

**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT**  
**DEVELOPMENT PROGRAM MANAGEMENT, MONITORING & REPORTING - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DMR-10	<p>Development Program Management, Monitoring &amp; Reporting                      Program Establishment                      Section Overview</p> <p>Records and documents in this section of the schedule pertain to the planning and establishment of programs. Records may relate to program design and rationale, preparation and approval of program guidelines, and the City's applications for federal, state, regional or local funding.</p> <p>See the Loans and Grants section of the schedule for records related to the actual individual loans and grants made under such programs.</p>								
DMR-10-02	<p>Development Program Management, Monitoring &amp; Reporting                      Program Establishment                      Establishment of Programs</p> <p>Records related to the planning and establishment of CPED programs, covering activities such as research into the need for the program, program design and rationale, preparation and approval of program guidelines, funding applications and awards. Program examples include NRP loan and grant programs, MHFA-funded loan and grant programs, CDBG-funded loan and grant programs, Citizen Participation, Community Initiatives Program, Business Association Assistance Program, Commercial Corridors, NEDF, CEDF, tax credit programs, mortgage revenue bond programs, and many others.</p> <p>Records Included: Studies, reports, reference materials, NRP Neighborhood Action Plans, program guidelines, applications for funding, award notifications, City Council and MCDA Board reports, and related notes and correspondence.</p>	GRTADG	ACT+10	ACT+10	ACT+10	ACT	PROGRAM MANAGER	PUBLIC	Active ceases after final disbursement of funds, program ends, grant conditions have been met or loans have been forgiven or repaid - whichever is longer.

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DMR-20	<p>Development Program Management, Monitoring &amp; Reporting                      Program Operation &amp; Administration                      Section Overview</p> <p>Records and documents in this section of the schedule pertain to the operation and administration of loan and grant and activity programs. Records may relate to soliciting, reviewing and approving applications for program funds; preparing and administering contracts; and carrying out program activities.</p> <p>Note: See the Loan and Grants section of the schedule for the individual loans associated with programs.</p>								
DMR-20-02	<p>Development Program Management, Monitoring &amp; Reporting                      Program Operation &amp; Administration                      Operation and Administration of Programs</p> <p>Records related to the operation and administration of CPED programs, covering activities such as soliciting, reviewing and approving applications for program funds; preparing and administering contracts; and carrying out program activities. Program examples include NRP loan and grant programs, MHFA-funded loan and grant programs, CDBG-funded loan and grant programs, Citizen Participation, Community Initiatives Program, Business Association Assistance Program, Commercial Corridors, NEDF, CCEDF, tax credit programs, mortgage revenue bond programs, and many others.</p> <p>NOTE: Segregate environmental program operation and administration records (environmental, hazardous substance/lead-based paint, etc.) from other operation and administration records.</p> <p>Records Included: Program forms, proposals, requests and applications for program funding, City Council and MCDA Board reports, spreadsheets, contracts, agreements, scoring and ranking information, budgets and financial reports, and related notes and correspondence.</p>	GRTADG	ACT+10	ACT+10	ACT+10	ACT	PROGRAM MANAGER	PUBLIC	<p>Active ceases when grants have been dispersed, program ends, grant conditions have been met or loans have been repaid - whichever is longer.</p> <p>See NOTE for retention guidance related to environmental programs.</p>

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DMR-30	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      Section Overview</p> <p>Records and documents in this section of the schedule pertain to monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments to grantors, and the City Council. Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement. The program funding source may also affect retention requirements.</p>								
DMR-30-02	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      Employment Status Report</p> <p>Annual report to City Council to provide hiring information for companies that have contractual agreements with the City. Requirement of City Council resolution.</p> <p>Records Included: Copies of all job linkage agreements, number of living wage jobs and business subsidy agreements.</p>	BUS150	ACT+10	ACT+10	ACT+10	ACT	CPED ADMIN.	PUBLIC	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later, provided that a final audit has been completed and the agreement no longer has a binding effect.
DMR-30-04	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      Business Subsidy Act Program Reporting</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	CPED ADMIN.	PUBLIC	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later, provided that a final audit has been completed and the agreement no longer has a binding effect.

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DMR-30-06	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      Bond Fund Monitoring and Reporting</p> <p>Records and documents used for the monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for programs funded through bond sales. Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>Records Included: Contracts and agreements, encumbrance forms, payment records, revenue receipts, IRS forms, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, Board and City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence. Records may also include compliance monitoring files for rent and income monitoring, occupant demographics and physical inspection reports, photos, IRS forms, etc and Family Housing Fund files that includes information about the amount and terms of the assistance the Family Housing Fund will provide in connection with the City's mortgage revenue bond programs.</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 Business Data	Also Not Public Business Data in MS 13.591 subd. 1 and 2 and MS 13.462 Benefits Data (for Family Housing Funds). Active ceases after the loans issued have been repaid or fulfillment of all terms of the agreement or contract, whichever is later, provided that a final audit has been completed and the agreement/contract no longer has a binding effect.

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DMR-30-08	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      Federal - HUD Funds Monitoring and Reporting</p> <p>Records and documents used for monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for programs (including the Grantee Performance Report) funded by HUD from such sources as SBA, CDBG, HOME/HOPE, Emergency Shelter Grants and Housing Opportunities for Persons With AIDS. Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>See Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p> <p>NOTE: The office of record for the annual Grantee Performance Report is the City of Minneapolis - Grants and Special Projects. The annual report should be maintained permanently.</p> <p>Records Included: Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, MCDA Board and City Council reports, insurance certificates, proposals, bids, performance documents, prevailing wage information and related notes and correspondence. Records may also include the records required to monitor and track the sub-recipient of the grant and executed contracts, annual reports and copies of the annual audit.</p>	GVCON4	ACT+6	ACT+6	ACT+6	ACT	PROJECT COORDINATORS	PUBLIC, NOT PUBLIC MS 13.462 - Benefits Data	Active ceases after submission of the final expenditure report and the terms of the agreement/contract are completed (including a final audit). For awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by HUD.

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DMR-30-10	<p><b>Development Program Management, Monitoring &amp; Reporting</b>  <b>Program Monitoring &amp; Reporting</b>  <b>PMR Federal - HUD Funds (Abatement)</b></p> <p>Records and documents in this section of the schedule pertain to monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for abatement programs funded by HUD, including environmental abatement programs. Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence.</p> <p>See the Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p>	GRTADE	ACT+10	ACT+10	ACT+10	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 & 4 Bid & RFP	Active ceases after submission of the final expenditure report and the terms of the monitoring agreement/contract are completed (including a final audit). See Loans and Grants - HUD Funds (Abatement) for retention of test results, clearance documents, etc.

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DMR-30-12	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      Federal Funds (General) - Program Monitoring and Reporting</p> <p>Records and documents in this section of the schedule pertain to monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for programs funded by federal sources other than HUD. Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence.</p> <p>See the Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p>	GRTADG	ACT+6	ACT+6	ACT+6	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS 13 - Benefit & Business Data	Active ceases after submission of the final expenditure report and the terms of the agreement/contract are completed (including a final audit).

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DMR-30-14	<p><b>Development Program Management, Monitoring &amp; Reporting</b>  <b>Program Monitoring &amp; Reporting</b>  <b>State/Metropolitan Council Fund Monitoring and Reporting</b></p> <p>Records and documents in this section of the schedule pertain to monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for programs funded by the State of Minnesota or the Metropolitan Council (ie: State Enterprise Zone files, Job Linkage program files, etc.). Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>See the Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p> <p>Records Included: Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence.</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS13.591 subd. 3 & subd. 2	Active ceases after submission of the final expenditure report, the program expires or the reporting/monitoring agreement is no longer in effect - whichever applies.

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DMR-30-16	<p>Development Program Management, Monitoring &amp; Reporting                      Program Monitoring &amp; Reporting                      City Funds (General) Monitoring and Reporting</p> <p>Records and documents in this section of the schedule pertain to monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for programs funded by the City other than the Development Account or NRP ( ie; Take Credit Mortgage Credit Certificates, etc.). Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>See the Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p> <p>Records Included: Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence.</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS 13 - Benefit & Business Data	Active ceases after the final receipt or distribution of funds or completion of the final monitoring report, whichever is longer.

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DMR-30-18	<p><b>Development Program Management, Monitoring &amp; Reporting</b>  <b>Program Monitoring &amp; Reporting</b>  <b>City Funds (Development Account) Monitoring and Reporting</b></p> <p>Records and documents in this section of the schedule pertain to monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for programs funded by the Development Account (i.e.: Working Capital Loan monitoring, etc.). Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>See the Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p> <p>Records Included: Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence.</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS 13 - Benefit & Business Data	Active ceases after the final receipt or distribution of funds or completion of the final monitoring report, whichever is longer.

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DMR-30-20	<p><b>Development Program Management, Monitoring &amp; Reporting</b>  <b>Program Monitoring &amp; Reporting</b>  <b>City Funds (NRP) Monitoring and Reporting</b></p> <p>Records used for the monitoring of program activities, progress and status, and reporting on program expenditures, activities and accomplishments for abatement programs funded by the Neighborhood Revitalization Program (NRP). Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement.</p> <p>See Development Projects - Development Project Management section of the schedule for records pertaining to the monitoring of grants and loans associated with specific projects.</p> <p>Records Included: Records may include contracts and agreements, encumbrance forms, payment records, revenue receipts, affirmative action documents, FISCOL reports, other reports, spreadsheets, verifications, City Council reports, insurance certificates, proposals, bids, performance documents and related notes and correspondence.</p>	CON010	ACT+6	ACT+6	ACT+6	ACT	PROGRAM MANAGER	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 & 4 Bid & RFP	Active ceases after the final receipt or distribution of funds or completion of the final monitoring report, whichever is longer.

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