

441—100.6(17A,80GA,HF667) Reports and records.**100.6(1) Reports.**

a. Funded pilot projects established under these rules shall report to CSRU at least quarterly, unless otherwise required by the project plan. The first report shall be due in the office of CSRU 30 days after the end of the first complete calendar quarter after the plan is approved. These reports shall include, but not be limited to, the following:

- (1) Number of participants served.
- (2) Services provided.
- (3) Funds expended.
- (4) Progress toward meeting individual participant outcomes.
- (5) Progress toward meeting project outcomes.
- (6) Progress toward meeting funding goals.
- (7) Other information as specified in the project plan.

b. Unfunded pilot projects may vary from the requirements in paragraph “*a*” in their reporting and shall report as agreed upon by the project managers and the bureau chief.

100.6(2) Records retention. Funded and unfunded pilot projects established under these rules shall retain all records as necessary to meet the audit requirements of the sources of the project’s funding.