

**261—30.6(76GA,SF2470) General guidelines for applications.****30.6(1) Letters of endorsement.**

*a.* If services will be purchased from a not-for-profit entity or higher educational institution, including public and private universities and colleges and merged area schools, the application shall include a letter from the director of the not-for-profit entity or the appropriate official within the educational institution stating the staff assignment, agreement with the proposed timetable, and fee structure to the project. If services from a council of governments will be purchased, the application shall include a letter from the director of the council of governments stating the staff assignment, agreement with the proposed timetable, and fee structure to the project.

*b.* If a consultant is to be hired, a letter from the consultant shall be included stating: name, address, biography (including references and past experience); a detailed description of the technical assistance to be provided; and a fee schedule for the proposed project.

*c.* Applications shall include a letter of cooperation from any other fee or nonfee source pledging technical assistance or services to the project.

*d.* Applications shall include a letter of endorsement from the DVRS area supervisor and the local representative for IDB.

**30.6(2) Timetable.** Projects cannot exceed 12 months, unless a longer period is specified in the originally approved application or by the consensus of the review committee.

**30.6(3) Applications.** Applications from eligible applicants will be accepted on an ongoing basis throughout the year as long as funds are available.

**30.6(4) Applicant submission.** Applications shall be submitted to the IDED Program Administrator, Division of Community and Rural Development, 200 East Grand Avenue, Des Moines, Iowa 50309. Application forms and instructions are available from the DVRS, the IDB, and the IDED.

**30.6(5) Application contents.** Required contents of the applications include:

*a.* A brief statement of existing needs, issues, and capabilities of the applicant to complete the project.

*b.* A statement of the estimated economic impact and the impact on individuals with disabilities.

*c.* A work plan and objectives.

*d.* Timetable and budget.

*e.* Letters of endorsement as specified in subrule 30.6(1).

*f.* An executive summary of any planning, implementation, or fiscal analysis documents previously completed relating to the project.

*g.* Proof of nonprofit status.