

from the date of contact to submit verification of matching funds. If the applicant is unable to provide the verification within that timeframe, the application will be considered ineligible.

6. The following information for each recipient:

- a. Recipient's entity name,
- b. Complete address (mailing and physical location, if different),
- c. County where located,
- d. Number of congressional district where recipient is located,
- e. Contact person's name and telephone number, and
- f. Documentation on the population composition of the service area of the recipient.

7. Submit evidence the recipient entity is eligible.

a. Nonprofits—provide a valid letter from the IRS, confirming certificate from the Secretary of State, or other valid documentation of nonprofit status.

b. Low-income community—provide a copy of the 2000 census data to verify the population and evidence that the median household income is at, or below, 80 percent of either the State or national median household income. We will only accept data from www.census.gov. The specific instructions to retrieve data from this site are detailed under the "Evaluation Criteria" for "Population" and "Income."

c. Federally recognized tribes—provide the page listing their name from the current **Federal Register** list of tribal entities published on July 12, 2002, volume 67, number 134, page 46328.

8. Each of the "Evaluation Criteria" must be addressed specifically and individually by category. Present these criteria in narrative form. Documentation must be limited to three pages per criterion with the exception of attachments for "Population" and "Income."

9. A timeline identifying specific activities and proposed dates for completion.

10. A detailed project budget that includes the RCDI grant amount and matching funds for the duration of the grant. This should be a line-item budget, by category. Categories such as salaries, administrative, other, and indirect costs must be clearly defined. Supporting documentation listing the components of these categories must be included.

11. Form SF-424, "Application for Federal Assistance." (Do not complete Form SF-424A, "Budget Information." A separate line-item budget should be presented as described in No. 10 of this section.) The budget should be dated: Year 1, year 2, year 3. The indirect cost

will be addressed in accordance with OMB Circulars A-87, A-122, and A-133.

12. Form SF-424B, "Assurances—Non-Construction Programs."

13. Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions."

14. Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions."

15. Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements."

16. Certification of Non-Lobbying Activities.

17. Standard Form LLL, "Disclosure of Lobbying Activities," if applicable.

18. Form RD 400-1, "Equal Opportunity Agreement," for the applicant and each recipient.

19. Form RD 400-4, "Assurance Agreement," for the applicant and each recipient.

20. Identify and report any association or relationship with Rural Development employees.

The required forms and certifications can be downloaded from the RCDI Web site at: www.rurdev.usda.gov/rhs/rcdi/index.htm.

What and Where to Submit

The original application package must be submitted to: William Kenney, Rural Housing Service, STOP 0787, 1400 Independence Ave. SW., Washington, DC 20250-0787, and a copy of the application must be submitted to the Rural Development State Office where the applicant is located. A listing of Rural Development State Offices is included in this notice. Applications sent electronically or by facsimile will not be accepted.

When to Submit

The deadline for receipt of an application is 4 p.m. e.s.t. on October 28, 2003. The application deadline date and hour are firm and apply to submission of the original application to the National Office in Washington, DC. The Agency will not consider any application received after the deadline. A listing of Rural Development State Offices, their addresses, telephone numbers, and person to contact is provided elsewhere in this notice.

Application Selection Process

Rating and ranking. Applications will be rated and ranked by a review panel based on the "Evaluation Criteria and Weights" contained in this notice. If there is a tied score after the applications have been rated and

ranked, the tie will be resolved by reviewing the scores for "Building Capacity" and the applicant with the highest score in that category will receive a higher ranking. If the scores for "Building Capacity" are the same, the scores will be compared for the next criterion, in sequential order, until one highest score can be determined.

Initial screening. The Agency will screen each application to determine eligibility during the period immediately following the application deadline. Listed below are many of the reasons for rejection from the previous funding rounds to help the applicant prepare a better application. The following reasons for rejection are not all inclusive; however, they represent the majority of the applications previously rejected.

1. Recipients were not located in eligible rural areas based on the definition in this notice.

2. Applicants failed to provide evidence of recipient's status, *i.e.*, documentation supporting nonprofit designation.

3. Application did not follow the RCDI structure with an intermediary and recipients.

4. Recipients were not identified in the application.

5. Recipients cannot be individuals.

6. Intermediary did not provide evidence it had been incorporated for at least 3 years as the applicant entity.

7. Applicants failed to address the "Evaluation Criteria."

8. The purpose of the proposal did not qualify as an eligible RCDI purpose.

9. Funds cannot be used for construction or renovations.

10. Financial and technical assistance cannot be provided directly to individuals.

Rural Development State Office Responsibilities During the Application Process

The State Office will review the application and provide the State Director's written comments and recommendations to the National Office. Comments must include the following:

1. Determine if each recipient listed in the application is located in an eligible rural area based on the RCDI definition of rural.

2. Consult with other program areas regarding their experience with the intermediary or recipients, if any.

3. Determine the compatibility of the application with the goals of the State's strategic plan.

4. Provide comments or recommendations pertaining to the application.