

781—20.9 (12) Administration.

20.9(1) *Cost-share agreement.* Each grant awarded under this program shall be conveyed by means of a cost-share agreement between the management of the eligible fair and the department. The cost-share agreement shall include, but will not be limited to:

a. A description and explanation of the project or projects being funded, including a statement of the matching funds that will be pledged by the grantee.

b. The dollar amount of the grant award and the manner in which funds will be transferred.

c. The requirement for the grantee to submit to the department a report following the implementation of the funded project or projects. The report shall state how the grant funds and matching funds were expended in the execution of the contract.

d. The department's remedies in the event of a grantee's breach of contract.

20.9(2) *Requests for funds.* Grantees shall submit requests for funds in the manner and on forms prescribed by the department.

20.9(3) *Record keeping and retention.* The grantee shall retain all financial records, supporting documents and other records pertinent to the grant project for two years after closeout.

20.9(4) *On-site evaluations.* The department may conduct on-site evaluations of proposed projects.

20.9(5) *Amendments to cost-share agreements.* Any substantive change to a cost-share agreement shall be considered an amendment. Changes include time extensions and significant alteration of the funded project that changes the scope, location, objectives or scale of the approved project. Amendments must be requested in writing by the grantee and are not considered valid until approved by the department.