

261—30.8(76GA,SF2470) Program management.**30.8(1) Record keeping.**

a. Financial records, supporting documents, statistical records, and all records pertinent to the project shall be retained by the recipient of funds for a period of three years after the contract expiration date.

b. Records pertaining to the employment of clients of the DVRS or the IDB will be maintained for a period of five years following the date of employment.

30.8(2) Contract. The IDED will negotiate with successful applicants any modifications to the work plan and budget recommended by the review committee. The DVRS or the IDB shall negotiate a contract with successful applicants to define the terms for disbursement of funds and responsibilities and the contract shall be consistent with authorized use of Title I vocational rehabilitation funds.

30.8(3) Access to records. Representatives of the DVRS, the IDB, the IDED, and the state auditor's office shall have access to all books, accounts, and documents belonging to or in use by the recipient pertaining to the receipt of assistance under this program.

30.8(4) Monitoring. The DVRS, the IDB, and the IDED may perform any review or field inspections they deem necessary to ensure program compliance. Applicants will be required to submit reports corresponding with the project duration and type of project. Measurable initiatives may include, but are not limited to: market opportunities identified, decision points achieved in a business plan, the potential number of jobs to be created, number of employment opportunities for individuals with disabilities, money invested to expand or create a business enterprise, and private and public investments pledged to the project. The report(s) will present progress toward the goals of the project. The first report shall present the results of the technical assistance and the local organization(s)'s response. If the decision is to proceed with the business opportunity, the additional report(s) shall present progress of the grantee's implementation of the findings of the technical assistance. A copy of all generated reports shall be forwarded to the DVRS, the IDB, and the IDED upon completion of the contract.