



GRANT MANAGEMENT MEMORANDUM

2011-09

Date: August 24, 2011

To: All California Emergency Management Agency (Cal EMA) Prop 1B Grantees

From: Homeland Security, Prop 1B and Emergency Management Branch

RE: Prop 1B Record Retention Requirements

Due to the nature of the bonds associated with the Proposition 1B program, in consultation with the State of California's Treasurer's Office, all grantees who receive Proposition 1B funding shall maintain records for thirty-five (35) years upon project close out.

The documents listed are required, but are not limited to the following:

- Documents evidencing the granting of all bond funds, including copies of invoices, bills, draw/disbursement requests and claim schedules.
- Accounting records and reports for the bonds funds accounts from which the funds were deposited.
- Grant Agreements, award letters, Letter(s) of No Prejudice, Notice of Project Eligibility, workbooks, approved/denied grant award Modifications, Investment Justifications, contracts, MOUs, Governing Body Resolution for each grant year, Grant Assurances, Monitoring/Site Visit findings letter etc.
- List or schedule of the facilities and equipment being financed by the disbursement of bond funds and the expected useful-life of such facilities and equipment.

Thank you for your continued cooperation in support of the Prop 1B program and please feel free to contact your Prop 1B program representative if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brendan A. Murphy', is written over a horizontal line.

BRENDAN A. MURPHY
Acting Undersecretary