

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Grants for Child Care

4 Resource and Referral Programs and Child Care Services

5

6 Rules as Adopted

7 9565.5500 DEFINITIONS.

8 Subpart 1. Scope. As used in parts 9565.5500 to
9 9565.5520, the following terms have the meanings given them in
10 this part.

11 Subp. 2. Child. "Child" means a person 12 years old or
12 younger or a person 14 years old or younger who is handicapped,
13 as defined in Minnesota Statutes, section 120.03.

14 Subp. 3. Child care. "Child care" means the care of a
15 child by someone other than a parent, legal guardian, or AFDC
16 caretaker outside the child's own home for gain or otherwise, on
17 a regular basis, for any part of a 24-hour day.

18 Subp. 4. Child care services. "Child care services" means
19 licensed child care provided in family day care homes, group
20 family day care homes, nursery schools, day nurseries, child day
21 care centers, head start, and school age child care programs
22 legally exempt from licensure under Minnesota Statutes, section
23 245A.03, subdivision 2, clauses (5) and (12).

24 Subp 5. Child care worker. "Child care worker" means a
25 person who cares for children for compensation, including a
26 licensed provider of child care services, an employee of a
27 provider, and a person who has applied for a license as a
28 provider.

29 Subp. 6. Commissioner. "Commissioner" means the
30 commissioner of the Department of Human Services or the
31 commissioner's designated representative.

32 Subp. 7. Department. "Department" means the Minnesota
33 Department of Human Services.

34 Subp. 8. Development region. "Development region" means a
35 development region as defined in Minnesota Statutes, section

1 462.384, subdivision 5.

2 Subp. 9. Facility improvement expenses. "Facility
3 improvement expenses" means building improvements, equipment,
4 toys, and supplies needed to establish, expand, or improve a
5 licensed child care facility.

6 Subp. 10. Interim financing. "Interim financing" means
7 funds to carry out activities necessary for family day care
8 homes, group family day care homes, and child care centers to
9 receive and maintain state licensing; to expand an existing
10 program or to improve program quality; and to provide operating
11 funds for no more than six consecutive months after a family day
12 care home, group family day care home, or child care center has
13 received a license from the commissioner.

14 Subp. 11. Local match. "Local match" means a nonstate
15 source of funds used to match state grants-in-aid funds. Local
16 match may include, but is not limited to, federal funds, fees
17 for services, local tax levies, foundation money, or private
18 contributions. In-kind donations or services are acceptable as
19 local match provided the local match is directly related to the
20 purpose of the state grant.

21 Subp. 12. Mini-grant. "Mini-grant" means a special
22 category of funding under the child care services grants program
23 that may be used by the grantee for facility improvements,
24 start-up costs, interim financing, or staff training and
25 development.

26 Subp. 13. Resource and referral program. "Resource and
27 referral program" means a program that provides information to
28 parents, including referrals and coordination of community child
29 care resources for parents and public or private providers of
30 care. Services include parent education, technical assistance
31 for providers and employers, information regarding staff
32 development programs, and referrals to social services.

33 Subp. 14. Staff training or development expenses. "Staff
34 training or development expenses" means the cost to a child care
35 worker of tuition, transportation, required materials and
36 supplies, and wages for a substitute while the child care worker

1 is engaged in a training program.

2 Subp. 15. Training program. "Training program" means
3 child development courses and training courses that meet the
4 requirements of part 9502.0385 or 9503.0035. To qualify as a
5 training program under this subpart, a course of study must
6 teach specific skills that a child care worker needs to meet
7 licensing requirements.

8 9565.5510 CHILD CARE RESOURCE AND REFERRAL PROGRAM GRANTS.

9 Subpart 1. Availability of resource and referral program
10 grants. As provided in Minnesota Statutes, sections 245.872 and
11 256H.20, resource and referral program grants are available to
12 public or private nonprofit agencies for establishing,
13 expanding, improving, or operating a resource and referral
14 program and for planning a resource and referral program where
15 no program currently exists.

16 Subp. 2. Federal funds; grant requirements. Federal funds
17 received for planning, developing, establishing, expanding, or
18 improving local resource and referral and school age child care
19 services that are available as grants under subpart 1 must be
20 expended according to federal requirements and, unless contrary
21 to federal requirements, according to subparts 3 to 16.

22 Applications for grants using federal funds shall include
23 assurances that all federal grant requirements will be met.

24 Subp. 3. Grant proposals. Resource and referral program
25 grant proposals must be submitted by a public or private
26 nonprofit agency to the commissioner on or before the date
27 specified by the commissioner in the grant announcement. A
28 public or private nonprofit agency must submit proof of its
29 nonprofit status at the time of its grant request and shall
30 include in its grant proposal the dollar amount of any resource
31 and referral grants received in the previous three years and any
32 pending grant applications that, if received, would duplicate or
33 complement the resource and referral grant.

34 Subp. 4. Geographical area of service. A public or
35 private nonprofit agency receiving a resource and referral

1 program grant must provide service to the geographical area
2 identified in the grant proposal as approved by the
3 commissioner. The commissioner shall only award funds to
4 support the operation of one resource and referral program per
5 service area.

6 Subp. 5. Requirements of grant recipients. A public or
7 private nonprofit agency receiving resource and referral program
8 grant funds must comply with the requirements in subparts 6 to 9.

9 Subp. 6. Development of resource file and referral
10 process. A public or private nonprofit agency receiving a
11 resource and referral grant shall:

12 A. maintain a resource file that includes the type of
13 program, hours of program service, ages of children served,
14 fees, location of the program, eligibility requirements for
15 enrollment, and transportation available to the program;

16 B. update the resources file at least every three
17 months;

18 C. publicize its services through popular media
19 sources, social service agencies, employers, and other
20 appropriate methods approved by the commissioner;

21 D. design services to maximize parental choice in the
22 selection of child care and to facilitate the maintenance and
23 development of child care services and resources;

24 E. establish a referral process that responds to
25 parental need while fully recognizing the confidentiality rights
26 of parents;

27 F. afford parents maximum access to referral
28 information including telephone referral services for 20 or more
29 hours per week;

30 G. provide child care resource and referral
31 information to all persons requesting services and technical
32 assistance to all types of child care providers and employers;

33 H. demonstrate ~~that-funding-will-be-available a~~
34 commitment to continue the program ~~for-at-least-two-years~~
35 following after the state grant is discontinued; and

36 I. develop a resource file of child care services

1 provided by all licensed or legally operating public and private
2 agencies within its service area. These services must include
3 family day care homes; public and private day care programs;
4 full-time and part-time programs; infant, toddler, preschool,
5 and extended care programs; and programs for school age
6 children. The resource file may also include information on
7 legally unlicensed providers and in-home providers who are
8 legally exempt from licensure.

9 Subp. 7. Documentation of service requests. The child
10 care resource and referral agency must maintain a written record
11 of the number of calls and contacts for service. Information
12 documented must include the ages of children served; the time
13 category of child care requested for each child; special time
14 categories such as nights, weekends, and swing shifts; and the
15 reason that child care is needed. The information must also
16 contain the names and addresses of clients to allow follow-up
17 evaluation of the resource and referral service.

18 Subp. 8. Educational information available to parents.
19 The child care resource and referral agency shall have the
20 following educational information available for parents:

21 A. information and criteria for assessing and
22 evaluating the quality and suitability of child care services
23 including licensing regulations, availability of financial
24 assistance, child abuse reporting procedures, and child
25 development information; and

26 B. information on available parent, early childhood,
27 and family education programs in the community and community
28 resources for developmental assessment of children.

29 Subp. 9. Technical assistance to providers and employers.
30 The child care resource and referral agency shall provide
31 technical assistance to employers and existing and potential
32 providers of all types of child care services. The technical
33 assistance shall include:

34 A. information on all aspects of initiating new child
35 care services including licensing, zoning, program and budget
36 development, and assistance in finding information from other

1 sources;

2 B. information and resources that help existing child
3 care providers to maximize their ability to serve the children
4 and parents of their community including information to child
5 care workers on child care training opportunities and child care
6 courses and on financial aid available from postsecondary
7 institutions;

8 C. dissemination of information on current public
9 issues affecting the local and state delivery of child care
10 services;

11 D. facilitation of communication between existing
12 child care providers and child care-related services in the
13 community served;

14 E. recruitment of licensed providers; and

15 F. identification of employer child care options, and
16 the benefits available to employers using the various options to
17 expand child care services to employees.

18 Subp. 10. Grant allocation. The commissioner may allocate
19 up to 25 percent of the funds appropriated to develop child care
20 services under Minnesota Statutes, section 245.872, for resource
21 and referral programs.

22 Funds made available under Minnesota Statutes, section
23 245.872, for resource and referral program grants shall be
24 allocated to development regions according to the formula in
25 Minnesota Statutes, section 245.872, subdivision 2. Funds
26 allocated to a development region that exceed grant requests or
27 that were not used for grants due to an applicant's failure to
28 comply with requirements under the grant proposal may be used to
29 fund grant proposals in other development regions. Child care
30 services funds made available for resource and referral program
31 grants in excess of grants approved by the commissioner shall be
32 used for child care services under part 9565.5520.

33 The commissioner shall allocate funds appropriated or
34 received under Minnesota Statutes, section 256H.20, for resource
35 and referral programs. The commissioner may allocate up to 75
36 percent of the funds appropriated under Minnesota Statutes,

1 section 256H.20, for grants to plan or start up resource and
2 referral programs. The commissioner shall allocate the
3 remaining funds for grants to expand, improve, or operate
4 ongoing resource and referral programs. Resource and referral
5 program grants available under Minnesota Statutes, section
6 256H.20 shall be awarded on a statewide basis based on the
7 quality of the grant proposals. Funds allocated for planning
8 and start-up grants in excess of grant requests may be used to
9 fund grant proposals for ongoing programs.

10 Subp. 11. Maximum grant amount and match requirements.

11 The maximum child care resource and referral program grant the
12 commissioner may award an agency to establish, improve, expand,
13 or operate an existing child care resource and referral service
14 is \$60,000 per year. The maximum grant the commissioner may
15 award a public or private nonprofit agency to plan a resource
16 and referral program is \$10,000 per year. Except for planning
17 grants, a public or private nonprofit agency receiving a child
18 care resource and referral grant must match those funds with a
19 local match of 25 percent and must demonstrate ~~that-funding-will~~
20 ~~be-available~~ a commitment to continue the program ~~for-two-years~~
21 after the state grant is discontinued. A public or private
22 nonprofit agency receiving a grant to plan a resource and
23 referral program must match those funds with a local match of 25
24 percent and must demonstrate that it has the expertise and
25 organizational ability to complete the planning proposal within
26 a maximum period of two years.

27 Subp. 12. Resource and referral grant proposal ranking.

28 Grant proposals that meet the requirements of subparts 6 to 9
29 shall be ranked by an advisory task force established under
30 Minnesota Statutes, section 245.872, subdivision 3. The
31 advisory task force shall use the criteria in items A to G to
32 rank the grant proposals.

33 A. The grant applicant's ability to demonstrate the
34 need for a child care resource and referral program in the
35 geographical area to be served under the grant. Grants shall be
36 awarded to only one resource and referral program per service

1 area.

2 B. The extent that the program budget and grant
3 proposal is complete, reasonable, and able to achieve the
4 program's stated objectives.

5 C. The ability of the grant applicant to demonstrate
6 that the program and nonstate funding for the program will
7 continue ~~for-at-least-two-years-following~~ after the state grant
8 is discontinued.

9 D. The ability of the grant applicant to demonstrate
10 support from the county social services agency, parent groups,
11 schools, licensed child care providers, and community child care
12 organizations.

13 E. The organizational structure of the resource and
14 referral program and its capability to achieve the goals of the
15 resource and referral program.

16 F. The ability of the program to meet reporting and
17 data collection requirements of the commissioner.

18 G. The detailed description of the grant proposal as
19 it relates to the child care resource and referral program with
20 particular emphasis on:

21 (1) defining the geographical service area;
22 (2) identifying existing child care services;
23 (3) maintaining and updating the resource file;
24 (4) establishing a referral process that responds
25 to parental need and recognizes the parents' right of

26 confidentiality;

27 (5) documenting parental requests for service and
28 education aids;

29 (6) providing technical assistance to employers
30 and all existing and potential providers of child care; and

31 (7) announcing service availability through
32 popular media sources, social agencies, employers, and child
33 care providers.

34 Subp. 13. Restriction on grant recommendations by advisory
35 task force. Members of the advisory task force with a direct
36 financial interest in a pending resource and referral grant

1 proposal may not provide a recommendation or participate in the
2 ranking of that grant proposal. A direct financial interest
3 includes, but is not limited to, employment with the program or
4 a financial interest in the program, membership on the program's
5 board of directors, or employment of a family member in or by
6 the program. A family member employed in or by the program
7 includes any person related to an advisory task force member by
8 blood or marriage within the third degree of consanguinity.

9 Subp. 14. Awarding of grants. The commissioner shall
10 award resource and referral program grants based on the
11 recommendations of the grant advisory task force.

12 Subp. 15. Expenditure records. The recipient of a child
13 care resource and referral grant shall maintain a record of all
14 expenditures under the resource and referral program. The
15 department is not liable for costs incurred by an applicant
16 before issuance of a resource and referral grant contract signed
17 by the commissioner or the commissioner's designated
18 representative.

19 Subp. 16. Audit of grant expenditures. The commissioner
20 may audit the expenses of a grant recipient during the grant
21 period and during the 12 months immediately following the close
22 of the grant period. The grantee shall provide the commissioner
23 with copies of invoices and receipts of expenditures under the
24 resource and referral grant. The grantee shall reimburse the
25 department for any expenditure of grant funds unauthorized by
26 the resource and referral grant contract.

27 9565.5520 GRANTS FOR CHILD CARE SERVICES.

28 Subpart 1. Child care services grants. Child care
29 services grants are available for facility improvement expenses,
30 interim financing, resource and referral programs, and staff
31 training expenses. In addition, as provided under subparts 15
32 to 18, child care services grants of up to \$1,000 per grantee
33 may be made available to help a grantee meet or exceed child
34 care licensing requirements, to fund physical plant
35 improvements, to expand or improve a licensed child care

1 program, to purchase equipment, or to fund child care training.

2 Subp. 2. Allocation of funds. The commissioner shall
3 allocate grant money appropriated for child care services as
4 provided in Minnesota Statutes, section 245.872, subdivision 2.
5 The commissioner may allocate up to 25 percent of the available
6 funds for child care resource and referral programs as provided
7 in part 9565.5510, subpart 10. The remaining funds shall be
8 allocated for facility improvements, interim financing, child
9 care staff training, and mini-grants. The commissioner shall
10 not allocate more than 75 percent of the remaining funds for
11 either child care facilities or staff training. Funds allocated
12 to a development region in excess of a region's request for
13 child care service development grants or where grants were not
14 awarded due to an applicant's failure to comply with the
15 requirements under the grant proposal may be used to fund child
16 care service development grant proposals in other development
17 regions. Funds allocated for child care service development
18 program grants in excess of grants approved by the commissioner
19 may be used for child care resource and referral programs under
20 part 9565.5510.

21 Subp. 3. Eligible grant recipients. Eligible recipients
22 of child care service grants are licensed providers of child
23 care, applicants in the process of obtaining licensure, and
24 organizations providing child care services to providers. If a
25 grant applicant is in the process of obtaining licensure, the
26 applicant must provide assurance of being able to meet licensure
27 requirements and must verify that a completed application has
28 been received by the county social service agency's family day
29 care licensor or by the Department of Human Services, Division
30 of Licensing. With the exception of mini-grants, priority for
31 awarding child care services grants shall be given to grant
32 applicants in the order they appear below:

- 33 A. public and private nonprofit agencies;
34 B. employer-based day care centers;
35 C. other for-profit day care centers; and
36 D. family day care providers.

1 Subp. 4. Grant proposals. Child care services grant
2 proposals must be submitted to the commissioner on or before the
3 date specified in the child care services grant announcement and
4 must include information on any previous grant received in the
5 past three years and any other pending grant request. A
6 nonprofit organization must include proof of its nonprofit
7 status at the time of the grant request. For-profit businesses
8 and corporations shall indicate whether they are an
9 employer-based day care center, other for-profit day care
10 center, or a family day care provider at the time of the grant
11 request.

12 Subp. 5. Grant match requirements. Child care services
13 grants for facility improvements, interim financing, and staff
14 training and development require a 25 percent local match by the
15 grant applicant. A local match is not required for a mini-grant.

16 Subp. 6. Grants for facility improvement expenses. Child
17 care services grants for facility improvement expenses must be
18 used by the grantee for building improvements, equipment, toys,
19 or supplies needed to establish, expand, or improve a licensed
20 child care facility.

21 Subp. 7. Grants for interim financing. Child care
22 services grants for interim financing must be used by the
23 grantee to carry out activities necessary for family day care
24 homes, group family day care homes, and child care centers to
25 receive and maintain state licensing; to expand an existing
26 child care program; to improve program quality; or to provide
27 operating funds following receipt of state licensing. Interim
28 financing grants providing operating funds may not be awarded
29 for more than six consecutive months following receipt of state
30 licensing. Interim financing grants used by the grantee to meet
31 conditions necessary to receive or maintain state licensing, to
32 expand an existing program, or to improve program quality may
33 not be awarded for more than 18 months.

34 Subp. 8. Grants for staff training and development. Child
35 care services grants for staff training and development must be
36 used by the grantee to upgrade staff qualifications with

1 priority given to staff training and development necessary to
2 meet licensure requirements. Staff training and development
3 includes, but is not limited to, training to obtain child
4 development associate certification, training of new and
5 existing providers, recruiting new providers, and staff
6 development to retain quality providers.

7 Subp. 9. Facility improvement and interim financing grant
8 proposals. A proposal for a facility improvement grant or
9 interim financing grant shall include:

10 A. documentation of need for the grant;

11 B. documentation of the number of children and the
12 age groups the grant applicant is licensed to serve;

13 C. the ages of children the provider currently
14 serves;

15 D. the age group of children the provider intends to
16 serve after the expenditure of the facility improvement or
17 interim financing grant;

18 E. a schedule for making improvements or for
19 expending the grant funds;

20 F. budget information submitted with the grant
21 proposal that includes a line item budget specifying projected
22 costs for:

23 (1) building improvement;

24 (2) staff salary and benefits;

25 (3) supplies;

26 (4) program materials;

27 (5) rent, if applicable;

28 (6) utilities;

29 (7) equipment; and

30 (8) the need for interim financing, if

31 applicable; and

32 G. documentation of any state funding assistance
33 received in the previous three years.

34 Subp. 10. Facility improvement and interim financing
35 priorities. Facility improvement and interim financing grant
36 proposals shall be evaluated by an advisory task force

1 established under Minnesota Statutes, sections 245.872,
2 subdivision 3. In evaluating proposals for facility improvement
3 and interim financing grants, the advisory task force shall use
4 the following priorities to rank grant proposals for each group
5 listed in subpart 3:

6 A. proposals submitted to meet licensure
7 requirements;

8 B. proposals submitted to start new programs or
9 projects;

10 C. proposals submitted to expand license spaces;

11 D. proposals submitted to fund programs or projects
12 in areas where a demonstrated need for child care facilities has
13 been shown, with special emphasis on programs or projects in
14 areas where there is a shortage of licensed child care;

15 E. proposals submitted for programs and projects that
16 serve sick children, infants, toddlers, children with special
17 needs, and children from low-income families;

18 F. proposals submitted to enrich existing programs or
19 projects; and

20 G. other information requested by the commissioner in
21 the request for proposals necessary to assess the quality of the
22 proposal.

23 Subp. 11. Ranking facility improvement and interim
24 financing grant proposals. Facility improvement and interim
25 financing grant proposals shall be ranked by the advisory task
26 force based on the priorities established under subpart 10 and
27 the completeness of the documentation required under subpart 9
28 for each group listed in subpart 3. Nothing in this subpart
29 shall require the task force to recommend or rank a facility
30 improvement or interim financing grant proposal that does not
31 meet the grant proposal requirements under subpart 9.

32 Subp. 12. Staff training and development grant proposals.
33 A proposal for a staff training and development grant shall
34 include:

35 A. the name of the provider or organization and the
36 amount of grant funds the applicant is applying for;

1 B. an explanation of why the grant is needed and how
2 the grant funds will be used;

3 C. a detailed description of the training course with
4 an explanation of how the course work will meet licensure
5 requirements or improve child care services;

6 D. a detailed budget estimate of the training
7 expenses including the proposed schedule for expending the
8 funds, local match, and other sources of funding the applicant
9 has received or applied for;

10 E. the length of time the applicant has provided
11 licensed child care, if applicable, and the number and ages of
12 children served; and

13 F. the length of time the applicant intends to
14 provide child care services, if applicable, after completing the
15 staff training and development course.

16 Subp. 13. Staff training and development grant proposal
17 priorities. Staff training and development grant proposals
18 shall be evaluated by an advisory task force established under
19 Minnesota Statutes, section 245.872, subdivision 3. In
20 evaluating proposals for staff training and development grants,
21 the advisory task force shall use the following priorities to
22 rank grant proposals for each group listed in subpart 3:

23 A. staff training and development proposals from
24 applicants who will work in geographic areas where there is a
25 shortage of child care;

26 B. proposals from unlicensed providers who wish to
27 become licensed;

28 C. proposals from public or private nonprofit
29 agencies that will use grant money for scholarships for child
30 care workers attending educational or training programs
31 sponsored by the public or private nonprofit agency;

32 D. proposals from child care providers seeking
33 accreditation or child care credentials; and

34 E. proposals from applicants who will work in
35 facilities caring for sick children, infants, toddlers, children
36 with special needs, and children from low-income families.

1 Subp. 14. Ranking staff training and development grant
2 proposals. Staff training and development grant proposals shall
3 be ranked by the advisory task force based on the priorities
4 established under subpart 13 and the completeness of the
5 documentation required under subpart 12 for each group listed in
6 subpart 3. Nothing in this subpart requires the task force to
7 recommend or rank a staff training and development grant
8 proposal that does not meet the grant proposal requirements
9 under subpart 12.

10 Subp. 15. Mini-grants for child care service development.
11 Mini-grants for child care service development must be used by
12 the grantee for facility improvements, including, but not
13 limited to, improvements to meet licensing requirements,
14 improvements to expand the facility, and toys and equipment;
15 start-up costs; interim financing; or staff training and
16 development.

17 Subp. 16. Mini-grant proposals. A mini-grant proposal
18 must contain the following information:

19 A. the name of the provider or organization and the
20 amount of grant funds the applicant is applying for;

21 B. an explanation of why the grant is needed and how
22 the grant funds will be used;

23 C. a detailed budget estimate including the proposed
24 schedule for expending the funds and any other sources of
25 funding including state funds the applicant has received or
26 applied for in the previous three years;

27 D. the length of time the applicant has provided
28 licensed child care, if applicable, and the number and ages of
29 children served; and

30 E. the length of time the applicant intends to
31 provide child care services.

32 Subp. 17. Mini-grant priorities. Priority for service
33 development mini-grants shall be given to grant applicants in
34 the following order:

35 A. family day care providers;

36 B. public and private nonprofit agencies;

1 C. employer-based day care centers; and

2 D. other for-profit day care centers.

3 Subp. 18. Ranking mini-grant proposals. Mini-grant
4 proposals shall be evaluated by an advisory task force
5 established under Minnesota Statutes, section 245.872,
6 subdivision 3. In evaluating mini-grant proposals, the advisory
7 task force shall consider the completeness of documentation for
8 items A to D in ranking mini-grant proposals for each of the
9 groups listed in subpart 17:

10 A. physical plant improvement, equipment, or training
11 needed to meet or exceed licensure requirements;

12 B. budget information submitted with the grant
13 request;

14 C. documentation of pending or past negative
15 licensing action by the licensor, if any, and improvements
16 required by the licensor; and

17 D. child care needs in the service area.

18 Subp. 19. Restriction on grant recommendations by advisory
19 task force members. Members of the advisory task force with a
20 direct interest in a pending child care service development
21 grant proposal may not provide a recommendation or participate
22 in the ranking of that grant proposal. A direct interest
23 includes, but is not limited to, employment with the program or
24 a financial interest in the program, membership on the program's
25 board of directors, or a family member employed in or by the
26 program. A family member employed in or by the program includes
27 any person related to an advisory task force member by blood or
28 marriage within the third degree of consanguinity.

29 Subp. 20. Awarding of grants. The commissioner shall
30 award child care service development grants based on the
31 recommendations of the grant advisory task force.

32 Subp. 21. Grant expenditure records. The recipient of a
33 child care services grant shall maintain a record of all
34 expenditures under the grant proposal. The department is not
35 liable for costs incurred by an applicant before issuance of a
36 child care services grant contract signed by the commissioner or

1 the commissioner's designated representative or the letter of
2 award for a mini-grant proposal.

3 Subp. 22. Audit of grant expenditures. The commissioner
4 may audit the expenses of a grant recipient during the grant
5 period and during the 12 months immediately following the close
6 of the grant period. The grantee shall provide the commissioner
7 access to records concerning grant expenditures. The grantee
8 shall reimburse the department for any expenditure of grant
9 funds unauthorized under the terms of the contract or for
10 failing to meet the terms of the contract.