

221—9.4(81GA, HF868) Program administration.

9.4(1) *Administering agency.* The cultural and entertainment district certification program will be administered by the Iowa department of cultural affairs.

9.4(2) *Advisory committee.* The director shall appoint a cultural and entertainment district advisory committee composed of individuals knowledgeable in subjects including but not limited to historic preservation, arts, tourism, and economic development to advise the director on the various elements of the program. The advisory committee shall have nine members who serve three-year staggered terms. At least one member will be a representative from the Iowa department of economic development.

9.4(3) *Request for proposals (RFP).* The department will distribute a request for proposals that describes the cultural and entertainment district certification program, outlines eligibility requirements, and includes an application and a description of the application procedures.

9.4(4) *Applications.* The department shall develop and make available a standardized application pertaining to the certification of cultural and entertainment districts. Applications may be obtained by contacting the Historic Preservation Bureau, Department of Cultural Affairs, Historical Building, 600 East Locust Street, Des Moines, Iowa 50319-0290; telephone (515)242-6152; www.culturalaffairs.org.

9.4(5) *Deadline.* A completed application shall be returned to the department, postmarked no later than the date specified by the department in the RFP, and shall contain the information requested in the application.