Housing Bureau Federal Grant Administration and Program Records
This record series applies to all financial and programmatic records, supporting documents, statistical records, correspondence and other records of grantees or sub-grantees which are:
  i. Required to be maintained by the terms of the applicable Federal program regulations or the grant agreement, or
  ii. Otherwise reasonably considered as pertinent to program regulations or the grant agreement.

See Table below for retention requirements

Records Related to:	Retention:
Any PHB-administered grant or program not included in those specified below	Whichever is longer of: ▪ 5 years after submission date of final expenditure report (i.e. Consolidated Annual Performance and Evaluation Report - CAPER) ▪ 5 years after date of project completion, defined as after project is closed out in IDIS and reported in the CAPER ▪ 5 years after termination of any other written agreements ▪ 5 years after completion of action and resolution of issues arising from litigation, claim, negotiation, audit or other action involving the records.
Community Development Block Grants (CDBG)	
Neighborhood Stabilization Program (NSP)	
American Recovery and Reinvestment Act of 2009 (ARRA)	
Homeless Prevention and Rapid Re Housing Program (HPRP)	
Housing Opportunities For Persons With Aids (HOPWA)	
Emergency Shelter Grant (ESG)	
Supportive Housing Program (SHP)	
Lead Based Paint Program	
Home Investment Partnership Program (HOME) – General Records	
HOME – rental housing project records	5 years after the affordability period terminates
HOME – homeownership housing project records imposing recapture/resale restrictions	
HOME – tenant-based rental assistance project records	5 years after the period of rental assistance terminates
HOME – displacements and acquisition records	5 years after the date by which all persons displaced from the property and all persons whose property is acquired for the project have received the final payment to which they are entitled in accordance with 24CFR92.353