

submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicant must also understand that they will be held accountable for the smoking prohibition included within Pub. L. 103–227, Part C Environmental Tobacco Smoke (also known as the Pro-Children's Act of 1994). A copy of the **Federal Register** notice which implements the smoking prohibition is included with the forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application. Copies of these assurances/certifications can be obtained from the ADD Web site (<http://www.acf.dhhs.gov/programs/add>) or by contacting Carla R. Brown, ADD, 370 L'Enfant Promenade SW., Washington, DC 20447, (202) 690–8332. These forms can be reproduced, as necessary.

#### *E. Checklist for a Complete Application*

The checklist below is for your use to ensure that your application package has been properly prepared.

- One original, signed and dated application, plus two copies.
- Application is from an organization that is eligible under the eligibility requirements defined in Part IV under Program Description and Requirements.

Application length does not exceed 25 pages, unless otherwise specified in the priority area description.

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

- Application for Federal Assistance (SF 424, REV 4–92);
- A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424 if applicable.
- Budget Information—Non-Construction Programs (SF 424A, REV 4–92);
- Budget justification for Section B—Budget Categories;
- Proof of designation as lead agency;
- Table of Contents;
- Letter from the Internal Revenue Service, *etc.* to prove non-profit status, if necessary;
- Copy of the applicant's approved indirect cost rate agreement, if appropriate;
- Project Description (See Part III, Section E);
- Any appendices/attachments;
- Assurances—Non-Construction Programs (Standard Form 424B, REV 4–92);
- Certification Regarding Lobbying;
- Certification of Protection of Human Subjects, if necessary; and

—Certification of the Pro-Children Act of 1994 (Environmental Tobacco Smoke), signature on the application represents certification.

#### *F. The Application Package*

Each application package must include an original and two copies of the complete application. Each copy should be stapled securely (front and back if necessary) in the upper left-hand corner. All pages of the narrative (including charts, tables, maps, exhibits, *etc.*) must be sequentially numbered, beginning with page one. In order to facilitate handling, please do not use covers, binders or tabs. Do not include extraneous materials as attachments, such as agency promotion brochures, slides, tapes, film clips, minutes of meetings, survey instruments or articles of incorporation.

Applicants have the option of omitting from the application copies (not the original) of specific salary rates or amounts for individuals specified in the application budget and Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

#### *Reporting Requirements*

The Grantees are required to file the Financial Status Report (SF–269) semi-annually and the Program Performance Reports quarterly. Funds issued under these awards must be accounted for, and reported upon, separately from all other grant activities. The official receipt point for all reports and correspondence is the Grants Officer, Administration for Children and Families, Office of Grants Management, 370 L'Enfant Promenade, SW., 8th Floor, Washington, DC 20447–0002, telephone: (202) 401–2344. An original and one copy of each report shall be submitted 30 days of the end of each reporting period directly to the Office of Grants Management.

A final Financial Status Report and Program Performance Report shall be due 90 days after the project expiration date or termination of Federal budget support.

#### *G. Paperwork Reduction Act of 1995 (Pub. L. 104–13)*

The Uniform Project Description information collection within this announcement is approved under the Uniform Project Description (0970–0139), Expiration Date 12/31/2003.

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Dated: July 25, 2003.

**Patricia Morrissey,**  
*Commissioner, Administration on Developmental Disabilities.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Food and Drug Administration

[Docket No. 2002N–0511]

#### Thomas Ronald Theodore; Debarment Order

**AGENCY:** Food and Drug Administration, HHS.

**ACTION:** Notice.

**SUMMARY:** The Food and Drug Administration (FDA) is issuing an order under the Federal Food, Drug, and Cosmetic Act (the act) permanently debarring Mr. Thomas Ronald Theodore from providing services in any capacity to a person that has an approved or pending drug product application including, but not limited to, a biologics license application. FDA bases this order on a finding that Mr. Theodore was convicted of a felony under Federal law for conduct relating to the regulation of a drug product under the act. After being given notice of the proposed permanent debarment and his opportunity to request a hearing within the timeframe prescribed by regulation, Mr. Theodore failed to request a hearing. Mr. Theodore's failure to request a hearing constitutes a waiver of his right to a hearing concerning this action.

**DATES:** This order is effective August 5, 2003.

**ADDRESSES:** Submit applications for termination of debarment to the Division of Dockets Management (HFA–305), Food and Drug Administration, 5630 Fishers Lane, rm. 1061, Rockville, MD 20852.

**FOR FURTHER INFORMATION CONTACT:** Kathleen Swisher, Center for Biologics Evaluation and Research (HFM–17), Food and Drug Administration, 1401 Rockville Pike, Rockville, MD 20852–1448, 301–827–6210.

#### SUPPLEMENTARY INFORMATION:

##### **I. Background**

On March 1, 2002, the U.S. District Court for the District of Massachusetts