NODA REAP MONITORING TOOL

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 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, Project Complete Minutes, After Photos.						
If Applicable, NODA 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						
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: _____