

4. Resubmitted Applications—This is a proposal that was previously submitted to the RMA Outreach office, but was not funded. Resubmitted proposals must be reviewed by the relevant due dates, will be evaluated in competition with other pending applications, and will be reviewed according to the same evaluation criteria as new applications.

5. A completed and signed OMB Standard Form 424, "Application for Federal Assistance."

6. A completed and signed OMB Standard Form 424-A, "Budget Information—Non-construction Programs." Indirect costs allowed for projects submitted under this announcement will be limited to 10 percent of the total direct cost of the partnership or cooperative agreement.

7. A budget and detailed narrative in support of the budget that shows all funding sources and itemized costs for each line item contained in the SF-424A. All budget categories must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the SF-424A. There must be a detailed breakdown of all costs, including indirect costs. Include budget notes on each budget line item detailing how each line item was derived. Also provide a brief narrative description of any costs that may require explanation (*i.e.*, why specific costs may be higher than market costs). Only items or services that are necessary for the successful completion of the project will be funded as permitted under the Act, the applicable Federal cost principles, and are not prohibited under any other Federal statute. Salaries of project personnel should be requested in proportion to the effort that they would devote to the project.

8. A completed and signed OMB Standard Form 424-B—"Assurances, Non-constructive Programs."

9. A "Statement of Non-financial Benefits." (Refer to Part I.B.2 "Non-financial Benefits")

10. A narrative title page. This single page can provide: (a) The name of the project; (b) the name of the program; (c) the geographic area and target audience for which the project will be directed; (d) the organization submitting the application; (e) a listing of project partners; (f) a brief project summary; and (g) information needed to contact the project's leader, including an e-mail address.

11. A written narrative (limited to fifteen single-sided pages) that describes the outreach project in detail, including the program delivery plan. The narrative

should provide reviewers with sufficient information to effectively evaluate the merits of the application under the criteria contained in Part V. In preparing narratives, applicants are strongly encouraged to carefully review and understand the specific features and authorities governing the specific program for which funds are being requested, as described in this announcement. The narrative should include the circumstances giving rise to the proposed activity; a clear, concise statement of the objectives; the steps necessary to implement the program to attain the objectives; an evaluation plan for the activities; and a management and work plan that describes how the activities will be managed by the applicant. Also, all partnerships resulting from this announcement will have delivery plans that are prepared using a specific table format. The delivery plan should identify each objective and the key tasks to achieve the objective, the entity responsible for the task, the completion date, the task location, and RMA's role. A sample table format is available from the RMA Web site <http://www.rma.usda.gov> or can be provided by RMA upon request. Applicants are strongly encouraged to refer to this table when preparing a delivery plan and to use this table format in that portion of the application narrative that addresses the delivery plan. The table can be attached as an Appendix to the narrative.

12. An appendix containing exhibits that the applicant believes will directly support the information provided in the narrative. (Optional)

13. A completed and signed OMB Standard Form LLL, "Disclosure of Lobbying Activities."

14. A completed and signed AD-1047, "Certification Regarding Debarment, Suspension and Other Responsibility Matters (Primary Covered Transactions)."

15. A completed and signed AD-1049, "Certification Regarding Drug-Free Workplace."

C. Submission of Applications

1. An original and two paper copies of the completed and signed application, and one electronic copy (Microsoft Word format preferred) on diskette or compact disc must be submitted in one package at the time of initial submission.

2. All applications must be received by the deadline. Applications that do not meet all the requirements in this announcement are considered as late applications. Late or incomplete applications will not be considered and will be returned to the applicant.

3. Applications submitted through express, overnight mail or another delivery service will be considered as meeting the announced deadline only if they are received in the mailroom at the address stated above for express, overnight mail or another delivery service on or before the deadline. Applicants are cautioned that express, overnight mail or other delivery services do not always deliver as agreed. Applicants should take this into account because failure of such delivery services will not extend the deadline. The address must appear on the envelope or package containing the application with the note "Attention: Community Outreach and Assistance Partnership Program."

Mailed applications will be considered as meeting the announced deadline if they are received on or before the deadline in the mailroom at the address stated above for mailed applications. Applicants are responsible for mailing applications well in advance, to ensure that applications are received on or before the deadline time and date. Applicants using the U.S. Postal Service should allow for the extra time for delivery due to the additional security measures that mail delivered to government offices in the Washington D.C. area now requires.

4. RMA cannot accommodate transmissions of applications by facsimile or through other electronic media. Therefore, applications transmitted electronically will not be accepted regardless of the date or time of submission or the time of receipt.

5. The deadline for receipt of an application is 5 p.m. Eastern Time on August 1, 2003. The application deadline is firm as to date and hour and applies to submission of the original application and two copies.

D. Acknowledgement of Applications

Receipt of applications will be acknowledged by e-mail, whenever possible. Therefore, applicants are encouraged to provide e-mail addresses in the application. If an e-mail address is not indicated on an application, receipt will be acknowledged by letter. There will be no notification of incomplete, unqualified or unfunded applications until the awards have been made.

When received by RMA, applications will be assigned an identification number. This number will be communicated to applicants in the acknowledgement of receipt of applications. An application's identification number should be referenced in all correspondence regarding the application. If the