

Maintaining Grant Files – Excerpted from pages 2-3 of FEMA’s *FY 2014 and FY 2015 SAFER R&R Grant User Guide*

Pursuant to 2 C.F.R. Part 200, including 2 C.F.R. § 200.302 – Financial Management, and the Record Retention and Access requirements at 2 C.F.R. §§ 200.333 – 200.337, your department is required to maintain a file, notebook, or binder for this SAFER grant. The following documents should be kept in the file (as applicable):

- NOFO and FAQs;
- grant application;
- award document;
- Standard Operating Procedures (SOPs) for this grant;
- method of account for pay-per-call and stipend activity (Logbook);
- evidence of training accomplished with SAFER funding;
- documentation to support the salary and benefit costs requested for an R&R Coordinator, including a breakdown of benefits provided;
- invoices for all SAFER funded activities and equipment (PPE, Supplies, Marketing, etc.);
- grant writer contracts/invoices;
- documentation of other SAFER-funded activities;
- Environmental and Historic Preservation (EHP) form and notice of approval;
- documentation of procurement practices or procedures;
- copies of bid or quote solicitations;
- copies of signed contracts
- indirect cost rate agreement, if applicable;
- documentation that medical physicals were given or certifications achieved; and
- paper copies of important communications regarding the grant.

Note that 2 C.F.R Part 200 includes several rules about how to properly use and document federal funds used for funding the salaries and fringe benefits of personnel. In particular, please read 2 C.F.R. §200.430 *Compensation—personal services* and 2 C.F.R. §200.431 *Compensation—fringe benefits*.

Your department must retain grant files and supporting documentation for three years after receipt of the official notification that the grant has been closed. See the Record Retention and Access requirements at 2 C.F.R. §§ 200.333 – 200.337.

Please note that FEMA can ask to review your grant file.