

10. Identify and report any association or relationship with Rural Development employees on a form provided by the Agency.

11. Verify a Dun and Bradstreet Data Universal Numbering System (DUNS) number. A DUNS number may be received by calling the dedicated toll-free request line at 866-705-5711.

Contents of Application Package

A complete application for RCDI Home-Based Health Care Cooperative Demonstration Program funds must include the following:

1. A summary page listing the following items: (This information should be double-spaced between items and not in narrative form.)

- a. Applicant's name,
- b. Applicant's address,
- c. Applicant's telephone number,
- d. Name of applicant's contact person, telephone number, and e-mail address
- e. Applicant's fax number,
- f. County where applicant is located,
- g. Congressional district number where applicant is located,
- h. Amount of grant request,
- i. Number of recipients, and
- j. DUNS number.

2. A detailed Table of Contents containing page numbers for each component of the application.

3. 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.

4. A detailed project budget that includes the RCDI Home-Based Health Care Cooperative Demonstration Program grant amount and matching funds when applicable 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.

5. 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. 4 of this section.)

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

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

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

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

10. Certification of Non-Lobbying Activities.

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

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

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

14. 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: Stephen Wetherbee, Rural Housing Service, STOP 0787, 1400 Independence Avenue, SW., Washington, DC 20250-0787. 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. eastern time on February 13, 2004. The application date and hour deadlines 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 follows:

Note: Telephone numbers listed are not toll-free.

Alabama State Office, Suite 601, Sterling Centre, 4121 Carmichael Road, Montgomery, AL 36106-3683, (334) 279-3400, TDD (334) 279-3495, James B. Harris.

Alaska State Office, 800 West Evergreen, suite 201, Palmer, AK 99645, (907) 761-7705, TDD (907) 761-8905, Dean Stewart.

Arizona State Office, Phoenix Corporate Center, 3003 N. Central Ave., Suite 900, Phoenix, AZ 85012-2906, (602) 280-8700, TDD (602) 280-8705, Leonard Gradillas.

Arkansas State Office, 700 W. Capitol Ave., rm. 3416, Little Rock, AR 72201-3225, (501) 301-3200, TDD (501) 301-3279, Jesse Sharp.

California State Office, 430 G Street, Agency 4169, Davis, CA 95616-4169,

(530) 792-5800, TDD (530) 792-5848, Janice Waddell.

Colorado State Office, 655 Parfet Street, room E100, Lakewood, CO 80215, (720) 544-2903, TDD (720) 544-2976, Leroy W. Cruz.

Connecticut, Served by Massachusetts State Office.

Delaware and Maryland State Office, 4607 South Dupont Highway, P.O. Box 400, Camden, DE 19934-0400, (302) 697-4300, TDD (302) 697-4303, James E. Waters.

Florida & Virgin Islands State Office, 4440 NW. 25th Place, P.O. Box 147010, Gainesville, FL 32614-7010, (352) 338-3400, TDD (352) 338-3499, Janet Droz (Acting).

Georgia State Office, Stephens Federal Building, 355 E. Hancock Avenue, Athens, GA 30601-2768, (706) 546-2162, TDD (706) 546-2034, Jerry M. Thomas.

Guam, Served by Hawaii State Office.

Hawaii, Guam, & Western Pacific Territories State Office, Room 311, Federal Building, 154 Waiianuenue Avenue, Hilo, HI 96720, (808) 933-8309, TDD (808) 933-8380, Thao Khamoui.

Idaho State Office, 9173 West Barnes Drive, Suite A1, Boise, ID 83709, (208) 378-5600, TDD (208) 378-5644, Daniel H. Fraser.

Illinois State Office, 2118 West Park Court, Suite A, Champaign, IL 61821, (217) 403-6200, TDD (217) 403-6240, Gerald A. Townsend.

Indiana State Office, 5975 Lakeside Boulevard, Indianapolis, IN 46278, (317) 290-3100, TDD (317) 290-3343, Gregg Delp.

Iowa State Office, 873 Federal Building, 210 Walnut Street, Des Moines, IA 50309, (515) 284-4663, TDD (515) 284-4858, Dorman Otte.

Kansas State Office, 1303 SW First American Place, suite 100, Topeka, KS 66604-4040, (785) 271-2700, TDD (785) 271-2767, Gary L. Smith.

Kentucky State Office, 771 Corporate Drive, suite 200, Lexington, KY 40503, (859) 224-7300, TDD (606) 224-7422, Vernon Brown.

Louisiana State Office, 3727 Government Street, Alexandria, LA 71302, (318) 473-7920, TDD (318) 473-7655, Danny H. Magee.

Maine State Office, 967 Illinois Ave., suite 4, PO Box 405, Bangor, ME 04402-0405, (207) 990-9106, TDD (207) 942-7331, Alan C. Daigle.

Maryland, Served by Delaware State Office.

Massachusetts, Connecticut, & Rhode Island State Office, 451 West Street, Amherst, MA 01002, (413) 253-4300, TDD (413) 253-7068, Daniel R. Beaudette.