

BROWNFIELDS COOPERATIVE AGREEMENTS – FILE INDEX

[For use by project managers and/or grantees]

SECTION 1

1. Cooperative Agreement & Amendments
2. Cover Sheet – key project information
3. Region 10 Brownfields Project Manager Memo

SECTION 2

1. File Contents
2. Copy of original application and amendment applications
3. Application review checklist
4. Final workplan and workplan amendments
5. Quality assurance documentation (if applicable)

SECTION 3

1. Status reports
 - a. Quarterly progress reports
 - b. Interim financial status reports
 - c. Report from site visits
 - d. Equipment inventories
2. Vendor Contracts
3. Project reports/deliverables
4. Community Relations
 - a. Press releases
 - b. Fact Sheets
 - c. Media coverage

SECTION 4

1. Correspondence with CA recipient
2. Correspondence with Grants Admin.
3. Notes from meetings and telephone conversations

SECTION 5

1. Copies of reimbursement requests
2. Final financial status report

SECTION 6

1. Final technical report(s)
2. Property report
3. Closeout checklist
4. Audit report(s)