

# NODA REAP MONITORING TOOL

**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 NODA Contract I (with Contract II)						
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, NODA Field Observation						
REAP Recipient Proof of Inventory Addition						
4. FINANCIAL MANAGEMENT	Yes	No	N/A	Initials	Date	Comments
REAP Ledger Sheet in file						
NODA Reimbursement Forms for each transaction						
Invoices for each transaction						
Purchase Order or Minutes approving each transaction						
Verify the use of leverage funds						
Bank Statements: NODA Check Deposits and Payment Check Cleared						
Current Audit						

**SUMMARY OF MONITORING ACTIVITY**

NODA Representative: \_\_\_\_\_

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

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

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