

Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (www.Grants.gov). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may require a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

The Paperwork Reduction Act of 1995 (Pub. L. 104-13): All information collections within this program announcement are approved under the following currently valid OMB control number: OMB control number 0970-0139 which expires on 12/31/2003. Public reporting burden for this

collection of information is estimated to average 20 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.

3. *Submission Dates and Times*. Due date: March 3, 2004. See section IV.6 for more detailed information on submission requirements.

What to submit	Required content	Required form or format	When to submit
Table of Contents	As described above	Consistent with guidance in "Application Format" section of this announcement.	By application due date.
Abstract of Proposed Project ..	Brief abstract that identifies the type of project, the target population and the major elements of the proposed project.	Consistent with guidance in "Application Format" section of this announcement.	By application due date.
Completed Standard Form 424	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.
Completed Standard Form 424A.	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.
Narrative Budget Justification	As described above	Consistent with guidance in "Application Format" section of this announcement.	By application due date.
Project Narrative	A narrative that addresses issues described in the "Application Review Information" and the "Review and Selection Criteria" sections of this announcement.	Consistent with guidance in "Application Format" section of this announcement.	By application due date.
Certification regarding lobbying	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.
Certification regarding drug-free workplace.	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.
Certification regarding environmental tobacco smoke.	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.
Certification regarding debarment, suspension or ineligibility.	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.
Certification regarding non-construction programs.	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/ofs/forms.htm .	By application due date.

4. *Intergovernmental Review*. This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

All States and Territories except Alabama, Alaska, Arizona, Colorado, Connecticut, Hawaii, Idaho, Indiana, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, Wyoming, American Samoa and Palau have elected to

participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these 28 jurisdictions need take no action regarding E.O. 12372. Applicants for projects to be administered by federally-recognized Indian tribes are also exempt from the requirements of 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 any required material to the SPOCs 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 submit all required materials, if any, to the SPOC and indicate the date of this submittal (or indicate "not applicable"

if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.

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 which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370