

GRANT NOTES

Grant Notes are tips, reminders, and information regarding grant-related issues (i.e. compliance, fiscal, reporting, etc.).

Your feedback on topics are welcomed and should be sent to grants@ccac.edu.

Grant-Funded Programs Record Retention

Documentation of grant-funded project activities, services, outcomes, evaluations, expenditures and matching funds are an essential ingredient of good grants management practices. Maintaining accurate and complete records are critical for demonstrating performance and project success, completing project reports and evaluations, managing project activities and resources, identifying areas needing improvement and corrective action, and successfully preparing for monitoring visits and financial audits. The records you keep will need to answer the following questions:

1. What were the project's objectives?
2. When and how were they accomplished?
3. What were the outcomes?
4. Did you accomplish those objectives?
5. If not, what are you going to do to correct the situation?
6. Did you spend money within your budget? How much money have you spent?
7. Are you documenting time and effort?
8. If your program involves a cohort, how are you tracking student progress?

CCAC receives federal grants from different agencies which follow guidelines incorporated by the Office of Management and Budget's *Code of Federal Regulations*. **All financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report.**

Principal Investigators/Project Directors (PI/PD) must become familiar with [CFR §200.333 retention requirements for records](#) and CCAC's [Record Management Regulation](#) (II.08, pg. 30).

PI/PDs are responsible for ensuring that project staff comply with these regulations.

Thank you for safeguarding the integrity of your grant project.