

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 or contracts
- Pre-construction conference documents
- Affidavit certifying REAP project completion, with photos
- Proof of 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