

2019 REAP Policies & Procedures Training

OEDA – JANUARY 23, 2019

Contract #	County	Applicant	Project Description
19-1	Woods	Alva	Water Line Segment
19-2	Beaver	Beaver Co / Balko FD	New Fire Station
19-3	Beaver	Beaver	Street Resurfacing
19-4	Woods	Dacoma	Water Tower Rehabilitation
19-5	Dewey	Dewey Co / Fay	Community Storm Shelter
19-6	Beaver	Forgan	Auto Read Water Meters
19-7	Woods	Freedom	Auto Read Water Meters
19-8	Woodward	Ft. Supply	Auto Read Water Meters
19-9	Ellis	Gage	Street Resurfacing
19-10	Texas	Goodwell	Sewer Line Replacement
19-11	Texas	Hardesty FD	Fire Station Addition
19-12	Harper	Harper Co / Harper Co RWD #1	Trencher
19-13	Texas	Hooker	Water Line Replacement
19-14	Cimarron	Keyes	Sewer Lift Station Pumps
19-15	Beaver	Knowles	Community Center Rehabilitation
19-16	Dewey	Leedey	Water Tower Rehabilitation
19-17	Woodward	Mooreland	Skidsteer
19-18	Dewey	Oakwood	Community Gym Heaters
19-19	Harper	Harper Co / Rosston FD	Bunker Gear
19-20	Dewey	Dewey Co / Seiling Comm. Ambulance	Rehabilitate Building for Ambulance Station
19-21	Ellis	Shattuck	Auto Read Water Meters
19-22	Beaver	Beaver Co / Slapout FD	Upgrades to Fire Trucks
19-23	Texas	Texhoma	Auto Read Water Meters
19-24	Woods	Woods Co / Woods Co RWD #3	Water Lines & Pumps Replacement
19-25	Woodward	Woodward Co / Woodward Co RWD #2	Drill Water Well
19-26	Harper	Laverne	CDBG-REAP – Sewer Pump Piping / Structure

Show me the money!



Now what ? ? ? ? ? ? ? ? ? ?

Project Implementation

Start your project.

- Follow your procurement policy; or
- Follow the OK State Competitive Bid Act and OK Central Purchasing Act.
- Follow all laws and regulations for compliance to complete your project.
- DOCUMENT EVERYTHING!

MOST CONTRACTS START JAN. 15, 2019.

Project Status Communication

We need to hear from you:

- No news is not good news
- Expect a request for project update quarterly from OEDA
- Tell us about project events:
 - Bidding – ads/openings/awards
 - Pre-Construction Conferences
 - Final Inspection
 - Change Orders
 - Extension Requests
 - Adding other funding that could delay the project
 - Governing body meetings where project activities are discussed



Project Status Communication (cont.)

REQUEST FOR FUNDS

- Form can be found on our website: <http://oeda.org/>
- Submit your reimbursement request via email, fax or mail.
- Documentation needed for reimbursement:
 - Complete the REAP Reimbursement Form
 - Attach copy of invoices
 - Attach copy of the completed purchase order
- Checks will be mailed to REAP contracted entity

Project Status Communication (cont.)

OKLAHOMA ECONOMIC DEVELOPMENT AUTHORITY

2018 REAP REQUEST FOR PAYMENT

RECIPIENT ORGANIZATION (City/Town/County Information)	
Name:	TOWN OF FREEDOM
Address	PO BOX 173
City, State, and Zip:	FREEDOM, OK 73842
Phone Number:	580-621-3302

Contract Number:	18-6	FOR OEDA USE ONLY: TO OEDA Financial office 10/25
Request Number:	1	
Amount Requested:	19,500 ⁰⁰	
Purpose of Funds:	Purchase/install new storm siren	

Cash Reconciliation:

ATTACH COPY OF INVOICE

A. Grant Amount:	\$ 19,500 ⁰⁰
B. Less Cash Requested:	\$ 19,500 ⁰⁰
C. Less Previous Request:	\$ 0
D. Remaining Balance:	\$ 0

CERTIFICATION:

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreements and that payment is due and has not been previously requested.

Signature of Authorizing Official [Signature] Date 10-24-18

FOR OEDA USE ONLY:

ROF: N/A _____ Project X _____ Other _____

I approve this amount for funds in the amount of \$ 19,500.00

OEDA: By [Signature] Date: 10/25/18



Project Status Communication (cont.)

TRACKING YOUR EXPENSES

- OEDA uses a spreadsheet ledger to track your expenses. Here is an example.

[illegible]

Project Status Communication (cont.)

CHANGES TO YOUR EXECUTED CONTRACT

- Must be submitted in writing on your letterhead
 - Include REAP grant number
 - Details of why you need to change
 - New dates if appropriate
- Extension to your contract date
 - Up to a 6-month extension may be approved by OEDA staff
 - Another extension request, emergencies, special circumstances must be approved by the OEDA Board of Trustees

Project Status Communication (cont.)

CHANGES TO YOUR EXECUTED CONTRACT

- Expansion of your project
 - Approved by OEDA management staff prior to work being done.
 - Example: waterline project comes in under budget and you request to use remaining balance to complete another section of line.
- Change of scope on your project
 - Approval only from OEDA Board of Trustees
 - Discouraged unless deemed an emergency by the OEDA Board
 - **Can only request one change of scope for your project**

Project Monitoring

Objective:

- To provide assistance to the grantee in carrying out their responsibilities under the OEDA REAP Program. This is viewed as an ongoing process involving continuous communication and evaluation.



Define Monitor:

- Observe and check the progress or quality of something over a period of time.
- Synonyms: observe, watch, track, record, note, keep tabs on.

Project Monitoring



Project Monitoring (cont.)

Two Types of Monitoring

- **Physical Monitoring** *(OEDA staff present during project activities):*
 - At least 30% of OEDA funded projects.
 - Tied to CDBG as leverage or in a CDBG/REAP or other federally funded program.
 - Highest funded projects will be added to achieve proper percentage.
- **Desk Top Monitoring** *(Communication and document review):*
 - Remainder of the funded projects.

Project Monitoring (cont.)

Physical Monitoring:

- Balko FD
- Beaver
- Dacoma
- Freedom
- Goodwell
- Laverne
- Mooreland
- Seiling Comm. Ambulance

Desk Top Monitoring:

- Alva
- Fay
- Forgan
- Ft. Supply
- Gage
- Hardesty FD
- Harper Co RWD1
- Hooker
- Keyes
- Knowles
- Leedey
- Oakwood
- Rosston FD
- Shattuck
- Slapout FD
- Texhoma
- Woods Co RWD3
- Woodward Co RWD2

Project Monitoring (cont.)

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						

Project Monitoring (cont.)

SUMMARY OF MONITORING ACTIVITY

OEDA Representative: _____

Date: _____

Entity Representative: _____

Date: _____

Project Closeout

Submit documents via email, fax or mail no later than 60 days after the final date of the period funded, or the completion of the project, whichever is sooner.

Documents needed to close your grant:

- Finished project photos
 - Equipment/lines that are underground need to be have photos taken **before** they are buried.
- Affidavit of Completion Form
 - Inventory
 - Infrastructure: engineer and/or contractor signatures
- Minutes of the governing body approving the project as complete

Project Closeout

I
N
V
E
N
T
O
R
Y

I
N
V
E
N
T
O
R
Y

Attachment D

AFFIDAVIT CERTIFYING REAP PROJECT COMPLETION

I, (named of authorized person), authorized City/Town/County Personnel for City/Town of (City/Town name), County of (County name), Oklahoma,

Do hereby certify that REAP funds awarded under contract (list REAP contract #); were used for the project described in our contract with Oklahoma Economic Development Authority (OEDA); and pursuant to all rules and regulations that govern the REAP Program and pursuant to all applicable Oklahoma Laws.

(Project description including serial numbers, VIN numbers, etc.)

AS THE AUTHORIZED CITY/TOWN/COUNTY PERSONNEL, I DO HEREBY CERTIFY THE ABOVE REFERRED TO CONTRACT IS COMPLETE, AND RECOMMEND APPROVAL TO THE (Council/Board).

Signature

Print Name and Title

Date

ACCEPTED AND ACKNOWLEDTED THIS _____ DAY OF _____, 20_____.

Signature

Name/Mayor or Chairman

Final Field Observation

_____- An authorized OEDA representative on behalf of the entity conducted a final field observation of the project:

The prime contractor for the job is _____.

I certify that the REAP Contract is complete and recommend approval to the (council/board).

Respectfully submitted,

Signature

Name/Title

Date

Project Closeout

E
N
G
I
N
E
E
R

C
O
N
T
R
A
C
T
O
R

Attachment E

AFFIDAVIT CERTIFYING REAP PROJECT COMPLETION

I, _____, a registered professional engineer in the State of Oklahoma **or** authorized city/town/county personnel, for City/Town of _____, County of _____, Oklahoma.

Do hereby certify that the REAP funds awarded under contract (REAP Contract Number) ; that the funds were used for the project described in our contract with the Oklahoma Economic Development Authority (OEDA) and pursuant to all rules and regulations that govern the REAP program and pursuant to all applicable Oklahoma Laws.

(Project Description)

I certify that the improvements listed above were accomplished according to approved plans and specifications and/or duly authorized change orders, to the best of my knowledge, information and belief. This Certification is for the benefit of the OWNER listed above to finalize the project quantities and payment. I RECOMMEND APPROVAL OF THIS PROJECT.

_____ of _____ is the prime contractor on this job.

Respectfully submitted,

Signature

Name/Title

Date

Warranty period will be for 1 year and begin on the _____ day of _____, 20____.

Accepted:

City/Town /County of _____

By: _____
Signature

Mayor/Board Chair (Print)

Date

Acknowledged:

Contractor: _____

By: _____
Signature

Contractor (Print)

Date

Project Closeout (cont.)

Inventory Tracking – 5 Year Plan

- For purchases of \$5,000 or greater, per item.
 - Includes cost of item, installation costs, shipping and handling.
- Inventory Requirements:
 - All purchases will remain the property of the REAP fund for a period of five (5) years, during which time if it is sold or salvaged, the proceeds shall be returned to the REAP fund. OEDA must give prior approval before this occurs.
 - All Grantees shall maintain an inventory file that includes:
 - Equipment description
 - Manufacturer's serial/model/identification numbers
 - Location of item
 - Original purchase price
 - Statement of condition

Project Closeout (cont.)

Inventory Tracking – 5 Year Plan

- Inventory Requirements:

- A physical inventory shall be taken and results reconciled with the equipment records once a year.
- Staff who maintains the inventory should not conduct the yearly inventory activities. A definitive line must be present between these duties.
- Equipment must be maintained in working condition. The grantee is responsible for any maintenance, repairs, loss or theft.
- Grantee will maintain the up-to-date inventory records within the REAP grant files.
- OEDA will conduct an inventory every other year.

Project Closeout (cont.)

Inventory Tracking – 5 Year Plan

- Inventory tracking form coming soon.

OEDA REAP INVENTORY TRACKING - 5 YEAR PLAN

ENTITY	GRANT #	CLOSEOUT DATE
TOWN OF FREEDOM	18-6	10/25/18
DESCRIPTION OF EQUIPMENT		Original Purchase Price
STORM SIREN		\$22,950.00

		Initial Purchase	1-Year	2-Year	3-Year	4-Year	5-Year
Date: 10/17/2018							
Serial #	Siren #0818104 Radio Decoder #2018-3869-SS	✓					
Model #	Sentry Model 14V-B Siren CD&F Model SD2100 Radio	✓					
ID #							
VIN#							
Location	Behind Fire Dept on Greer Rd	✓					
Statement of Condition	New	✓					

Initials of Inventory Reviewer: DW

Initials of NODA Staff Reviewer: _____

Date: 10/23/18

Project Closeout (cont.)



Project Closeout (cont.)

File Retention

- Maintain for 5 years
 - All records and accounts, including property, personnel and financial records that document and account for all expended project funds.

Project Closeout (cont.)

Attachment F

REAP FILE CHECKLIST

Program Management Documents

- Complete Application
 - Typed application
 - Resolution
 - Professional cost estimate
 - Procurement policy
 - Before photos
 - Audit
- OEDA REAP Award Letter
- Executed OEDA Contract
- Contract Extension Request Letter with OEDA Response Letter

Operational Activities Documents

- Procurement of goods/services documents – Bids/quotes/estimates
- For Bids – Advertisement and Bid Tabulation documents
- Minutes approving purchase of goods and/or services (Notice of Awards)
- Any Engineering or Contractor Agreements
- Pre-Construction Conference Documents
- Affidavit Certifying REAP Project Completion with Photos
- Proof Equipment added to Entity Inventory and/or Insurance Policy
- Closeout Letter and/or De-Obligation Letter

Financial Management Documents

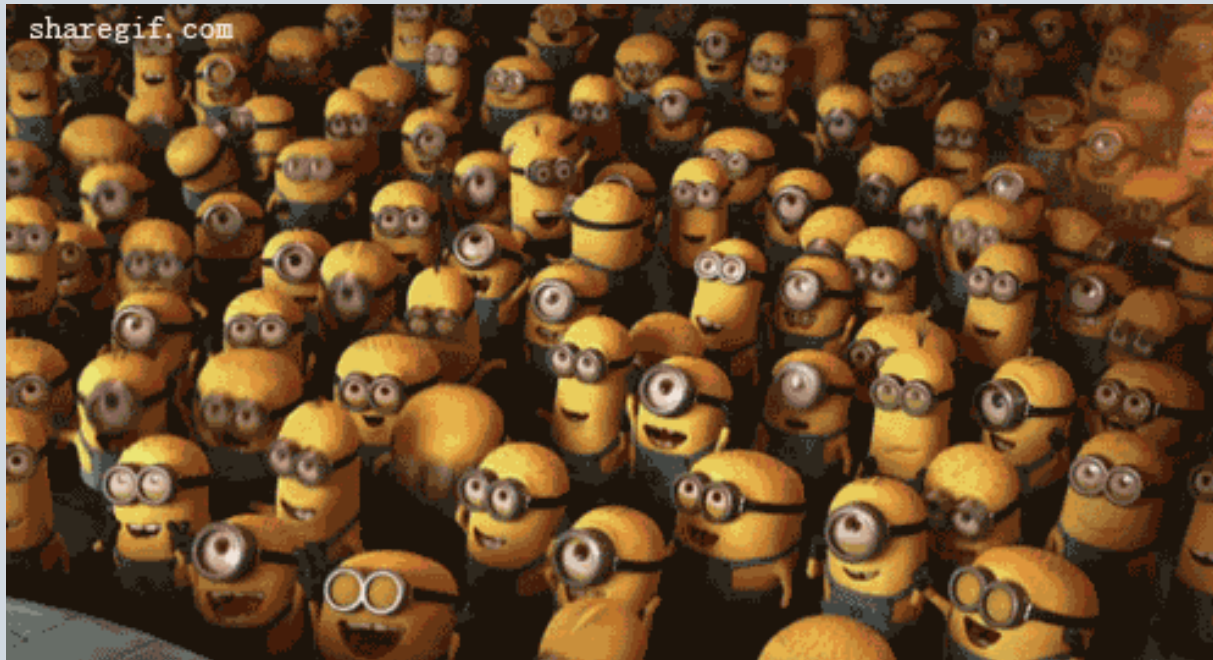
- REAP Ledger Sheet
- For Each Financial Transaction
 - Signed Reimbursement Form
 - Invoice
 - Purchase Order and/or Minutes
 - Bank Statement showing OEDA Check Deposit
 - Bank Statement showing Payment Check Clearing the Bank

Project Closeout (cont.)

LEFT OVER FUNDS

- Upon completion of your project, any remaining funds will be de-obligated and reallocated to the next year's OEDA REAP Fund.
- A letter of de-obligation will be mailed to you.

QUESTIONS?



Thank you for coming!