

# REAP FILE CHECKLIST

## Program Management Documents

- Complete Application
  - Typed application
  - Resolution
  - Professional cost estimate
  - Procurement policy
  - Before photos
  - Audit
- NODA REAP Award Letter
- Executed NODA Contract I
- Contract II
- Contract Extension Request Letter with NODA 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 NODA Check Deposit
  - Bank Statement showing Payment Check Clearing the Bank