

to thirty (30) projects under this Priority Area in FY 2003.

- **CFDA:** ADD's CFDA (Catalogue of Federal Domestic Assistance) number is 93.631—Developmental Disabilities—Projects of National Significance. This information is needed to complete item 10 on the SF424.

- **Applicable Administrative Regulations:** Applicable administrative regulations include 45 CFR part 74, Administration of Grants, for Institutions of Higher Education, non-profit organizations and Indian Tribal Governments; and 45 CFR part 92, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments. Quarterly project reports and semi-annual financial reports are required from each successful applicant.

#### **Part V: Instructions for the Development and Submission of Applications**

This part contains information and instructions for submitting applications in response to this Program Announcement. An application package, containing all of the Federal required forms, can be obtained by contacting April Myers, Program Specialist: ADD, 370 L'Enfant Promenade SW., Mail Stop: HHH-300F, Washington, DC, 20447, or by visiting ADD's Web site at <http://www.acf.hhs.gov/programs/add>. Additionally, one may send their request by e-mail to [amyers@acf.hhs.gov](mailto:amyers@acf.hhs.gov) or by fax to (202) 690-6904 (Attention: April Myers).

Potential applicants should read this section carefully in conjunction with the information contained within the specific Priority Area. The Priority Area description is in part IV.

##### **A. Required Notification of the State Single Point of Contact (SPOC)**

All applications under the ADD Priority Area are required to follow the Executive Order (E.O.) 12372 process, "Intergovernmental Review of Federal Programs," and 45 CFR part 100, "Intergovernmental Review of Department of Health and Human Services Program and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

**Note:** State/Territory participation in the intergovernmental review process does not signify applicant eligibility for financial assistance under a program. A potential applicant must meet the eligibility requirements of the program for which it is applying prior to submitting an application to its State Single Point of Contact (SPOC), if applicable, or to ACF.

All States and Territories, except Alabama, Alaska, Arizona, Colorado, Connecticut, Hawaii, Idaho, Indiana, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, and Wyoming have elected to participate in the Executive Order process and have established a State Single Point of Contact (SPOC). Applicants from these jurisdictions or for projects administered by Federally recognized Indian Tribes need take no action regarding E.O. 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions.

Applicants must submit all required materials to the SPOC as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submits all required materials and indicate the date of this submittal (or date SPOC was contacted, if no submittal is required) on the SF 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. However, there is insufficient time to allow for a complete SPOC comment period. Therefore, we have reduced the comment period to 30 days from the closing date for applications. These comments are reviewed as part of the award process. Failure to notify the SPOC can result in delays in awarding grants.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations that may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF/ADD, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 370 L'Enfant Promenade, SW., 8th Floor Washington, DC 20447, Attn: Lois Hodge, ADD—Projects of National Significance.

Contact information for each State's SPOC can be found on the OMB Web site at <http://www.whitehouse.gov/omb/grants/spoc.html> or by contacting your State Governor's office.

##### **B. Notification of State Developmental Disabilities Councils**

A copy of the application must also be submitted for review and comment to the State Developmental Disabilities Council in each State in which the applicant's project will be conducted. The Council review comments are not required concurrently with the grant application, but must be received by ADD prior to the award process. A list of the State Developmental Disabilities Councils can be found at ADD's Web site: <http://www.acf.hhs.gov/programs/add> under Programs, or by contacting April Myers, ADD, 370 L'Enfant Promenade SW., Mail Stop: HHH-300F, Washington, DC, 20447, (202) 690-5985.

##### **C. Instructions for Preparing the Application and Completing Application Forms**

The SF 424, SF 424A, SF 424A-Page 2 and Certifications/Assurances are contained in the application package. Assurances and Certifications may be located on the following Web site: <http://acf.hhs.gov/programs/ofs/forms.htm>. Please prepare your application in accordance with the following instructions:

##### **1. SF 424 Page 1, Application Cover Sheet**

Please read the following instructions before completing the application cover sheet. An explanation of each item is included. Complete only the items specified.

**Top of Page:** Enter the selected Priority Area under which the application is being submitted.

Item 1. "Type of Submission."

Item 2. "Date Submitted" and "Applicant Identifier"—Date application is submitted to ACF/ADD and applicant's own internal control number, if applicable.

Item 3. "Date Received By State"—State use only (if applicable).

Item 4. "Date Received by Federal Agency"—Leave blank.

Item 5. "Applicant Information."

"Legal Name"—Enter the legal name of applicant organization. For applications developed jointly, enter the name of the lead organization only. There must be a single applicant for each application.

"Organizational Unit"—Enter the name of the primary unit within the applicant organization that will actually carry out the project activity. Do not use the name of an individual as the applicant. If this is the same as the applicant organization, leave the organizational unit blank.

"Address"—Enter the complete address that the organization actually