing the award and the contractor acknowledging acceptance. This is submitted by the engineer.

Notice to Proceed

This document authorizes the contractor to begin work on the project and is typically issued after all required documentation has been approved. It is often signed by the entity, and in most cases also signed by the contractor to acknowledge receipt and confirm the start date. This is submitted by the engineer.

Chapter 7: The Audit Complete Checklist

This chapter provides a clear, end-to-end overview of the project closeout phase under the OWRB REAP Grant Program, outlining the documentation and verification required to achieve an “Audit Complete” status. It brings together both financial reconciliation and construction closeout requirements to ensure that all funds were properly expended, the project was completed in accordance with the approved scope, and all contractual and regulatory obligations have been satisfied. By detailing the required records—from invoices and bank statements to final inspections and engineer certifications—this chapter helps entities and engineers systematically finalize their projects, avoid delays, and ensure full compliance for successful grant closure. For the complete checklist, please refer to Appendix 11.

Financial Documentation

Receipt of Funds

This document must be signed, notarized, and returned immediately upon receipt of grant funds. This is the responsibility of the entity.

Statement or Ledger Showing Funds Received

The entity must provide a ledger clearly showing receipt of grant funds into the designated account.

All Invoices for the Project

All invoices related to the project must be submitted. This includes invoices from contractors, engineers, inspectors, and any other project-related expenses. These are typically compiled and submitted by both the entity and the engineer.

Copy of Check for Each Invoice

A copy of each check corresponding to submitted invoices must be provided. This ensures that all expenses can be tied directly to payments made. These are typically submitted by both the entity and the engineer.

Bank Statements for OWRB REAP Account

The entity must provide monthly bank statements for the OWRB REAP account for the duration of the project after funds have been released. These statements are used to verify all deposits and expenditures associated with the grant.

Reimbursement Documentation (if applicable)

If the entity is seeking reimbursement, all supporting documentation must be submitted. This includes invoices, copies of checks, and bank statements showing that funds were expended prior to reimbursement. This is the responsibility of the entity and engineer to ensure all costs are properly accounted for within the project scope.

Project Closeout Documentation

Final Inspection

The engineer is responsible for completing and submitting the Final Inspection report. OWRB must be invited to attend this meeting. The report must include the actual date of project completion and must be stamped and signed by the engineer.

If the Final Inspection is also signed by the Chair/Mayor and includes the completion date, a separate Acceptance of Project is not required.

Summary of Total Project Costs

The engineer must provide a final summary of total project costs. This document must be stamped by the engineer and should reflect all final project expenses. If the project is using multiple funding sources (including local funds), the summary should outline which funding source paid for which services.

Release of Claimant

A Release of Claimant must be provided to confirm that all contractors and subcontractors have been paid and that no outstanding claims remain. This may be submitted by the engineer and is typically obtained from the contractor.

Change Orders

All change orders must be submitted by the engineer. Any change orders should be approved by OWRB in advance. This documentation confirms that all project modifications were properly authorized.

We try to get these marked off when sent, but sometimes we miss them on the checklist. Feel free to simply remind us that we already have these and we will get them marked on the checklist.

Daily Inspector Log

Daily logs documenting project progress and inspection activities must be submitted. These may be provided by either the entity or the engineer, depending on who retained the inspector. Please send all logs and pictures together as a single PDF file.

Acceptance of Project

If required, the entity will provide documentation showing formal acceptance of the project. This is typically in the form of approved board minutes or a board declaration.

If the Final Inspection report includes signatures from both the engineer and the Chair/Mayor with the project completion date, this requirement may be waived.

As-Built Transmittal

This requirement is applicable only for projects that include Plans and Specifications. The engineer must provide proof that as-built plans have been submitted to DEQ or provide a copy directly to the OWRB. This documentation confirms that the final project records accurately reflect what was constructed.

If the project includes drawings that are not required to be submitted to DEQ but were completed as part of the project, those drawings may be submitted to the OWRB for filing and storage.

Actual Project Completion Date

The engineer must provide the actual project completion date. This is typically documented on the Final Inspection report.

Chapter 8: Strengthening Oklahoma Communities Together

The OWRB REAP Grant Program exists for one clear purpose: to empower Oklahoma communities to build and maintain the water and wastewater infrastructure that protects public health, ensures safety, and supports long-term prosperity. Each chapter of this handbook has guided you along a proven pathway—from preparing a strong application, to managing your project effectively, to completing the final audit with confidence. Together, these steps create a roadmap for meaningful, lasting improvements that touch every corner of your community.

But beyond process and paperwork, the heart of this program is people—partnerships that transform plans into progress. The success of these projects depends on the collaboration of local leaders, engineers, contractors, and the OWRB, all united by a shared commitment: to strengthen communities, protect families, and improve quality of life for every Oklahoman. Every conversation, every inspection, every careful decision is a building block toward a future where safe, reliable water and wastewater services are no longer just a goal—they are a reality.

We encourage you to carry this momentum forward by planning ahead, maintaining your Fiscal Sustainability Plan, communicate openly with your engineer, and keeping your documentation organized. These habits not only ensure compliance—they create a foundation for excellence, resilience, and new opportunities for growth.

The work you do matters. It touches lives in ways that may never be fully visible but are deeply felt. By committing to strong systems, thoughtful planning, and collaborative problem-solving, you are building more than infrastructure—you are building trust, stability, and hope for generations to come.

Thank you for the dedication, vision, and leadership you bring to your community every day. Together, we are not just completing projects—we are strengthening Oklahoma, one community at a time. The OWRB is proud to stand with you as a partner, supporter, and advocate, and we look forward to continuing this important work together, hand in hand, across the great state of Oklahoma.

Appendix 1: Rate Schedule and Rate Study Examples

Rate Schedule Example:

Section 1 – Water Rates (Effective October 1, 2026)

Charge Type	Rate
Base Charge	\$19.50
Volumetric Rate	\$3.55 per 1,000 gallons

Section 2 – Sewer Rates (Effective October 1, 2026)

Charge Type	Rate
Base Charge	\$17.25
Volumetric Rate	\$2.75 per 1,000 gallons

Section 3 – Miscellaneous Fees

Fee Type	Amount
Late Fee	\$10
Returned Check Fee	\$25
Service Connection Fee	\$50
Reconnection Fee	\$40
Meter Tampering Fee	\$150

Section 4 – Billing Policies

- Bills are issued monthly and are due by the 15th of each month.
- A late fee of \$10 will be assessed on any unpaid balance after the due date.
- Returned checks will incur a \$25 fee.

Section 5 – Payment Terms

- Payments can be made via mail, online, or in person at Town Hall.
- Partial payments are accepted but must be paid in full by the due date to avoid penalties.

Section 6 – Disconnection Policy

- Accounts unpaid 30 days after the due date are subject to disconnection.
- A \$40 reconnection fee will apply to restore service after disconnection.

Section 7 – Reconnection Fees

- Reconnection Fee: \$40
- Meter Tampering Fee: \$150

Section 8 – Leak Adjustment Policy

- Customers may request a leak adjustment once per calendar year.
- Adjustments are based on average historical usage and require documentation of repairs.

Section 9 – Approval and Signatures

Approved by the Town Board of Blue Creek, Oklahoma on: _____

Mayor: _____

Town Clerk: _____

Water & Sewer Rate Study Sample

Town of Blue Creek, Oklahoma Prepared: April 2026

Executive Summary

The Town of Blue Creek operates a small but aging water and sewer utility serving approximately 1,850 residents. This rate study evaluates the financial condition of the utilities, identifies revenue gaps, and recommends a multi-year rate strategy to ensure long-term sustainability.

Key findings show that current rates do not fully cover operating costs, debt service, or upcoming capital needs. The town is forward-thinking and recognizes that proactive rate adjustments today will prevent emergency increases later, protect system reliability, and support future infrastructure investment.

A phased rate plan over five years is recommended to maintain affordability while ensuring the system remains financially sound.

Section 1 – Purpose of the Study

The purpose of this study is to:

- Ensure the water and sewer utilities remain **financially self-sufficient**, as required for Oklahoma municipalities.
- Evaluate whether current rates adequately fund **operations, maintenance, debt service, and capital improvements**.
- Provide a **transparent, data-driven basis** for future rate decisions.
- Demonstrate to state and federal partners (OWRB, USDA-RD, EPA) that Blue Creek is **planning responsibly** for long-term infrastructure needs.

This study covers a **five-year planning horizon (FY2026–FY2030)**.

Section 2 – Community Profile

- **Population:** 1,850
- **Water Connections:** 720
- **Sewer Connections:** 690
- **System Overview:**
 - Two groundwater wells
 - One 150,000-gallon elevated storage tank
 - One booster station
 - Lagoon-based wastewater treatment system
 - 18 miles of water distribution lines
 - 16 miles of sewer collection lines

Blue Creek's infrastructure is functional but aging. Much of the distribution system is over 40 years old, and the lagoon system will require upgrades to maintain DEQ compliance.

Section 3 – Current Rates

Water Rates

- **Base Charge:** \$18.00
- **Volumetric Rate:** \$3.25 per 1,000 gallons

Sewer Rates

- **Base Charge:** \$16.00
- **Volumetric Rate:** \$2.50 per 1,000 gallons

These rates have not been adjusted since 2019.

Section 4 – Financial Baseline

Using the RANDY TEMPLATE structure, the town's FY2025 financial position is summarized below.

Current Annual Expenses

Category	Amount
Operating Expenses	\$385,000
Employee Expenses	\$210,000
Debt Service	\$95,000
Purchased Power	\$42,000
Chemicals & Supplies	\$28,000
Repairs & Maintenance	\$55,000
Office & Administrative	\$18,000
Total Expenses	\$510,000

Current Annual Revenues (at existing rates)

Category	Amount
Water Revenue	\$310,000

Appendix 2: Force Account Example

INFORMATION REQUEST

Applicant: Tiny Town PWA

OWRB Application Number: FAP-26-9999-R

Date Prepared: _____

Project Description: construct a new booster pump station to replace the damaged pump

Cost-Effective Analysis.

Demonstrate that the work can be accomplished more economically by use of force account. Compare the cost between force account work and contract work. If an emergency circumstance dictates the use of force account, please indicate.

Project Records.

Adequate cost accounting records must be maintained during performance of the project. Describe the accounting procedures or methods that will be used and the name of the "contact" person.

Material and Equipment Controls.

Satisfactory controls must be established and used to assure that all material, supplies, equipment, etc. charged to the project are actually used in connection with the project. Describe the controls that will be used during the project.

Insurance.

Adequate insurance must be maintained during the performance of the project: i.e. workman's compensation, public liability and property damage, etc. Please describe the insurance currently carried.

Unused Material.

Describe the procedure, if applicable, for the disposal and adjustment of costs in connection with unused material and equipment left over upon completion of the work.

Construction Equipment.

List all equipment that is owned, and will be committed to the work.

List all equipment that will be leased (if applicable). **[Please note that lease-purchase is not an eligible cost]**

List staff personnel that will be assigned to the work.

<u>Name</u>	<u>Job Description</u>

If additional personnel are needed please lists their name and describe their duties.

Subcontracts.

If any portion of the work must be subcontracted, give the following requested information on an **"attachment"** for each contractor:

Contractor's name
Mailing address
Business phone number
Brief description of the work to be performed

Inspection.

Name of inspector: _____
Phone number (during business hours): _____
Part-time () Full-time ()
Note: please furnish a brief history
of work experience.

Time for Project Completion.

Estimated construction time (calendar days): _____ Estimated
start date: _____

Please return this information by email or mail to:

FADGrants@owrb.ok.gov

Oklahoma Water Resources Board
Financial Assistance Division 3800 N. Classen
Blvd
Oklahoma City, Oklahoma 73118

Ph: 405/530-8800

Appendix 3: Documentation for Proof of Additional Funds

Examples included: Approval Letter, Bank Ledger, Entity Letter, Loan Approval

Approval Letter Example

JULIE CUNNINGHAM
EXECUTIVE DIRECTOR



KEVIN STITT
GOVERNOR

OKLAHOMA Water Resources Board

January 1, 1999

Mr. Bugs Bunny, Chairman
Tiny Town Public Works Authority
P O Box of Carrots
Tiny Town, OK 12345

Re: Notice of REAP Grant Approval and Commitment of Funds -- OWRB REAP Grant No. FAP-26-9999-R; Tiny Town Public Works Authority, Carrot County, Oklahoma

Dear Mr. Bunny:

We are pleased to formally notify you that on January 1, 1999 the Oklahoma Water Resources Board (OWRB) approved your request for a Rural Economic Action Plan (REAP) grant. With this approval, and subject to limitations, requirements and conditions set out below, the Board has committed funds to be made available to you for purposes of the project.

Project Overview:

The Tiny Town Public Works Authority REAP grant approved project shall be to replace the electrical and control panel, alarm system, and backup generator transfer switch and related appurtenances as more fully described in the grant engineering report submitted to OWRB. Approval was made subject to compliance with the enclosed REAP Grant Agreement, which must be signed, attested, and returned before REAP grant funds can be disbursed. It is our understanding that funding of this project, estimated at \$104,999.00, is being secured as follows:

OWRB REAP Grant	\$99,999.00
Local Funds	\$5,000.00
Total	<u>\$104,999.00</u>

Use of Funds & Compliance:

Grant funds may be used exclusively for costs directly related to the construction of the approved project. Funds may not be used for retiring unrelated debts or for utility system operations and maintenance. Compliance with the Competitive Bidding Act, OWRB Rules, and ODEQ Rules are required throughout the project. Please note that our office will conduct an audit of grant expenditures upon project completion.

Please take the following steps immediately in order to enable us to encumber funds for your project. Without this documentation your funds are not encumbered:

1. **Signed & Attested REAP Grant Agreement** – Return only the original Grant Agreement. The OWRB Board Order attached to the Grant Agreement is for your records.
2. **Completed W-9 and EFT Form** – The FEIN number on the W-9 and EFT Form must match the entity applying for the grant (i.e. Authority or Town/City).
3. **Bank Letter on official letterhead** – Signed letter by an approved bank officer, must confirm establishment of a separate OWRB REAP Grant Account with the following details:
 - o Account Title: OWRB REAP Grant Account
 - o Account Owner
 - o Account Number
 - o Routing Number
 - o Tax ID under which the account was opened

- o Confirmation that this account will be used exclusively for OWRB REAP grant funds.
- 4. **OMES Supplier Portal Registration & Location Code** – Log into or create an account with OMES, set up your EFT account and provide a Location Code (e.g., 0002). Visit: [OMES Supplier Portal](#) or call (405) 521-2930 for assistance.

After the funds are encumbered but before disbursement of grant funds, the following information should be submitted within 90 days following your grant approval date of January 1, 1999.

1. **Pre-Construction & Progress Meetings** – OWRB Staff must be included in all project meetings and final inspection;
2. **Project Plans & Specifications** – Submit to OWRB Staff when submitting them to the Department of Environmental Quality for approval;
3. **Affidavit of Publication & Bid Tabulation** – This should be submitted along with the **Bid Tabulation**. To avoid further Board action, please ensure the Affidavit of Publication matches the plans and specifications provided to OWRB staff;
4. **ODEQ Construction Permit** – submit copy when issued by the Department of Environmental Quality;
5. **Inspector's Credentials** – Provide a résumé or background information for the project inspector along with the inspector's agreement, if applicable;
6. **Engineering Services Contract** – Submit a copy of the signed contract;
7. **Successful Bidder's Contract Documents** – This project exceeds \$100,000, meaning formal bidding is required under the Competitive Bidding Act of 1974. You must provide:
 - o A copy of the executed contract with the contractor for the successful bidder.
 - o A copy of the **bid tabulation**.
8. **Notice to Proceed** – Submit a copy once construction is authorized to begin.

NOTE: For Construction Contracts exceeding \$100,000.00 preference will be given for an entity that maintains a bona fide establishment within the state, is the second lowest bidder, whose bid is within 5% of the lowest bid, and agrees to perform the contract for the same price as the lowest bid. 61 O.S. § 103 B

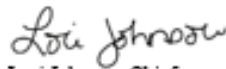
If additional time is needed, please notify OWRB Staff. However, regardless of any extensions granted, **this REAP grant shall not extend past January 1, 2000**; if all required documentation is not submitted on or before that date, the approval of this REAP grant shall expire and no grant funds will be released to the Tupelo Public Works Authority.

Ongoing Compliance:

Prior to and during the construction period, you are required to comply with all applicable federal and state laws, OWRB rules, and REAP grant policies. A checklist is enclosed to assist in submitting the required documentation for grant processing and disbursement.

Should you have any questions regarding this notification and letter of commitment, please feel free to contact our Projects & Operations Manager, Kretchen Olmeda at (405) 530-8837.

Sincerely,



Lori Johnson, Chief
Financial Assistance Division

Enclosure as stated

Cc: Mr. Engineer @ Engineering Firm

Bank Ledger Example

Thank you for banking with Security State Bank [REDACTED] If you need assistance, contact customer service.

Public Funds Money Market-0241

\$119,115.78
Available balance

Pending Transactions

No Records Available

Posted Transactions

Date	Description	Withdrawal/Deposit	Balance
04/30/2026	INTEREST EARNED	\$136.91	\$119,115.78
03/31/2026	INTEREST EARNED	\$27.38	\$118,978.87
03/26/2026	VENDOR PAYMENTS/MISC REIMB TOWN OF [REDACTED]	\$118,951.00	\$118,951.49

Account Summary

Available Balance	\$119,115.78
Previous Day	\$119,115.78
As Of	05/05/2026
Interest Paid YTD	\$164.29
Interest Rate	1.4%
Interest Accrued	\$18.28
Last Deposit Amount	\$118,951.00

End

Entity Letter Example

TINY TOWN PWA

Carrots Abound

February 1, 1999

To Whom It May Concern,

Tiny Town Public Works Authority (PWA) has earmarked \$200,000.00 for Project FAP-26-9999-R, which is currently held in Account #8675309 at First Carrot Bank of Oklahoma City. Please see the attached bank ledger showing the availability of these funds.

Tiny Town PWA understands that these funds must remain in this account until they are needed for expenses associated with this project. We also acknowledge that these funds will be used only as defined by the Oklahoma Water Resources Board (OWRB) and under the direction of the Project Engineer.

Accordingly, funds will be disbursed solely by check to pay invoices submitted and approved by the Project Engineer for eligible project expenses and will not be used for any other purpose.

Sincerely,



Chairman, Bugs Bunny

405-555-1234

POB Carrot
Tiny Town, OK 12345

thebugs@tinytownusa.com

Appendix 4: Fiscal Sustainability Plan Example

Fiscal Sustainability Plan

(Water & Wastewater Systems)

Add additional pages as necessary to fully answer each section.

Organization Name: _____

Prepared By: _____

Date: _____

1. Inventory of Critical Assets

Objective: Identify essential water and wastewater infrastructure required for system operation.

Critical Assets Include (as applicable):

- Water Treatment Facilities
- Wastewater Treatment Plants
- Lift Stations / Pump Stations
- Water Storage Tanks / Towers
- Distribution Systems (water lines)
- Collection Systems (sewer lines)
- Wells / Intake Structures
- Major Equipment (pumps, blowers, controls, SCADA systems)

Asset Inventory Summary:

Asset Type	Location	Age	Replacement Value	Criticality (High/Med/Low)
------------	----------	-----	-------------------	----------------------------

2. Evaluation of Asset Condition and Performance

Objective: Assess the current condition and operational performance of critical assets.

Condition Assessment Methods:

- Routine inspections
- Operator logs and maintenance records
- Engineering evaluations
- Regulatory compliance history

Summary of Findings:

- Assets in Good Condition: _____
- Assets Requiring Maintenance: _____

- Assets Nearing End of Useful Life: _____

Performance Considerations:

- Capacity vs. demand
- System reliability (failures, downtime)
- Water quality / effluent compliance
- Energy efficiency

3. Energy Efficiency and Conservation Certification

Objective: Confirm evaluation and implementation of cost-effective energy and resource conservation measures.

Certification Statement:

The _____ (Organization Name) has evaluated and, where feasible, implemented energy-efficient and water conservation measures within its water and/or wastewater system.

Efforts Include (check/apply):

- ☐ Energy-efficient pumps and motors
- ☐ Leak detection and water loss reduction
- ☐ SCADA or automated controls optimization
- ☐ Preventative maintenance programs
- ☐ Load management / off-peak operations
- ☐ Other: _____

Additional Notes:

4. Plan for Maintenance, Repair, Replacement, and Funding

Objective: Ensure long-term sustainability of treatment works through planned investment and funding.

Maintenance & Repair Strategy

- Routine maintenance schedule: _____
- Emergency repair protocols: _____

Replacement Planning

- Short-Term (0–5 years): _____

- Long-Term (5–20 years): _____

Funding Strategy

- Current Revenue Sources (rates, fees, taxes):

- Planned Funding Mechanisms:

- ☐ Rate adjustments
- ☐ Grants (e.g., state/federal programs)
- ☐ Loans (e.g., SRF programs)
- ☐ Capital reserves
- ☐ Other: _____

- Estimated Annual Funding Need: \$ _____

Certification and Approval

This Fiscal Sustainability Plan reflects the utility's commitment to maintaining and funding its water and/or wastewater infrastructure in a sustainable manner.

Board Chair Name: _____

Title: _____

Signature: _____

Date: _____

SEAL

Appendix 5: Engineering Report Example



OWRB REAP ENGINEERING REPORT



**2025 OWRB REAP SANITARY
SEWER SYSTEM IMPROVEMENTS**

, Oklahoma



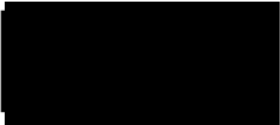


TABLE OF CONTENTS

1.0 INTRODUCTION	1
1.1 History	1
1.2 Geography	1
1.3 Demographics	2
1.4 Service Area	2
2.0 EXISTING SYSTEM.....	2
3.0 PROJECT DESCRIPTION AND ALTERNATIVES	2
3.1 Improve Sanitary Sewer System.....	2
3.2 Do Nothing	2
4.0 ALTERNATIVES CONSIDERED	3
4.1 Available Alternatives	3
4.2 Selected Alternative	3
5.0 PROJECT DESIGN.....	3
5.1 Topography.....	3
5.2 Water Supply	3
5.3 Water Rights	4
5.4 Treatment	4
5.5 Storage	4
5.6 Pumping Stations	4
5.7 Distribution System	4
5.8 Hydraulic Calculations	4
5.9 Land	4
5.10 Operation and Maintenance	4
5.11 Growth Capacity	4
5.12 Financial Status	4
5.13 Environmental Concerns.....	4
5.14 Opinion of Probable Costs	4
5.15 Wastewater System	5
6.0 FINANCING.....	5



APPENDICES

- APPENDIX A: PROPOSED OPINION OF PROBABLE COSTS
- APPENDIX B: PROPOSED PROJECT LAYOUT
- APPENDIX C: SOILS REPORT
- APPENDIX D: FEMA NATIONAL FLOOD HAZARD

TABLES

- TABLE 1: POPULATION TRENDS

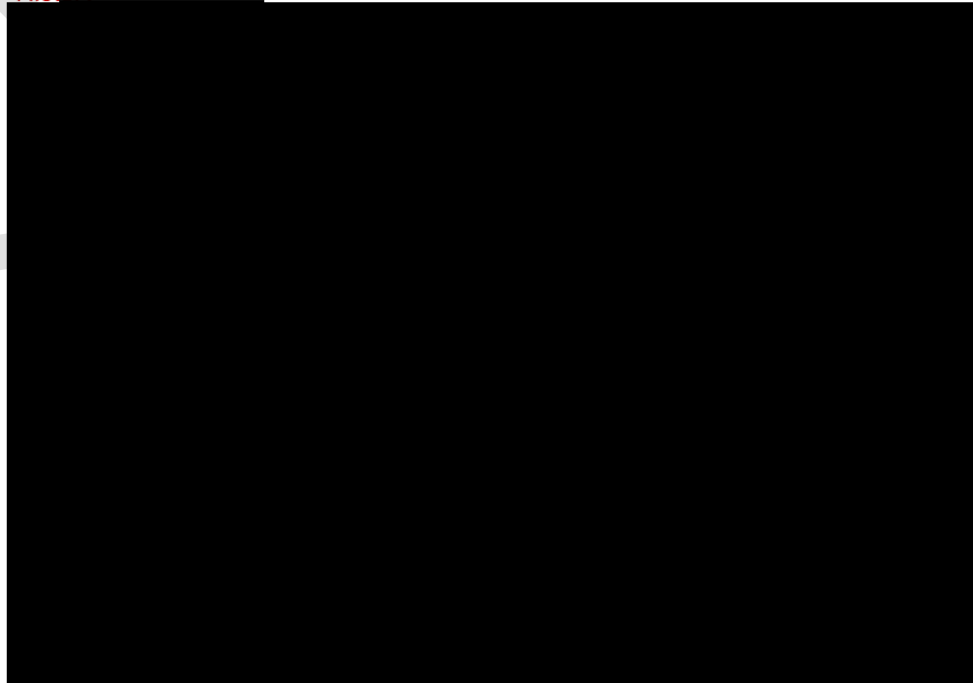
FIGURES

- FIGURE 1: LOCATION MAP

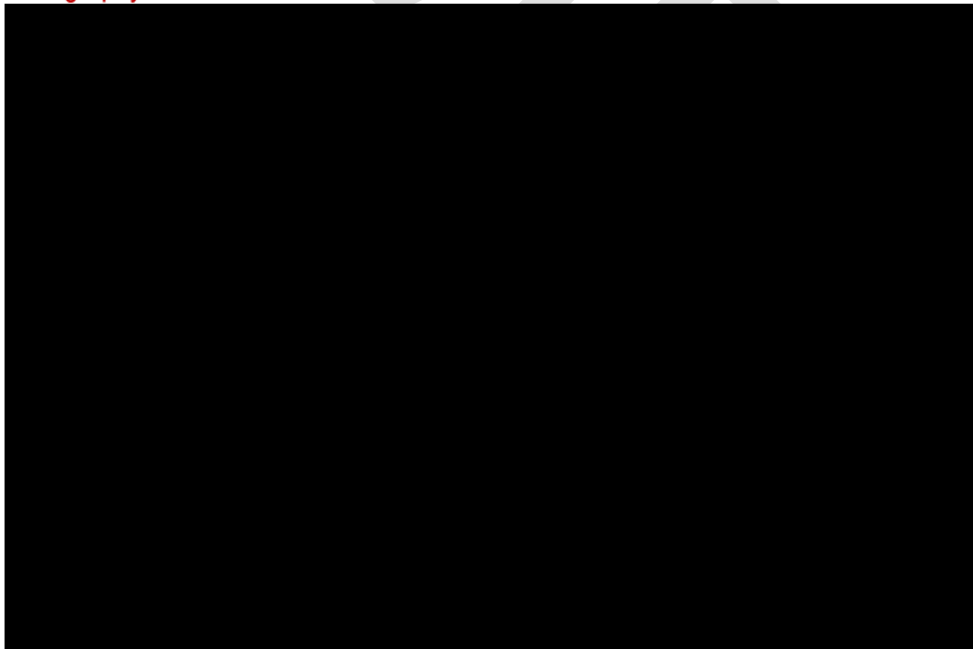


1.0 BACKGROUND

1.1 History



1.2 Geography





1.3 Demographics



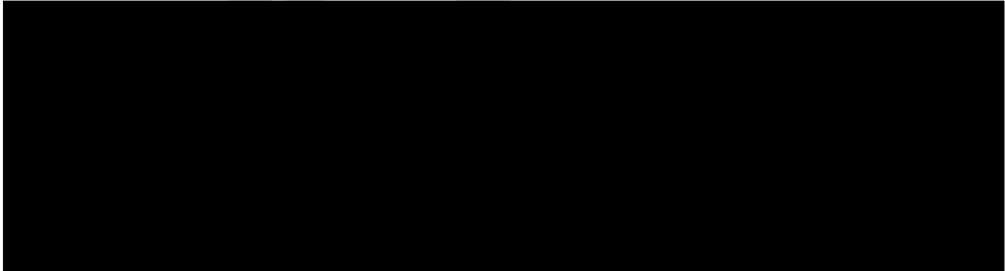
Table 1: Population Trends

Year	2010	2015	2020	2025	2030	2035
Projected Population	330	350	317	310	305	300

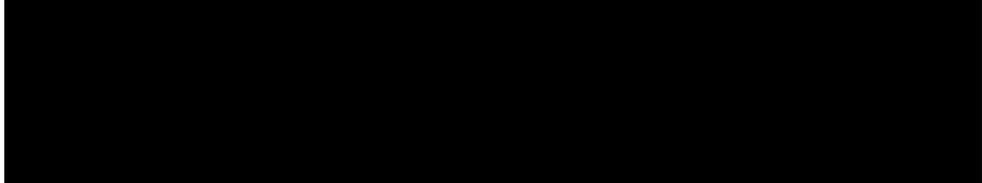
1.4 Service Area



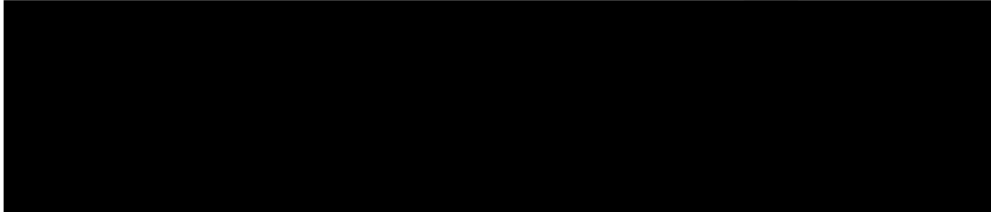
2.0 EXISTING SYSTEM



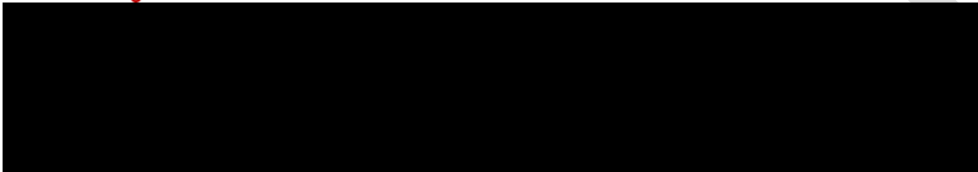
3.0 PROJECT DESCRIPTION AND ALTERNATIVES



3.1 IMPROVE SANITARY SEWER SYSTEM



3.2 Do Nothing





4.0 ALTERNATIVES CONSIDERED

4.1 Available Alternatives

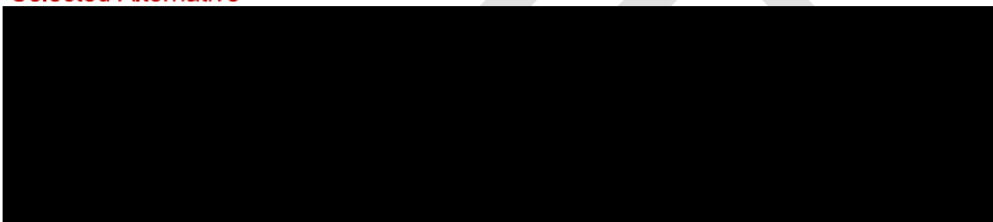
Alternative No. 1



Alternative No. 2

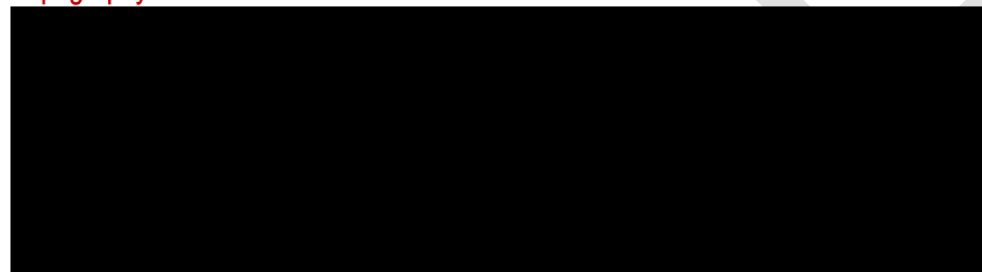
To “Do Nothing” prevents [REDACTED] from replacing sewer lines in the town that need to be replaced. Leaving the old lines in place will allow inflow and infiltration into the sewer system and a potentially severe backup. This is not a viable alternative for the citizens of the town or environment.

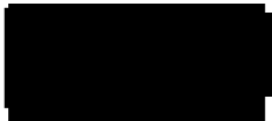
4.2 Selected Alternative



5.0 PROJECT DESIGN

5.1 Topography





5.2 Water Supply

This project will not include development of any additional water supply.

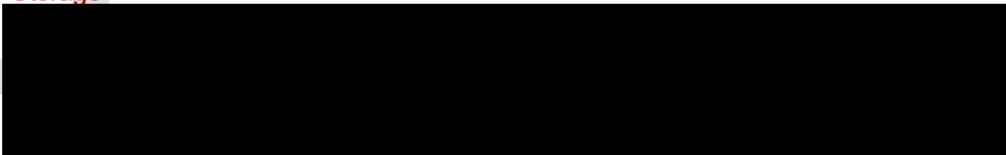
5.3 Water Rights

No changes will be made to the water rights for this project.

5.4 Treatment

No additional treatment will be included with this project.

5.5 Storage



5.6 Pumping Stations

No new pump stations are planned for this project.

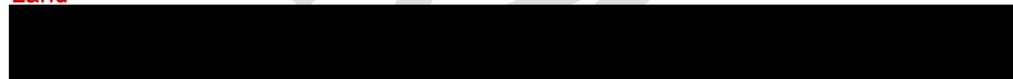
5.7 Distribution System

The proposed project will not affect the distribution system in the Town.

5.8 Hydraulic Calculations

There will be no hydraulic calculations for this project. Sewer lines will be replaced in the same spot with the same size lines.

5.9 Land



5.10 Operation and Maintenance

The sewer system improvements should reduce overall operation and maintenance costs.

5.11 Growth Capacity

This project is to rehabilitate old, failing clay sewer lines using cured-in-place pipe (CIPP) technology, and to replace old brick manholes with new precast concrete manholes. New gate valves will also be installed to replace the existing influent splitter/weir box, providing improved flow control and operational efficiency. The project will not increase the capacity of the system.

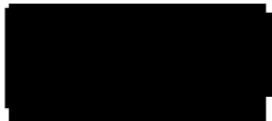
5.12 Financial Status



5.13 Environmental Concerns

There are no known significant environmental concerns or impacts where the sewer lines will be rehabilitated.





5.2 Water Supply

This project will not include development of any additional water supply.

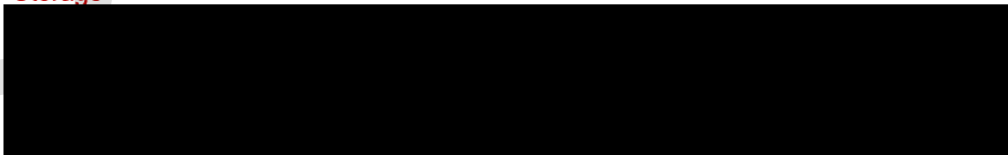
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5.13 Environmental Concerns

There are no known significant environmental concerns or impacts where the sewer lines will be rehabilitated.





APPENDICES

APPENDIX A: PROPOSED OPINION OF PROBABLE COSTS



Item	Unit	Quant.	Unit Price	Item Description	Cost
1	LS	1	\$15,000.00	Mobilization	\$15,000.00
2	LF	611	\$65.00	10" CIPP (Installed via CIPP)	\$39,715.00
3	LF	1000	\$50.00	8" CIPP (Installed via CIPP)	\$50,000.00
4	EA	2	\$8,500.00	10" Gate Valve Boxes	\$17,000.00
5	EA	27	\$250.00	Services	\$6,750.00
Total Construction Estimate					\$128,465.00
Engineering					\$21,535.00
Price/Linear Ft					\$79.74
Total Cost					\$150,000.00

APPENDICES

APPENDIX A: PROPOSED OPINION OF PROBABLE COSTS

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5	EA	27	\$250.00	Services	\$6,750.00
Total Construction Estimate					\$128,465.00
Engineering					\$21,535.00
Price/Linear Ft					\$79.74
Total Cost					\$150,000.00



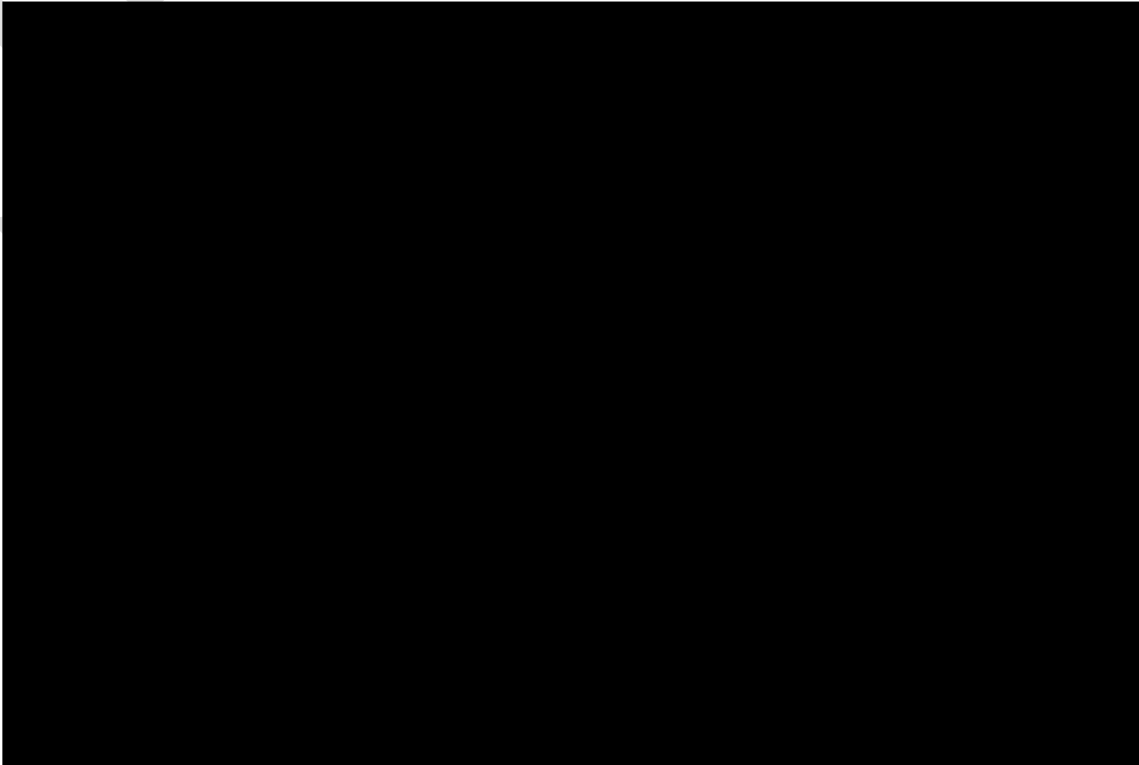
APPENDIX B: PROPOSED PROJECT LAYOUT



Location Map of Proposed Sanitary Sewer System Improvements



APPENDIX C: SOILS REPORT



Appendix 6: Authorizing Resolution Example

RESOLUTION

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

WHEREAS, the following circumstances have made it justifiable to apply for grant funds:

; and

WHEREAS, _____ is financially incapable of remedying the situation which threatens the public health and welfare of the people of _____; and

WHEREAS, it is in the best interest of the citizens of _____ 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 _____, and by reason thereof, _____, Chairperson of the Board, 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 _____.

PASSED AND APPROVED by the
of _____, this ____ day of _____, 20
.

By _____

Title

ATTEST:

(SEAL)

Appendix 7: REAP Verification Example

VERIFICATION

STATE OF OKLAHOMA)

COUNTY OF _____)

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 RURAL ECONOMIC ACTION PLAN (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 their eligibility to apply for an OWRB REAP Grant; 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.: _____

EXAMPLE

Appendix 8: Warrant Letter Example

JULIE CUNNINGHAM
EXECUTIVE DIRECTOR



KEVIN STITT
GOVERNOR

OKLAHOMA Water Resources Board

March 30, 2026

SENT VIA EMAIL WITH REQUEST READ RECEIPT

Mayor Chair
Anytown USA
123 Popstar Way
Anytown USA 01234

Re: Disbursement – OWRB REAP Grant No. FAP-26-0000-R; Anytown USA, New York County

Dear Mr. Mayor Chair

We have received notice that your REAP account disbursement in the amount of \$99,999.00 has been deposited into the segregated REAP Grant Account to evaluate the existing wells, drill test wells and do water quality analysis, plus all appurtenances required to complete the project as approved by our Board on May 20, 2025. Please verify that funds have been received and immediately sign the attached receipt and return to our offices along with a copy of a bank transaction slip showing the deposit into the REAP account has been processed by your bank.

As this project progresses, please retain copies of the items listed below. Once the project is complete, copies of these items will be needed in order for our staff to perform an audit of this grant as required by the Grant Agreement.

1. Bank statements of the OWRB REAP grant account, including the deposit slip showing funds were deposited into the segregated grant account and canceled checks;
4. Invoices;
5. Summary of the final total project costs;
6. Final Inspection Report;
7. Release of Claimant from the Contractor;
8. Verification that the City of Konawa has accepted the project as complete;
9. A copy of any change orders (if applicable); and
10. Verification a set of As-Built plans was provided to the Department of Environmental Quality.

If I may answer any questions or be of further assistance please call our Projects & Operations Manager, Kretchen Olmeda at (405) 530-8837.

Sincerely,

Lori Johnson, Chief
Financial Assistance Division

Appendix 9: Receipt Example

OKLAHOMA WATER RESOURCES BOARD

REAP GRANT NO. FAP-26-0000-R

Anytown USA, New York County

REAP GRANT RECEIPT

I, Mr. Mayor Chair, duly authorized Mayor of the Anytown USA, New York County applicant for the above referenced REAP grant, do hereby acknowledge actual receipt of said REAP grant and REAP grant funds in the sum total amount of Ninety nine thousand, nine hundred and ninety nine dollars only (\$99,999.00), the same having been received by me, in behalf of said applicant.

In receiving and accepting said REAP grant and REAP grant funds, applicant duly acknowledges that in all regards and respects, applicant must comply with the requirements of all applicable federal and state statutory provisions and all Oklahoma Water Resources Board rules, regulations, and grant policies, and particularly with the terms of the REAP Grant Agreement entered into by the applicant in conjunction with the approval and awarding of this grant.

Received and acknowledged this ____ day of _____, 20__.

Anytown USA, New York County, Oklahoma

Mr. Mayor Chair

* * *

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20__, Mr. Ronnie Branscum, as Mayor, personally appeared before me, and acknowledged that he signed the above and foregoing document on behalf of the Anytown USA New York County, Oklahoma.

Notary Public

My commission expires: _____

My commission number: _____
(required)

(NOTARY SEAL)

Appendix 10: Grant Approval Checklist Example

Entity: Tiny Town PWA

Date: March 25, 2026

Disbursement Date:

OWRB Application Number: FAP-26-9999-R

Amount: \$99,500.00

Project Description: replace approximately 600 linear feet of 10-inch sewer line and 1,200 linear feet of 4-inch service line

Date Received & Initials	Item	Additional or General Information
PRIOR TO FUNDING		
	Executed Grant Agreement - Check for authorized signature - Check for Date	
	W-9 (Vendor Payee Form) - Make sure entity is correct - Make sure tax ID is correct	
	Grant Bank Account Bank Letter - Account Named OWRB REAP Grant Account - Account Number - Routing Number - FEIN Associated with OWRB REAP Grant Account - On Bank Letterhead signed by bank personnel	
	EFT Form Make sure OWRB REAP Grant Account named in Section V	
	Initial Timeline submitted from Engineer - Estimated DEQ communication - Estimated Date the project will go out to bid - Estimated construction start date - Estimated construction completion date	
	Authorized Representative Form Representatives authorized to sign documents in addition to Chair/Mayor	
	New Water Right Permit (if applicable) Not required if not drilling a new well	
	DEQ Approved Plans and Specifications Make sure to properly index these items separately in OnBase	
	DEQ Permit/Verification - This will be on DEQ letterhead. - Make sure to properly index this as Permit to Construct in OnBase - If no permit, plans, or specs, verification needed from DEQ that none are needed (forwarded email by engineer)	

	Addendums (if applicable) • Make sure to properly index in OnBase including volume number • Not required on all projects	
	(>\$100K) Bid Schedule • Documentation/Schedule of costs for winning bidder	
	Engineering Services Agreement • Make sure contract signed and dated by all parties • Make sure amount is listed on contract	
	Preconstruction Conference Agenda and Sign-In Sheet	
	Proof of Additional Funding (if applicable) • Grant award letter And/or • Letter from entity including: ◦ The account where funds are held ◦ Confirmation that the funds are earmarked specifically for this project ◦ A ledger or bank snapshot dated the same day as the letter showing the funds in the account And/or • Paid cancelled check w/invoice	

	Executed Contract documents	
	(>\$100K) – Bid Tabulations (<\$100K) – Quote Tabulations • Make sure a tabulation is received under the engineer's seal • Make sure information matches construction contract agreement	Lowest Bidder: Project Cost: \$ Date of Tabulation:
	Revised Project Budget (Based on Bid/Quote Tab and Engineering costs) • Save in OnBase as Initial Project Budget/Revised	
	(>\$100K) – Bid Notices: • Direct Mailing List • Affidavit of Publication • Contract News Service List	Date of Advertisements: Date of Bid Opening:
	(<\$100K) – Copy of solicitation for quotes • Must provide documentation for how quotes were solicited • Affidavit of Publication, News Service, etc.	
	Inspector Resume • Includes basic information showing individual qualified to act on behalf of the grant recipient as resident inspector.	

	Inspection Services Agreement (if contracted with applicant) Only required if the inspector is contracted by the grant recipient, and will be paid directly with grant funds (not payroll for an employee of grant recipient.)	
	Agreement (or contract) w/Contractor Make sure the contractor name and amount match what is on the bid tabulation.	Same at Bid Tab Amount: Contract Amt.: \$ Contract Date:

	Affidavits	
	Business Relationships Affidavit Make sure signed and dated	Date Executed:
	Noncollusion Affidavit Make sure signed and dated	Date Executed:
	Bonds	
	(>\$100K) – Bid Bonds	Date Executed: Amount: \$
	(>\$100K) – Statutory	Date Issued: Amount: \$
	Performance	Date Issued: Amount: \$
	Maintenance	Date Issued: Amount: \$
	Warranty Letter (Optional under \$100K)	
	Insurance	
	General Liability Make sure coverage will remain in place during entire project period. If not, request update when due.	Expiration Date:
	Worker's Compensation Make sure coverage will remain in place during entire project period. If not, request update when due.	Expiration Date:
	Notices	
	Notice of Award	Date Issued:
	Notice to Proceed Make sure to place start and complete date in IFS	Date Issued: Begin Construction Date Latest: Duration of Work: Completion Date:

Appendix 11: Audit Complete Checklist Example

Audit Complete (Close-out) Checklist

Date Received	Item	Typical Party Responsible
	Receipt of Funds Must be signed, notarized and returned immediately upon receipt	Entity
	Statement or Ledger showing Funds Received	Entity
	All Invoices for Project	Entity & Engineer
	Copy of check for each invoice	Entity & Engineer
	Bank Statements for OWRB REAP Account monthly while project is active	Entity
	If seeking Reimbursement – invoices, checks, and bank statements from entity are required – must be approved by engineer	Entity/Engineer
	Final Inspection - Invite OWRB to this meeting - Include Actual Date of Completion - Report Stamped and signed by engineer - If signed by Chair/Mayor – no Acceptance needed.	Engineer
	Summary of Total Project Costs Stamped by Engineer	Engineer
	Release of Claimant	Entity or Engineer – from Contractor
	Change Orders Must be approved by OWRB in advance	Engineer
	Daily Inspector Log	Entity or Engineer
	Acceptance of Project - Approved Board Minutes - Board Declaration - If Final Inspection signed by engineer and Chair/Mayor with date of completion, this is not needed	Entity
	As-Built Transmittal Proof that As-Builts have been sent to DEQ or actual As-Builts sent to OWRB	Engineer
	Actual Project Completion Date Typically notated on Final Inspection	Engineer

Appendix 12: Grant Ranking Letter Example

JULIE CUNNINGHAM
EXECUTIVE DIRECTOR

KEVIN STITT
GOVERNOR



OKLAHOMA Water Resources Board

April 9, 2026

Mr. Bugs Bunny, Chairman
Carrot PWA, Cabbage County, Oklahoma
P O Box 64
Carrot, OK 12345

Re: Application of Carrot PWA, Cabbage County, for an OWRB REAP Grant, Grant No. FAP-26-9999-R

Dear Chairman Bunny:

We have completed the scoring and ranking of the SFY 2026 OWRB REAP Grant Applications. The Applications were highly competitive this year. We had a total of 175 Applications requesting approximately \$27,365,000.

You had a score of 82 within Grand Gateway Economic Development Association (GGEDA). The Application with the highest ranking within the COG will be first for consideration when the funds become available. To see a comprehensive REAP Grant Priority List please click on the following link: [FY 2026 REAP Grant Priority List](#)

In the event that there are not enough funds appropriated to your COG during the SFY to cover the amount of grant you have requested, you and your engineer will be contacted to see if you can provide additional funding to the project to complete it with the grant funds available or alternatively, if your engineer can reduce the requested project to an amount that can be completed with the grant funds. In no event will an application be presented to our Board without all the funding required to complete the project being available.

If you should have any questions regarding the ranking and scoring process, please do not hesitate to contact the Grants section at FADGrants@owrb.ok.gov.

Sincerely,

Lori Johnson, Chief
Financial Assistance Division

Appendix 13: Authorized Representative Certificate Example



OKLAHOMA Water Resources Board

AUTHORIZED REPRESENTATIVES CERTIFICATE

Re: \$99,500.00 Tiny Town PWA – FAP-26-9999-R Carrot, Carrot County, Oklahoma OWRB REAP Grant.

We, the undersigned, the duly qualified Chairman and Secretary of the Board of Trustees of Adair Municipal Authority, (the “Grantee”), hereby certify and affirm as follows:

1. As of the date hereof, the following persons are authorized to execute requisitions for grant funds on behalf of the Grantee, and the following signatures are the true and genuine signatures of said persons:

Printed Name: _____ Title: _____

Signature: _____

Printed Name: _____ Title: _____

Signature: _____

Printed Name: _____ Title: _____

Signature: _____

2. The Oklahoma Water Resources Board (“Board”) may treat any requisition for grant funds bearing any of the signatures of the persons identified above as a duly authorized requisition on behalf of the Grantee, until notified otherwise in writing by the Grantee.

3. At any time, any of the above-identified persons cease to be authorized to execute requisitions on behalf of the Grantee, or at any time any other person or persons become so authorized, the Grantee shall notify the Board accordingly. Whenever other persons become so authorized, the Grantee shall file with the Board, with the next requested disbursement or such other writing as the Board may accept, the true and genuine signatures and titles of such persons.

Terms used herein shall have the same meaning as set forth in the Grant Agreement for the Oklahoma Water Resources Board American Rescue Plan Act grant between the Board and the Grantee dated as of August 1, 2026.

WITNESS our hands and the seal of the Grantee this ____ day of _____, 20__.

TINY TOWN PWA
CARROT COUNTY, OKLAHOMA

Chairman

ATTEST:

Secretary

(SEAL)

Appendix 14: Application Received – Complete Example

JULIE CUNNINGHAM
EXECUTIVE DIRECTOR

KEVIN STITT
GOVERNOR



OKLAHOMA
Water Resources Board

July 16, 2099

Mr. Bugs Bunny, Chairman
Carrot PWA, Cabbage County, Oklahoma
P O Box 64
Carrot, OK 12345

Re: Application of Carrot PWA, Cabbage County; for an OWRB REAP Grant, Grant No. FAP-26-9999-R

Dear Mr. Bunny:

This letter is to notify you that we have received your OWRB REAP Grant application. Your project is now under consideration and will be ranked against other projects in your Council of Government (COG). Once the ranking is complete you will be provided with a letter informing you of the amount of points your application has received, and be provided a link to the OWRB REAP Grant Priority List.

Should you have any questions regarding the requested information, please contact Jordan Johnson, Grant Analyst at (405) 530-8820.

Sincerely,

Kretchen Olmeda, Projects and Operations Manager
Financial Assistance Division

Appendix 15: Application Received – Incomplete Example

JULIE CUNNINGHAM
EXECUTIVE DIRECTOR



KEVIN STITT
GOVERNOR

OKLAHOMA
Water Resources Board

July 17, 2199

Mr. Bugs Bunny, Chairman
Carrot PWA, Cabbage County, Oklahoma
P O Box 64
Carrot, OK 12345

Re: Application of Carrot PWA, Cabbage County; for an OWRB REAP Grant, Grant No. FAP-26-9999-R

Dear Mr. Bunny:

This letter is to notify you that we have received your OWRB REAP Grant application. However, additional information and/or clarification is necessary to complete the ranking process. Please provide the following required documentation to the OWRB by May 9, 2026:

1.

Your assistance in this matter would be greatly appreciated. Should you have any questions regarding the requested information, please contact Jordan Johnson, Grant Analyst at (405) 530-8820.

Sincerely,

Kretchen Olmeda, Projects and Operations Manager
Financial Assistance Division