



## Reporting & Record-Keeping Requirements Associated with the Administration of Grant Funds

Below are requirements that must be followed to ensure a proper close out of the grant. If you have any questions about these regulations, please feel free to contact our office. We will be happy to explain them to you.

- All projects must be completed within twelve (12) months after the date of the grant award. If for some reason you encounter obstacles which prevent you from meeting this requirement, submit a letter explaining the situation and request an extension, including a reasonable date in which you will be able to complete the project. Not all extensions will be granted.
- Project funds must be expended on items requested and itemized in the original grant application. If for some reason modifications to the original cost itemization are required, submit a letter explaining the situation and request permission to make the modifications before they are done.
- All project expenditures must be documented. Copies of invoices and copies of the canceled checks must document purchases of material, equipment, or labor. In-kind labor must include hours worked. Donated material must be documented by a copy of a donation letter or other documentation proving donation.
- Include pictures of your project (i.e. equipment, construction, renovations, additions, purchases).
- Please give a physical address where the project is or where items/equipment purchased for the project are located. This address will be used for future site visits.
- All project expenditures, with original invoices attached, must remain on file in the office of the county judge or mayor for three (3) years or until audited, whichever is later.
- A final report (form enclosed) of all funds (this includes both grant funds and matching funds) expended with copies of the project expenditure documentation must be submitted to the Division of Rural Services no more than sixty (60) days following the project's completion or within the twelve-month period, whichever comes first.
- The "Rural Grant Program Expenditures Report Form" must be approved and signed by the local governing official.

**TIP:** A good way to maintain documentation of in-kind labor is to provide workers with a sign-in sheet with columns for date, name, hours worked, and task completed. An example is attached for your convenience, but you are welcome to make up your own.

# Arkansas Economic Development Commission, Division of Rural Services

## Rural Community Grant Program Expenditure Report Form

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**Community:**

**County:**

**Date of Award:**

**Physical Address of Project:**

**1. Please give an itemized report of expenditures from grant money.**

Date	Item	Cost

**2. Please give an itemized report of expenditures from local match.**

Date	Item	Cost

**3. Please attach copies of all canceled checks and invoices (both paid and in kind) from grant and local match to this form.**

**Total amount of all project funds expended:**

**Amount (if any) of project funds remaining\*:**

**Prepared by:**

**Printed name & phone of preparer:**

**Approved by: (signature of judge/mayor)**

**Date of submission:**

\*A check payable to AEDC for one-half (50%) of any project remaining funds in excess of \$5.00 must be attached to this report.

Return to:

AEDC Rural Services | 900 West Capitol, Suite 400 | Little Rock, AR 72207

1-888-RURAL-AR | (501) 682-7499 Fax

Please remember to include pictures of your project.

## In-Kind Labor Tracking Log

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