APPENDIX A   **Pre-Grant Activities—**   Grants Management Files
                    Sample Letters and Forms

14. Grant File Index

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1. Completed grant report, follow-up evaluations by staff and consultants

2. Interim and final financial reports (including cash requisition forms)

3. Interim and final narrative reports (including follow-up correspondence from staff and consultant reports)

4. Program summary, news release, annual report text and related correspondence

5. Award letter, executed letter of agreement, amendments to the letter of agreement and change in project director

6. Board report text and resolution (minutes)

7. Budget (final budget, revisions and related correspondence)

8. Proposal (final proposal and addenda) and résumés of project personnel

9. Tax papers, expenditure-responsibility forms, approved subcontracts, coding sheet and correspondence concerning change(s) in organization name and/or address

10. Consultant reports, support letters and site visit reports

11. Miscellaneous correspondence, check transmittal letters and other documentation

All information is filed chronologically, with the most recent item on top.