

9571.0150 GRANT APPLICATIONS.

Subpart 1. **Forms and documents.** Forms necessary for completion of the application will accompany the guidelines mailed to all grantees. Assistance in completing the forms may be requested directly from the department at its central office. A grantee will submit to the department a work plan and budget on forms supplied by the department as part of the grant application process.

Subp. 2. **Waiver of application deadline.** Upon written request, the department may waive the application deadline and allow an applicant to submit its grant application after that date. A request for a waiver must be signed by the chair of the applicant's board of directors or chair of the tribal council and contain justification for a waiver. The request for a waiver must be received by the department on or before the original application deadline. The department will respond to the request in writing. The department will grant a waiver if the grantee has shown good cause for why the application deadline was not met. If the department has determined that the grantee has shown good cause for missing the application deadline, the department will establish another deadline for receipt of the application.

Subp. 3. **Approval of application.** The department will review all submitted applications. When the department approves an application for a grant, it will provide written notification of approval to the applicant. Requests for cash cannot be processed until an application has been approved. After applications have been approved, the department and the applicant will enter into a grant contract.

Subp. 4. **Late, incomplete, or noncomplying application.** A previously funded grantee must submit an application within 45 calendar days of the application deadline or the waiver deadline established by the department, or the department will deny the application under subpart 5. If a submitted application remains incomplete or noncomplying for 30 calendar days after the department's request for a revision of the application, supplementary information, or other required documents or 45 calendar days from the application deadline or the waiver deadline, whichever period is greater, the department will deny the application under subpart 5.

Subp. 5. **Denial of application.** Before the department denies an application, it will, as soon as possible, provide written notification of the deficiency leading to a possible denial and, where appropriate, request a revision of the application, supplementary information, or other required documents. An application will be denied if any of the following occur:

- A. application is submitted after the deadlines in subpart 4;
- B. applicant submits an incomplete application;

- C. applicant submits a noncomplying application where:
- (1) applicant's annual work plan activities are:
 - (a) inconsistent with community action program activity as defined in the act and part 9571.0100;
 - (b) not demonstrative of participation by low-income persons as required by part 9571.0110; or
 - (c) inconsistent with the local planning process in part 9571.0120;
 - (2) applicant cannot demonstrate adequate fiscal management capabilities as required in part 9571.0140; or
 - (3) applicant's budget does not support, or is inconsistent with, the work plan activities; or
- D. applicant, after a period of funding termination, has not remedied a defect that first led to withholding under part 9571.0090, subpart 2.

The department's denial of an application based on items A, B, and C is cause for termination of available funds for two years under part 9571.0060, subpart 1, item E. Depending on the circumstances, the department's denial of an application based on item D is cause for termination of available funds for two years under part 9571.0060, subpart 1, item E.

Statutory Authority: *MS s 256.01; 268.0122; 268.021*

History: *16 SR 2319; 33 SR 1300*

Published Electronically: *February 6, 2009*