

**Oklahoma Economic Development Authority Community Development
Rural Economic Action Plan (REAP) Grant Program
*Policies and Procedures***

GRANT RECIPIANT PROJECT MONITORING

The main objective for the OEDA monitoring tool is to provide assistance to the Grantee in carrying out their responsibilities under the OEDA Rural Economic Action Plan Grant Program. It is viewed not as a once a year or periodic exercise, but as an ongoing process involving continuous communication and evaluation.

The OEDA monitoring tool (***Attachment C***) will be completed for each funded project through two processes: Desk Top Monitoring and Physical Monitoring.

Physical Monitoring

Projects receiving a Physical Monitoring represent at least 30% of the funded projects. Selections for this category include projects that have a tie to the Community Development Block Grant (CDBG) in either the CDBG/REAP grant or REAP funds used as leverage with a CDBG or any other federally funded program. If the project selection has not reached the proper percentage then the highest funded projects will be added to achieve the proper percentage.

OEDA staff will be physically present for several activities to achieve project completion as well as perform a grantee REAP file review.

Desk Top Monitoring

Projects receiving a Desk Top Monitoring will be the remainder of the funded projects. Projects selected for this category are those not chosen for Physical Monitoring.

OEDA staff will communicate with the grantee and request specific documentation to monitor compliance with the REAP program.

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?						
<u>Bid/Solicitation Documentations</u> : 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
<u>Closeout Documentation</u> : Affidavit Certifying REAP Project Completion (Inventory or Infrastructure), Project Complete Minutes, After Photos.						
If Applicable, OEDA Field Observation						
REAP Inventory Tracking Form Started						
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: _____