

REPORTING CHECKLIST

PROJECT

FACILITY VENTILATION UPGRADE

FINAL PROJECT REPORT

- Facility details (name, location, capacity)
- Invoice detailing use of funding
- Copy of licensed contractor
- HVAC Assessment Report
- HVAC Verification Report
- Operations Plan

ANNUAL OPERATIONS REPORT

- Grant recipient name and facility name
- Facility operation record
 - The dates and hours of clean air center operation
 - Estimated number of community members who utilize the clean air center facility
- Maintenance - repairs, filter changes, etc.