

**817—7.5(15H) Administration of grants.** The commission shall prepare contractual agreements for the grants.

**7.5(1) Execution of contract.** The contract shall be executed by the executive director of the commission and the duly authorized official of the local RSVP project.

**7.5(2) Contract requirements.** The contract shall include due dates and the process for the submission of project reports and financial reports.

**7.5(3) Reporting.** All grant recipients shall submit biannual progress and financial reports to the Corporation for National and Community Service and provide these reports to the commission.

**7.5(4) Distribution of funds.** The base-level formula for distribution of funds will be based on the 2001 state funding levels. When applicable, any relinquished funds will be distributed based on the existing formula. New programs that are not state-developed will begin at the minimum funding level.

**7.5(5) Training.** Up to 1.5 percent of funds designated for RSVP grants may be retained by the commission for training and technical assistance for RSVP project directors and members.

**7.5(6) Administrative funds.** The commission or any other state agency may not retain RSVP grant funds for administration or any other purpose not designated pursuant to this chapter.