

**Oklahoma Economic Development Authority**  
**Rural Economic Action Plan (REAP) Grant Program**

***Policies and Procedures***

OEDA is a regional council of governments comprised of local governments voluntarily coming together to work on common interests for the greater economy of each entity and the benefit of all. The Authority membership is made up of Beaver, Cimarron, Dewey, Ellis, Harper, Texas, Woods, and Woodward Counties.

The Rural Economic Action Plan (REAP) Program purpose is to provide funding for projects to be performed only by counties, cities and towns. The funds must be used for a public activity and cannot be used on private property or private business opportunities.

All applications for projects in unincorporated areas must clearly indicate the submission to and approval by the county commissioner of that county. Counties must perform the project themselves through their purchasing procedures. They cannot simply transfer the funds to another entity for them to perform the project.

**ELIGIBLE AND INELIGIBLE PROJECTS**

REAP funds shall be distributed to eligible REAP projects that meet the following eligibility criteria:

- Must qualify as an “Eligible Applicant” as defined below.
- Attend one of the mandatory REAP trainings held annually
- Must comply with Oklahoma Statutes, Section 2008 of Title 62, as amended by HB 3291, 52<sup>nd</sup> Legislature, Second Regular Session 2010.
- Must submit all required application documentation as outlined in the Application Instructions.
- Must have a current Board of Trustees.
- Must have approved By-Laws.
- Must comply with other requirements of the Oklahoma Department of Commerce (ODOC).

“Eligible Applicants” means chartered cities and towns, counties, unincorporated areas and other qualified entities within the OEDA service area that have a population of 7,000 or less based on the latest Federal Decennial Census. (Unincorporated area, rural water districts and municipal/rural fire districts will apply through the county).

Funds from the REAP account will be distributed on projects as awarded by the OEDA Board of Trustees based on an evaluation of the needs of the entity requesting funding consideration. Points will be awarded based on growth, population, fiscal capacity and local effort. Additionally, the merit of the applications will be evaluated based on cost effectiveness, health, safety and economic impacts, the degree to which the proposed

project meets legislative intent and regional objectives and the applicant's readiness to proceed.

### Eligible Projects

In the following Oklahoma Statutes, Section 2008 of Title 62, as amended by HB 3291, 52<sup>nd</sup> Legislature, Second Regular Session 2010 all projects must fall into one of the following ten (10) activities to be considered eligible for funding:

1. Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both.
2. Rural solid waste disposal, treatment or similar projects.
3. Rural sanitary sewer construction or improvement project.
4. Rural road or street construction or improvements projects.
5. Provision of rural fire protection services, public safety services and 911 services.
6. Expenditures designed to increase the employment level within the jurisdiction of the entity.
7. Provision of health care services, including emergency medical care, in rural areas.
8. Construction or improvement of telecommunication facilities or systems.
9. Improvement of municipal energy distribution systems.
10. Community buildings, courthouses (ADA projects only), town halls, senior nutrition centers, meeting rooms or similar public facilities.

At least eighty percent (80%) of all funds expended shall be for projects that fall under activities 1-6 as set forth above.

### Ineligible projects

Include, but not limited to:

1. Consumable goods, office supplies and personnel costs
2. Park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible)
3. Fairgrounds projects (except community centers and similar public facilities located in fairgrounds which are eligible)
4. Mowers and lawn maintenance equipment
5. Veteran's memorials
6. Conservation District projects
7. Codification of ordinances, Capital Improvement Plans (CIP's) and Comprehensive (Land use) Plans
8. Housing projects/programs (demolition, emergency repair, rehabilitation, construction)
9. Counties can only apply for projects that deal with ADA compliance needs at courthouses.

All funds expended from the OEDA REAP fund shall be made in the same manner as provided by law for the expenditure of other public funds and will be accounted for in the same manner as other public funds.

Funds distributed on behalf of unincorporated areas will be accounted for by the county requesting the funds and accounted for in the same manner as other public funds.

All projects will meet the approval criteria adopted by OEDA. In the review and consideration of the applications for financial assistance under the REAP programs, OEDA shall give consideration to the following general program guidelines:

1. **Compliance with the law**. The application and proposed project must be found to be in compliance with all applicable and relevant federal, state, and local laws and regulations, and the applicant must possess all necessary and incidental legal rights and privileges necessary for the project commencement and operation.
2. **Eligibility**. The applicant must be a qualified entity and the proposed project must be for a qualified purpose as defined in the REAP plan. Proposed projects for unincorporated areas must secure a qualified governmental entity as their grant applicant. The REAP statutes allow projects to be performed only by counties, cities and towns. In addition, counties, cities and towns must perform the project themselves through their purchasing procedures. **They cannot simply transfer the funds to another entity for them to perform the project.**
3. **Local need, support and priority**. The project must be found to be needed in the area to be served and must be found to be sufficient, as proposed, to serve such needs. OEDA shall additionally consider the project's relevant benefit and priority in relation to the needs of other proposed projects. OEDA shall also consider the extent and degree of local support, interest and commitment in the proposed project. The OEDA Board of Trustees has adopted, and reserves the right to change, a project category list as shown in ***Attachment A***.
4. **Availability of other assistance**. The OEDA Board of Trustees shall consider the feasibility and availability of alternative sources of revenue which could be obtained and utilized by the applicant for project financing.
5. **Economic feasibility**. The OEDA Board of Trustees shall consider the overall apparent economic viability and feasibility of the project as a whole.
6. **Project feasibility**. The OEDA Board of Trustees shall consider from the engineering data (if required for the project) submitted and other sources available whether the proposed project appears feasible and serves the public interest and welfare.
7. **REAP grant amounts and availability of funds**. Applicants are encouraged to request the smallest amount necessary to accomplish the projects. Should ODOC fund a CDBG/REAP set-aside, the matching funds for the OEDA REAP program will be an amount equal to the allocation made by ODOC
8. OEDA is statutorily required to allocate at least 80% of total project funds to the statutory categories one through six. In the event initial scoring does not fulfill this obligation OEDA reserves the right to apply additional scoring criteria to ensure compliance with the state statutory project allocation requirements for funding.

## CDBG-REAP

Criteria for the Community Development Block Grant/Rural Economic Action Plan (CDBG/REAP) program are outlined in the ODOC CDBG/REAP Application Guidelines.

The general policies, program guidelines and criteria set forth above are intended to constitute general guidelines and standards for application and review and consideration by OEDA. These criteria shall not be deemed exclusive and in all instances each application and project must be reviewed and considered on its own individual merits.

The criteria and standards set forth shall accordingly be interpreted and applied so as to allow sufficient flexibility in the ultimate exercise of OEDA's judgment and discretion. All projects that meet the guidelines of Oklahoma Statutes, Section 2008 of Title 62 will be reviewed and rated. See **Attachment B** for Score Sheet.

Decisions on funding projects and amounts is at the sole discretion of OEDA. The OEDA Board of Trustees also reserves the right to modify the REAP Plan and application guidelines in whole or any part to comply with federal, state, and local laws and regulations. The OEDA Board of Trustees also reserves the right to modify this plan to meet current and future needs of the entities it serves.

## APPLICATION GUIDELINES

The program guidelines and criteria specific to implementation of the REAP program, which were recommended and adopted by the OEDA Board of Trustees are as follows:

1. Entities wishing to apply for OEDA REAP funding must attend one of the mandatory REAP trainings held annually. OEDA staff will review program elements including any changes. The application will include instructions, check lists and submittal deadlines in order to be considered for funding.
2. All applications must have approval of the governmental entity submitting the project and **must be signed by a duly elected office holder who is a member of the governing body for the applicant.**
3. There will be no pre-determined geographic allocation of funds. All projects will be ranked against each other on a region-wide basis. With the exception of the pre-established need and population criteria utilizing available data, the applications will be ranked relative to each other.
4. The cut-off date for the application cycle will be set annually by OEDA in order to allow sufficient time for potential applicants to submit project applications. Any prior REAP grant must be closed out by the last day of the application deadline.
5. **Any entity may submit only one (1) application per grant cycle.** Counties may submit one application per unincorporated area or other qualified entity. Applications, which were unfunded from previous years, may be re-submitted for consideration **using the current year's application form.**

6. **NEW GROUP OF QUALIFIED ENTITIES.** The OEDA Board of Trustees has added a new group of qualified entities for county sponsorship. Municipal Fire Departments (Title 11) can submit one (1) OEDA REAP application through their respective county. A letter of support must be obtained from the municipality showing support for the project and county sponsorship. This letter of support will be provided to the respective county as well as submitted with the application.
7. **The maximum grant for Community Development projects will be \$75,000.** However, applicants are encouraged to request the smallest amount necessary to accomplish the projects.
8. The maximum total project funding for CDBG/REAP is determined by ODOC and will be 50% ODOC funded and 50% OEDA funded.
9. No matching funds will be required. However, applicants may choose to provide local project support in the form of funding, labor and /or materials in order to demonstrate evidence of their commitment to the project.
10. Construction projects must be located on property owned by or leased to the applicant. Must have proof of deed or lease agreement.
11. Engineering and architect fees, project inspection and permits to construct will be allowable only if tied to CDBG applications, or the REAP application is not just for engineering and architect fees, project inspection and permits to construct expenses only. REAP funds CANNOT be used to pay for any grant writing, administrative or legal fees, maintenance and licenses. REAP funds are for materials, labor and equipment.
12. Applications submitted must be typed and on the original OEDA application presented that year.
13. Entity must submit supporting documentation to the application. These include a professional cost estimate, resolution, procurement policies and photos.

## **RATING CRITERIA**

In order to evaluate the application submitted to OEDA, the following rating criteria have been established (see **Attachment B**):

### Project Prioritization-(max. 60 points)

Points will be awarded for projects in five (5) categories (see **Attachment A**). The point structure is designed to meet the statutory requirement of expending 80% of all funds in eligible project activities one to six.

### Population- (max. 20 points)

Points will be awarded for population based from the latest Federal Decennial Census.

### Requested Grant Amount- (max. 0 points)

Applicants are encouraged to request the lowest amount feasible to complete the project. Points will be deducted for larger request amounts.

### Leverage and Need- (max. 50 points)

There are four items in this section:

- Local Contribution
- Project on CIP
- Consent Order
- Justification of Need

Prior REAP Grants- (max. 25 points)

This section has two items for points:

- Previous year grant received
- Timely completion of project

**Any of the specific rating criteria which are not addressed on the REAP grant application forms will not be assigned any points and a zero-point score will be recorded for that item.**

## **ALLOCATION (AWARD) OF FUNDS**

After the application deadline date, the OEDA REAP Committee will review all the applications, assure completeness and score the applications. The committee recommendations will be presented to the OEDA Board of Trustees for final approval of each entities allocation. The Board of Trustees may request additional information, change or accept the REAP Committee recommendations. Allocation amounts will vary depending on total amount available, number of applications and applicant's past history on utilization of funds. Once the OEDA Board has approved each entities allocations, OEDA staff will submit the approved project list to the Oklahoma Department of Commerce for their consideration and approval.

Upon receipt of a contract from the Oklahoma Department of Commerce (ODOC), OEDA notifies all applicants of project awards and prepares contracts for execution. Entities that receive no funding will be notified with a letter of denial.

All awards are subject to available funding from the State of Oklahoma.

## **PROJECT IMPLEMENTATION**

### Award Packet

With approval of funding, each entity will receive an award packet that includes an award letter (including the type of monitoring they will receive), two (2) copies of the contract and a copy of the REAP Policies & Procedures. All grant documents will be posted on the OEDA website and funded entities will be directed to download documents from that site. The entity will execute and return the contract. The funding provided will be for the amount of the contract. Amounts spent or obligated over the contract amount will be the sole

responsibility of the entity. No invoices will be paid until the signed contract has been received in the OEDA office.

#### Project Status Communication

The entity shall furnish OEDA with project status or updates upon request from OEDA.

#### Request for Funds

The entity will submit via email or fax a copy of the completed reimbursement form, a copy of the approved PO and invoices for reimbursement assuring all documents are for the work and services provided in the project. OEDA staff will review the documentation and approve it for payment. All payment requests will be forwarded to the Accounting Department where OEDA's Internal Control policy will be followed to process the requested funds. Checks will be mailed to the REAP contracted entity.

The entity shall promptly return to OEDA any funds received under the said contract that are returned to the entity as a result of rebates, discounts or resulting from the return of goods purchased to vendors by the entity.

#### Contract Date Extension Request

Funded projects will have the following contract periods:

- 6 Months-Equipment/ Vehicle purchases
- 12 Months- Construction projects
- 18 Months- Street and road projects or projects tied to CDBG

Entities will have the length of their contract to complete their funded project. A request up to a 6-month extension may be approved by OEDA staff. If another extension request is needed for emergencies or special circumstances the request must be approved by the OEDA Board of Trustees.

If a REAP funded project receives a federal Community Development Block Grant (CDBG) award, the REAP contract date will automatically extend to the length of the CDBG contract end date. OEDA staff will notify REAP funded entity of this change. This only applies to those who used REAP as leverage for a CDBG application and were awarded the CDBG contract.

#### Project Expansion Request

OEDA management will have the authority to approve project expansions to funded projects without approval by the OEDA Board of Trustees. (Ex. your waterline replacement project comes in under budget and you request to use the remaining balance to complete another section of line).

### Change of Scope Request

A project change of scope can only be approved by the OEDA Board of Trustees. These types of requests are discouraged unless deemed an emergency by the OEDA Board. Entities must submit their request in writing for approval. Entities with funded projects may not request more than one change of scope for their project.

Notification timelines will be included in all REAP contracts. Grantees may not substitute another project if the original project does not materialize.

### Project Activity Notification

The grantee must notify OEDA staff when certain project activities will take place. This will assist the grantee with informing OEDA that the project is moving forward towards completion, collecting the necessary paperwork for REAP program compliance and with preparation for monitoring activities. Notification items include, but not limited to: bid advertisements, bid openings, pre-construction conferences, change orders, final inspections, finished equipment installations, and governing body meetings to approve procuring the goods and services.

## **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. In the event of an unforeseen pandemic, natural disaster, or any other event making it unsafe for OEDA staff to travel due to health and/or safety concerns, a desk top monitoring will be conducted in lieu of a 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.

## **PROJECT CLOSEOUT**

### Closeout Documents

The entity shall submit closeout documents after the completion of the project. Closeout documents are:

- REAP Affidavit of Completion (***Attachment D***).
- Finished project photos.
- Minutes from the governing board approving project completion.

When actual expenditures total less than the contract amount and the project is closed, the contract shall automatically be de-obligated to the actual expenditures as shown in the closeout documents and such excess funds will be returned to the next year's OEDA REAP fund. If this occurs, the grantee will receive a letter of de-obligation from OEDA.

### Inventory Tracking

Oklahoma Department of Commerce (ODOC) has elected to implement the following inventory tracking system for REAP funded projects. This applies to equipment purchased directly by the funding agency (OEDA) and by all Subcontractors (REAP grantees). All furniture and equipment costing \$500 or more purchased with REAP contract funds must be kept on inventory at the funding agency (OEDA). This is for the purchase of singular items not on multiple items paid for in common.

1. Entity may not deed, transfer or otherwise convey ownership of equipment without official approval from the Oklahoma Economic Development Authority (OEDA). In no case, may ownership be transferred within five (5) years of the date of receipt of equipment.
2. Other than requirements cited herein, OEDA is hereby absolved from any responsibility for said equipment including, but not limited to, maintenance, repair and liability.

All REAP funded equipment purchases cannot be sold or salvaged within five (5) years of ownership. If this does happen, the proceeds shall be returned to the OEDA REAP Fund.

Inventory Requirement: All REAP funded equipment or non-expendable property acquired with a useable life expectance of more than one (1) year shall comply with this requirement. By the end of each calendar year, a comprehensive inventory list must be available to ODOC.

1. Non-expendable property is defined as property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable with an expected service life of more than one (1) years; and which has a unit cost of \$500 or more.
2. All entities awarded REAP funds shall maintain an inventory file for all equipment or non-expendable property with a service life of more than one (1) year and costing \$500 or more (for IT purchases) or \$2500 or more (for non-IT purchases). The record shall include: the purchase date, description of the equipment, manufacturer's serial, model or other identification number, location of the item, original purchase price, statement of condition and disposition information.
3. A physical inventory of all equipment and non-expendable property purchase made with REAP contract funds shall be taken and the results reconciled with the equipment records once a year. See Inventory Tracker Form (**Attachment F**)
4. Staff who maintains the inventory should not conduct the yearly inventory activities. A definitive line must be present between these duties.
5. Equipment purchased by REAP funds must be maintained in working condition and the REAP awarded entity is responsible for any maintenance, repairs, loss or theft.
6. The REAP awarded entity and the funding agency (OEDA) shall maintain the up-to-date inventory within its contract files.
7. Inventory records shall be maintained for three (3) years after the date of disposal or sale.
8. Equipment acquired with funds from ODOC contracts may be sold, traded in on replacement or salvaged only upon written approval from ODOC.
9. Each funded entity will conduct the inventory each odd numbered year (ex: 2019, 2021, 2023, etc.). OEDA will assist the funded entity on inventory tracking on each even numbered year (ex: 2018, 2020, 2024, etc.).

The sale proceeds of REAP funded property shall be remitted to OEDA as reimbursement to the REAP program. It is the responsibility of the entity awarded REAP contract to notify OEDA timely (within 30 days) of all sales and dispositions. These funds will be reallocated to the next year's OEDA REAP fund.

The abandonment of REAP funded property shall be reported to OEDA.

#### Records Retention

The entity shall maintain records and accounts, including property, personnel and financial records, that properly document and account for all project funds. Some specific types of forms may be required by OEDA.

OEDA will provide a REAP File Checklist of the documentation that may be required to have in the file for compliance with REAP program and ODOC standards. (**Attachment E**)

The entity shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to said contract for at least five (5) years from the

submission of the Closeout Documents or until all audit findings have been resolved, whichever is later, or as otherwise required by law. The entity shall, as OEDA deems necessary, permit authorized representatives of OEDA and representatives of the State of Oklahoma to have full access and the right to fully examine all such material.

### **FINANCIAL SYSTEM**

**In addition to the OEDA Internal Control Policy, the following policies are put in place for the REAP Program.**

#### **Reallocation of Funds**

With each payment the OEDA staff emails each entity a notification that the check has been mailed, the check number and amount and the remaining balance of the contract. Upon completion, any remaining funds will be de-obligated and reallocated to the next year's OEDA REAP Fund.

OEDA Management and Accounting staff ensure the financial system used to administer ODOC contracts conforms to the following standards:

1. Accurate, current and complete disclosure of the financial results of the ODOC programs is provided in accordance with specified State requirements.
2. Records are maintained that adequately identify the source and application of funds for each ODOC supported activity.
3. Effective control and accountability is maintained for all funds, property and other assets.
4. Accounting records are maintained with adequate supporting documentation.
5. Internal controls are established to eliminate fraud and abuse.

OEDA has a written Internal Control Policy that adequately describes specific procedures, processes and requirements necessary for OEDA to be in conformance with standards listed above.

# FY24 Project Category List

Points will be awarded for projects in these 5 categories. Categories listed in priority level. Number one is highest priority down to number five being the lowest priority.

**1. INFRASTRUCTURE IMPROVEMENTS:**

Any water, wastewater, street, electrical, or gas project. Engineering and architect fees will be allowable only if tied to a CDBG application, or the REAP application is not for just engineering and/or architect expenses only. Inspection, maintenance and administrative fees are non-allowable costs. Those projects under Oklahoma Department of Environmental Quality (ODEQ) consent order will be given additional priority points in this category.

**2. EMERGENCY SERVICES:**

Fire, police, healthcare and EMS, which includes vehicles, buildings, and equipment, storm shelters, storm sirens etc. Provision of rural protection services and public safety services.

**3. ECONOMIC DEVELOPMENT:**

The project creates jobs, increases population, housing construction, or can exhibit an increased or positive financial impact on the local economy; such as tax revenue, utility sales etc.

**4. AMERICAN'S WITH DISABILITIES ACT (ADA):**

Projects that will provide handicapped accessibility to any municipal facility.

**5. OTHER:**

Any other type of project will be prioritized in this order:

A. MUNICIPAL: Construction or improvements to city building, purchase of equipment, tractors, backhoes, paving of parking lots, utility vehicles, etc.

B. BUILDINGS: Community buildings, senior nutrition centers, meeting rooms or similar public facilities (libraries; museums).

C. PARKS: Pavilions only.

Entity: \_\_\_\_\_ Score: \_\_\_\_\_

County: \_\_\_\_\_ Project: \_\_\_\_\_

A. Project Category (max. 60 points)		Points Earned
1. Infrastructure Improvements	60 pts.	
2. Emergency Services	40 pts.	
3. Economic Development	35 pts.	
4. American's with Disabilities Act (ADA)	25 pts.	
5. Other (Gov't Bldgs; Comm Center; Sr Center; Equipment; Park Pavilion)	10 pts.	

B. Population (max. 20 pts)		Points Earned
0 - 1,000	20 pts	
1,000 - 2,000	17 pts	
2,001 - 3,000	14 pts	
3,001 - 4,000	10 pts	
4,001 - 5,000	7 pts	
5,001 - 6,000	5 pts	
6,001 - 7,000	3 pts	

C. Requested Grant Amount (max. 0 pts)		Points Earned
\$10,000 or less	0 pts	
\$10,001 - \$22,500	-2 pts	
\$22,501 - \$35,000	-4 pts	
\$35,001 - \$47,500	-6 pts	
\$47,501 - \$60,000	-8 pts	
\$60,001 +	-10 pts	

D. Leverage and Need (max. 50 pts)		\$	Points Earned
<u>Local Contributions</u>	<u>CIP Project</u>	<u>Consentent Order</u>	
10% 5 pts	Mandatory 10 pts	15 pts	
11-20% 10 pts	Essential 8 pts	SCORE: _____	
21-30% + 15 pts	Desirable 6 pts	Justification of Need 0-10 pts	
	Deferrable 4 pts		
	Have CIP 2 pts	SCORE: _____	
SCORE: _____	SCORE: _____		

E. Prior REAP Grant (max. 25 pts)		Points Earned
1. Did not receive FY23 grant (15 pts)	_____	
2. Prior project completed in a timely manner (0 - 10 pts)	_____	

TOTAL POINTS EARNED (155 pts maximum): \_\_\_\_\_

# 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 Inventory Tracking Form Started						
REAP Recipient Proof of Insurance 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						
Verify the use of leverage funds						
Bank Statements: OEDA Check Deposits and Payment Check Cleared						
Current Audit						

**SUMMARY OF MONITORING ACTIVITY**

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OEDA Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Entity Representative: \_\_\_\_\_

Date: \_\_\_\_\_

# OEDA REAP AFFIDAVIT OF COMPLETION

REAP Awardee: \_\_\_\_\_

REAP Grant #: \_\_\_\_\_

I, \_\_\_\_\_  
(print your name here)

Engineering: \_\_\_\_\_  
(print name of company)

Architect: \_\_\_\_\_  
(print name of company)

County Commissioner: \_\_\_\_\_  
(print name of County)

City/Town Personnel: \_\_\_\_\_  
(print name of City/Town)

Rural Water Districts: \_\_\_\_\_  
(print name of City/Town)

Fire Departments: \_\_\_\_\_  
(print name of City/Town)

do hereby certify that REAP funds awarded under this 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.

Describe project and activities in box below.

\_\_\_\_\_

I further certify that 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 affidavit is for the benefit of the REAP Awardee to finalize the project quantities and payments.

\_\_\_\_\_ was the prime contractor for this project.

I CERTIFY THIS PROJECT AS COMPLETE AND RECOMMEND APPROVAL TO THE REAP AWARDEE LISTED ABOVE.

\_\_\_\_\_  
Signature

*1-year warranty period begins on* \_\_\_\_\_, \_\_\_\_\_.

**ACCEPTED by REAP Awardee**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mayor / Chairman (Print Name)

**ACKNOWLEDGED by Contractor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contractor (Print Name)

**FINAL FIELD OBSERVATION**

\_\_\_\_\_  
an authorized OEDA representative conducted a final field observation of the project on behalf of the REAP Awardee.

I certify that the REAP project is complete and recommend approval to the REAP Awardee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# 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

## OEDA REAP INVENTORY TRACKING

ENTITY		GRANT #	CLOSEOUT DATE	
DESCRIPTION OF EQUIPMENT			LOCATION	
SERIAL #	MODEL #	VIN #	ID #	INVTY TYPE
				<input type="checkbox"/> IT Purchase <input type="checkbox"/> NON IT Purchase
ORIGINAL PURCHASE PRICE		REAP FUNDED AMOUNT	PURCHASE DATE	

<b>DATE:</b>	
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<b>Statement of Condition:</b> (Circle One)	NEW	EXCELLENT	GOOD	USABLE
	SCRAP	REUSABLE	SALVAGE	
<b>Current Use or Disposition:</b> (Circle One)	IN USE	DISPOSED	SOLD	

\_\_\_\_\_  
Signature of Inventory Reviewer

<b>OEDA Use Only:</b>	
Date	OEDA Staff Signature