

OEDA REAP MONITORING TOOL

ATTACHMENT C

REAP Recipient

Contract #

Monitoring Type (Circle One)

Desk Top

Physical

1. PROGRAM MANAGEMENT	Yes	No	N/A	Initials	Date	Comments
Application Packet : Typed Application, Resolution, Professional Cost Estimate, Procurement Policy, Before Photos, Audit						
REAP Award Letter						
Executed OEDA Contract						
Contract Extension Requests/Approval Letters						
Project Modification Requests/Approval Letters						
2. OPERATIONAL MONITORING	Yes	No	N/A	Initials	Date	Comments
Procurement Policy Followed?						
Bid/Solicitation Documentations: Bid Advertisements, Bids or Quotes, Bid Tabulation						
Governing Body Board Minutes of Contract Award						
If Applicable, Engineer Agreement and/or Contractor Agreement						
Pre-Construction Conference Documentation						
3. CLOSEOUT	Yes	No	N/A	Initials	Date	Comments
Closeout Documentation: Affidavit Certifying REAP Project Completion (Inventory or Infrastructure), Project Complete Minutes, After Photos.						
If Applicable, OEDA Field Observation						
REAP Recipient Proof of Inventory Addition						
4. FINANCIAL MANAGEMENT	Yes	No	N/A	Initials	Date	Comments
REAP Ledger Sheet in file						
OEDA Request for Payment Form for each transaction						
Invoices for each transaction						
Purchase Order or Minutes approving each transaction						
Bank Statements: OEDA Check Deposits and Payment Check Cleared						
Current Audit						

SUMMARY OF MONITORING ACTIVITY

OEDA Representative: _____

Date: _____

Entity Representative: _____

Date: _____