

261—38.8(82GA, HF911) Contract administration.

38.8(1) *Notice of approval.* Successful applicants will be notified in writing of the approval of the request for certification, including any conditions and terms of the approval.

38.8(2) *Contract required.* The department shall prepare a contract which includes but is not limited to a description of the promotion to be completed by the certified district; terms and conditions for receipt of grant funds; and the repayment requirements or other penalties imposed in the event the certified district does not fulfill its obligations as described in the contract.

38.8(3) *Contract amendments.* All requests by a certified district to amend the contract will require approval from the department. The department will review the request and approve or deny it. If a request to amend a contract is approved, the certified district and the department shall execute a written contract amendment.

38.8(4) *Reporting.* Each certified district shall submit to the department a written evaluation of the promotional effort within 90 days of completion of the promotion.

38.8(5) *Record keeping.* Each certified district shall maintain adequate records to document and verify that grant funds were spent in accordance with the terms of the contract.