

#### *D. Notification Under Executive Order 12372*

This program announcement is not covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Program and Activities."

#### *E. Availability of Forms and Other Materials*

A copy of the standard forms that must be submitted as part of an application and instructions for completing the application are provided in the application package. These standard forms can also be downloaded and printed from the following Web site: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Additional copies of this announcement may be obtained by calling 1-800-351-2293.

#### *F. Application Consideration and Selection*

Each application will undergo an eligibility and conformance review by Federal Child Care Bureau staff. Applications that pass the eligibility and conformance review will be evaluated on a competitive basis according to the evaluation criteria in Part IV of this program announcement. This review will be conducted in Washington, DC by panels of Federal and non-Federal experts knowledgeable in the areas of literacy, early learning, child care, early childhood education, and other relevant program areas.

Application review panels will assign a score to each application and identify its strengths and weaknesses. The Child Care Bureau will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the Commissioner, ACYF.

Subject to the recommendation of the Child Care Bureau's Associate Commissioner, the Commissioner, ACYF, will make the final selection of the applications to be funded. Applications may be funded in whole or in part depending on: (1) The ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the combination of projects that best meets the Bureau's objectives; (4) the funds available; (5) the statutory requirement that reserves funds for Indian Tribes, Alaska Native Regional Corporations, and Native Hawaiian entities; and (6) other relevant considerations. The Commissioner may also elect not to fund any applicants

with known management, fiscal, reporting, program, or other problems, which make it unlikely that they would be able to provide effective services.

Successful applicants will be notified through the issuance of a Financial Assistance Award that sets forth the amount of funds granted, the terms and conditions of the grant award, the effective date of the award, and the budget period for which support is given, and the total project period for which support is provided. Organizations whose applications will not be funded will be notified in writing by the Commissioner, ACYF. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made.

### **Part VI. Submission Instructions**

#### *A. Contents of Application*

A complete application consists of the following items in the order listed:

1. Application for Federal Assistance (Standard Form 424, REV 4-92). Follow the instructions on the back of the form. In Item 5 on the SF-424, enter the name of the applicant [Local Council]. Enter the Employer Identification Number (EIN) of the Local Council, or if applicable, its Fiscal Agent, in Item 6. In Item 8 on the SF-424, check "New." In Item 10, clearly identify the Catalog of Federal Domestic Assistance program title and number (*i.e.*, Early Learning Opportunities Act, 93.577). A signature on the application constitutes an assurance that the applicant will comply with the relevant Departmental regulations contained in 45 CFR part 74 or part 92.

2. Budget Information—Non-Construction Programs (Standard Form 424A). Follow the instructions on the back of the form.

3. Assurances—Non-Construction Programs (Standard Form 424B). A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances and certifications. The applicant must certify its compliance with: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; (3) Pro-Children Act of 1994 (Certification Regarding Environmental Tobacco Smoke). A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, Debarment and Other Responsibilities and Environmental Tobacco Smoke Certifications.

4. Certification Regarding Lobbying. Applicants must include an executed Certification Regarding Lobbying prior

to receiving an award in excess of \$100,000.

5. A Cover Letter that includes the announcement number and contact information for the applicant. The letter must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.

6. A signed Letter(s) of Designation for the Local Council from a local government entity(ies) that explains its authority to make such a designation.

7. Information on the membership composition of the Local Council.

8. A Tribal Resolution, if applicable.

9. A Table of Contents.

10. A Project Description Summary/Abstract (one page maximum)—Clearly mark this page with the applicant's name as shown in Item 5 on the SF-424, identify the title of the proposed project as shown in Item 11, and the service area as shown in Item 12 of the SF-424. The Project Description Summary/Abstract must not exceed 300 words. The first paragraph must describe the precise location of the project and the boundaries of the area to be served including the following: The State, county(ies), specific locality(ies) (*e.g.*, city, county, borough, township, parish, etc.) and/or region(s). Care should be taken to produce a Summary/Abstract that accurately and concisely reflects the proposed project. It should briefly describe the objectives of the project, the approach to be used, and the results and benefits expected.

11. *The Project Narrative.* The applicant is strongly encouraged to use the evaluation criteria in Part IV to organize its response to Part III, the Uniform Project Description. Specific information should be provided that addresses all components of each criterion. It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria, and adheres to recommended page limitations. In addition, the applicant should be mindful of the importance of preparing and submitting applications using language, terms, concepts, and descriptions that are generally known to the field of early learning as defined under this announcement.

The pages of the project description must be double-spaced, printed in black only, printed on only one side, with no less than one-inch margins, and numbered. Applicants are strongly encouraged to limit this portion of their application to no more than 100 pages.

12. *Appendices.* The recommended maximum number of pages for