Updated: 7/25/2025

**Process/Steps – Emergency and Transportation Revolving Fund, June 2025**

1. The County contacts CED manager to see if the project is eligible for ETR **and** if funds are available.

2. Should funds be available, the county will need to execute two (2) ETR Applications and two (2) ETR Contract Agreements.
    a. ETR Application for either bridge, road or CNG project. Form(s) can be found https://www.occedb.org/etr-fund.html
        i. **Bridge Application:** https://www.occedb.org/uploads/1/2/1/4/121468201/2381_application_form_10-3-08_bridge.pdf
        ii. **Road Application:** https://www.occedb.org/uploads/1/2/1/4/121468201/2381_application_form_10-3-08_road.pdf
        iii. **CNG**: https://www.occedb.org/uploads/1/2/1/4/121468201/2381_application_form_6-15-15_cng.pdf

    b. Contract Agreement: https://www.occedb.org/uploads/1/2/1/4/121468201/contract_agreement_6_19.pdf
        i. Contact OCCEDB/Melinda Anoatubby to obtain project number for the project.
            a. Melinda Anoatubby (melindaa@okacco.com or 405-563-7717)

    c. County executes both applications and contract agreements
        i. County approves applications and contract through BOCC
        ii. County obtains signature from DA

3. Once the application and the 2 copies of the contract agreement are approved and signed by the board of county commissioners & DA, the county will send the application, contract and before photos to their local CED.

    a. The local CED will approve/deny
        a. If approved, the CED will sign the application/contract at their CED meeting.
            i. The CED will email or mail the approved, signed application, contract and before photos to OCCEDB prior to OCCEDB's monthly board meeting.
                1. Email – Melindaa@okacco.com
                2. Mailing Address – OCCEDB, 429 N.E. 50th Street, OKC, OK 73105

4. OCCEDB will approve/deny the contract agreement.
    a. Once approved by OCCEDB;
        i. OCCEDB will generate an invoice for OMES with the approved project(s).
        ii. Randy Robinson will sign the invoice
    b. The invoice will include:
        i. Application(s)
        ii. Contract(s) agreement
        iii. Before photo(s)

5. OMES will electronically send the funds to the county.

6. County/CED's will notify OCCEDB of the start date of the project, end date of the project and send photos of the project once the project is finished.

**ETR Extensions**:
ETR Extensions will be mailed & emailed out in May of every year for any unpaid projects.

1. The ETR Extensions can be found on OCCEDB's website: https://www.occedb.org/uploads/1/2/1/4/121468201/contract_agreement_renewal_7_23.pdf

2. The County will need to execute the form.
    a. The county will need to state why the ETR project has not been paid back.
    b. The County will need to approve/Deny the ETR Extension and run it through their BOCC.
    c. The county will then send the ETR Extension to their CED.
    d. The CED will approve/deny the ETR extensions and send them to OCCEDB.
    e. OCCEDB will approve/deny the ETR extension for the project(s).
    f. Once OCCEDB approves the ETR extension, a copy will be placed in the project file.

3. OCCEDB will email and mail a copy to the county for their records.

**Payments:**
When a county is ready to pay back funds from a project, contact OCCEDB to generate an invoice or mail payment to OMES Fund 295, **OMES Accounts Receivable, Fund 295**, **P.O. Box 248984 Oklahoma City, OK 73124-8984**.

1. ETR project number should be included somewhere on the check or cover sheet.