

OEDA REAP MONITORING TOOL

Attachment C

REAP Recipient

Contract #

Monitoring Type (Circle One)

Desktop

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

OEDA Representative: _____

Date: _____

Entity Representative: _____

Date: _____