

Grantees will maintain confidential paper and/or electronic case files that, at a minimum, contain the following:

- Completed enrollment forms,
- Documentation that verifies ORR & MED Program-related eligibility,
- Completed applications, with business net income(s) at time of enrollment into MED Program(s),
- Business plans with 1-year cash flow statements,
- Promissory notes and/or loan agreements, and
- Log sheets of T/TA provided (that include types of services provided, names of staff who provided the services, the dates of services, and the time (in hours) it took to provide the services).