

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, and to ensure compliance with any applicable federal, state, or board requirements.

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 that 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 1900.2110 to 1900.2260. 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 board shall make grant awards after considering the advisory panel's recommendations. If a 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 notification of an award and a grant contract, or of no award, within 45 days after decisions on advisory panel grant recommendations have been made by the board, except if a revised budget is necessary. If a revised budget or application is necessary, a grant contract shall

be issued within 30 days after the revised budget or application is approved by the board or designated agency staff.

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; 41 SR 87*

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