

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
- Project Modification Requests/Approval Letters

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 or contracts
- Pre-construction conference documents

Closeout Documents

- Affidavit certifying REAP project completion, project complete minutes, with after photos
- Proof of equipment added to entity inventory
- Proof of insurance addition
- 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 approving each purchase
 - Proof of use of Leverage Funds
 - Bank statement showing OEDA check deposit
 - Bank statement showing payment check clearing the bank
- Most Current Audit