REAP FILE CHECKLIST

Program Management Documents

- Complete Application
  - Typed application
  - Professional cost estimate
  - Resolution
  - Consent order/violation (if applicable)
  - Procurement policy
  - Before photos and/or maps
  - Audit
- NODA REAP award letter
- Executed NODA contract, parts I & 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/contracts
- Pre-construction conference documents
- Affidavit certifying REAP project completion, with photos
- Proof equipment is added to entity's 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 and payment check cleared