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CHAPTER 12. ADMINISTRATIVE RECORD

- 12-1. REQUIREMENTS FOR AN ADMINISTRATIVE RECORD. The Area Office shall maintain an administrative record for each CDBG entitlement recipient's Grantee Performance Report. That record shall document the Area Office's receipt and review of the Grantee Performance Report. The administrative record shall also document the conclusions reached by the Area Office about the grantee's performance and the follow-up actions required, if any. Any corrective actions that the grantee might be required to undertake shall be documented either through the monitoring process or in the GPR administrative record.