

1900.0810 PROCESS FOR OBTAINING GRANTS AND OTHER FORMS OF ASSISTANCE.

Subpart 1. **Application materials for a grant and other forms of assistance.** All applications must be made in accordance with this chapter. Applicants must use an official application form for the appropriate fiscal year and program to which they are applying.

The application materials shall include the specific information needed to determine the eligibility of the applicant, to review the application according to the review criteria, to comply with federal reporting requirements, and to evaluate the programs and services of the board.

Subp. 2. **Applications received by board.** All applications must be received at the board office by the deadline in the current program information. A late application shall not be considered by the board.

Subp. 3. **Application.** The applicant shall be responsible for the quality and the nature of the responses given in the application, the attachments, and the supporting materials in this chapter and further described in the program information provided by the board. The items are:

A. the completed current official application form provided to the applicant by the board;

B. a narrative proposal in the form of typed attached pages which responds to specific questions in the program information;

C. supporting documentation as requested and listed in the program information; and

D. if a fiscal agent is used, a copy of the written agreement between the fiscal agent and the applicant.

Subp. 4. **Applications screening.** Staff shall screen applications received by the deadline for eligibility and completeness, subject to the criteria and processes described in parts 1900.0610 and 1900.1510 to 1900.2210. Eligible applications shall be reviewed at a meeting, open to the public, by an advisory panel when deemed necessary and appointed by the board. The panel shall identify recommended applicants presented by staff to the board. The board shall make the grant award after considering the advisory panel's recommendation. If the grant is less than the original request, the applicant shall revise, where appropriate, the official budget and application to reflect the actual grant amount. Upon receipt of revisions, the board, or designated agency staff, shall review the revisions and, if approved, shall continue processing the grant contract.

Subp. 5. **Applicants notified of board decisions.** All applicants shall receive a notification letter and grant contract of an award (full funding or an adjusted level) or

of no award within 45 days after final review of the application by the board, except if a revised budget is necessary. If a revised budget is necessary, applicants shall receive a grant contract and notification letter which includes instructions to revise the budget and proposal.

Subp. 6. **Process to seek other forms of assistance.** All parties interested in assistance from the board that is not described in agency program information, may contact the board during regular business hours.

Statutory Authority: *MS s 129D.04*

History: *21 SR 5*

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