waive or extend the deadline for any applicant.

Applications once submitted are considered final and no additional materials will be accepted. One signed original application and four copies should be submitted.

#### C. 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 Program 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, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Virginia, Washington, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these nineteen 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 the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has sixty (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: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., 6th Floor, Washington, DC 20447.

A list of the Single Points of Contact for each State and Territory is included as Attachment E of this announcement.

## D. Application Consideration

Applications which meet the screening requirements in Part V, item E below will be reviewed competitively. Such applications will be referred to reviewers for a numerical score and explanatory comments based solely on responsiveness to the guidelines and evaluation criteria published in this announcement.

Applications will be reviewed by persons outside of the OCS unit which will be directly responsible for programmatic management of the grant. The results of these reviews will assist the Director and OCS program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding since other factors are taken into consideration, including, but not limited to, the timely and proper completion of projects funded with OCS funds granted in the last five (5) years; comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowances on previous OCS or other Federal agency grants.

OCS reserves the right to discuss applications with other Federal or non-Federal funding sources to ascertain the applicant's performance record.

### E. Criteria for Screening Applicants

#### 1. Initial Screening

The receipt of applications that meet the published deadline for submission will be acknowledged in writing with an assigned identification number. This number, must be referenced in all subsequent communications concerning the application. If an acknowledgement is not received within three weeks after the deadline date, please notify ACF by telephone at (202) 401–9365.

All applications that meet the published deadline for submission will be screened to determine completeness and conformity to the requirements of this announcement. Only those

applications meeting the following requirements will be reviewed and evaluated competitively. Others will be returned to the applicants with a notation that they were unacceptable.

a. The application must contain a Standard Form 424 Application for Federal Assistance (SF–424), a budget (SF–424A), and signed Assurances (SF–424B) completed according to instructions published in Part VI and Attachment B of this Program Announcement.

b. A project narrative must also accompany the standard forms. OCS requires that the narrative portion of the application be limited to 50 pages, typewritten on one side of the paper only with one-inch margins and type face no smaller than 10 characters per inch (cpi) or equivalent. Charts, exhibits, letters of support and cooperative agreements are not counted against this page limit. It is strongly recommended that you follow the format for the narrative in Part VII, A, 10.

c. The SF-424 and the SF-424B must be signed by an official of the organization applying for the grant who has authority to obligate the organization legally.

d. Application must contain documentation of the applicant's tax exempt status as required under Part I, Section B.

# 2. Pre-Rating Review

Applications which pass the initial screening will be forwarded to reviewers and/or OCS staff prior to the programmatic review to verify that the applications comply with this Program Announcement in the following areas:

a. *Eligibility:* Applicant meets the eligibility requirements described in Part I, Section B. Proof of non-profit status must be included in the Appendices to the Project Narrative (See Part VII, Section A, 11).

Applicants must also be aware that the applicant's legal name as required on the SF-424 (Item 5) *must match* that listed as corresponding to the Employer Identification Number (Item 6).

b. Target Populations: The application clearly targets the specific outcomes and benefits of the project to those types of low-income participants and beneficiaries described in Part III, Section A, Program Participants/Beneficiaries.

c. *Grant Amount:* The amount of funds requested does not exceed the limits indicated in Part III, Section A, item 2.

d. *Cooperative Partnership Agreement.* The application contains a written agreement or letter of