

**4310.9540 PROCEDURES FOR ADMINISTERING STATE FINANCIAL ASSISTANCE TO RDC'S.**

Subpart 1. **Grant allocations.** Grant awards to RDCs shall be based on the following criteria:

- A. The agency's acceptance of the RDC's final work program;
- B. The agency's review of RDC performance relative to past RDC work programs;
- C. RDC use of local financial assistance to help support program activities; and
- D. The agency's approval of an amended RDC work program or OPD as authorized under part 4310.9520, subpart 6, provided that such funds were reserved for that purpose under part 4310.9520, subpart 1.
- E. Each year during the consultation process, each RDC may advise the agency on the relative importance of the funding criteria that the agency will use to determine the amount of grants to RDCs.

Subp. 2. **Grant disbursements.** The agency shall make grant allocations and disburse such grant allocations to RDCs according to the following procedures:

- A. A grant agreement shall be entered into between the RDC and the SPA once a final work program has been determined to be acceptable by the agency, provided that funds have been appropriated for such purposes.
- B. The grant agreement shall specify:
  - (1) the amount of financial assistance to be awarded to the RDC in anticipation of the RDC's completion of the work program activities;
  - (2) the consideration due to the agency if the RDC does not complete the work program in an acceptable manner;
  - (3) the manner and process of making grant allocation payments to the RDC;and
  - (4) all RDC financial reporting, accounting, and auditing requirements necessary for the administration of state financial assistance to RDCs.
- C. Nothing contained in these parts shall prohibit other state or federal agencies from providing grants to RDCs, nor shall these parts prevent other state or federal agencies from entering into an agreement with the agency for the purpose of integrating grant agreements to RDCs.

Subp. 3. **Evaluation.** The agency shall monitor each RDC's performance under its grant agreement according to the following procedures:

A. RDCs shall submit a quarterly progress report to the agency indicating the performance of work elements scheduled for undertaking during that quarterly period. The agency shall review the quarterly progress reports in respect to the final work program.

B. If problems are identified as a result of the agency's review of quarterly progress reports, the agency shall, as staff resources allow, conduct an on-site program evaluation with each RDC during the third or fourth quarter of each fiscal year.

C. Each RDC shall submit to the agency a completion report at the end of the fiscal year. This report shall indicate which work elements were not completed and which objectives were and were not achieved. For each work element and objective not successfully completed, the RDC shall provide an explanation of such as well as an indication of the amount of time needed to complete the remaining activity.

D. No sooner than 30 days after the completion of the fiscal year, the agency shall determine, based on its review of the RDC completion report, whether or not the work program has been completed in an acceptable manner and whether or not the grant agreement between the agency and the RDC has been fulfilled.

**Statutory Authority:** *MS s 116K.07*

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