

REAP FILE CHECKLIST

Program Management Documents

- Complete Application
 - Typed application
 - Resolution
 - Municipal Support Letter
 - 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