such as 10 or 12 pitch throughout the announcement. All pages of the narrative (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning with Objectives as page number one. Applicants should not submit reproductions of larger sized paper that is reduced to meet the size requirement. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process, though they will be kept on file.

The clarity and conciseness of proposals are of the utmost importance to ACYF. Project Narrative Statements may not exceed 80 pages single-spaced (160 pages double-spaced). This page limitation applies to the entire Project Narrative Statement, including text, tables, charts, graphs, resumes, tables, maps, exhibits, references, footnotes, and appendices. Excess pages of Project Narrative will not be reviewed. (Note: Applicants are asked to print their statement in double-spaced format for ease of review.)

Please note that applicants that do not comply with the specific requirements in the section on "Eligible Applicants" in Part I will not be included in the review process. Applicants should also note that non-responsiveness to Part III, ACYF Research Goals and Partnerships, and Part IV, Project Narrative Statement, will result in a low evaluation score by the panel of expert reviewers.

Applicants should closely tailor their applications to the announcement. Previous experience has shown that an application which is broader and more general in concept than outlined in the agency's request for proposals is less likely to score as well as one which is more clearly focused on and directly responsive to the concerns and objectives outlined in the announcement.

## 5. Assurances/Certifications

Applicants are required to file an SF 424B, Assurances—Non-Construction Programs and the Certification Regarding Lobbying. Both must be signed and returned with the application. In addition, applicants must provide certifications regarding: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; and (3) Environmental Tobacco Smoke. These three

certifications are self-explanatory. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances/certifications. A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, the Debarment and Other Responsibilities certifications, and the Certification Regarding Environmental Tobacco Smoke.

All applicants for research projects involving human subjects must provide a Protection of Human Subjects Assurance as specified in the policy described on the HHS Form 596. If there is a question regarding the applicability of this assurance, contact the Office for Protection from Research Risks of the National Institutes of Health at (301)-496–7041. Those applying for or currently conducting research projects are further advised of the availability of a Certificate of Confidentiality through the National Institute of Mental Health of the Department of Health and Human Services. To obtain more information and to apply for a Certificate of Confidentiality, under the authority of Section 301(d) of the Public Health Service Act (42 U.S.C. 82421(d) to protect against involuntary disclosure of the identities of research subjects, contact the Division of Extramural Activities of the National Institute of Mental Health at (301) 443-4673.

## 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. Applications for different priority areas should be packaged separately;

\_\_\_\_\_Application is from an organization which is eligible under the eligibility requirements defined in Part I (screening requirement).

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

- —Application for Federal Assistance (SF 424, REV 4–88); a completed SPOC certification (if applicable) 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 4–88);
- —Budget justification for Section B— Budget Categories:
- Letter from the Internal Revenue Service to prove non-profit status, if necessary;

- Copy of the applicant's approved indirect cost rate agreement, if appropriate;
- Project summary description;
- —Table of Contents, including the following:
- —Program Narrative Statement (organized by the evaluation criteria), which when combined with appendices/attachments should not exceed 80 pages total;
- —Any appendices/attachments;
- —Assurances—Non-ConstructionPrograms (Standard Form 424B, REV 4–88);
- —Certification Regarding Lobbying;
- —Certification Regarding Drug-Free Workplace Requirements;
- Certification Regarding Debarment and Other Responsibilities;
- —Certification Regarding Environmental Tobacco Smoke; and
- Certification of Protection of Human Subjects, if necessary.

## 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 must be sequentially numbered, beginning with page one. Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, brochures, videos, or any other items that cannot be photocopied. Your application should only include the information as requested in this announcement.

Do not include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application and of the four digit identification number assigned to their application. This number and the priority area must be referred to in all subsequent communication with the Child Care Bureau, ACYF, or ACF concerning the application. If acknowledgment of receipt of your application is not received within eight weeks after the deadline date, please notify the ACYF Operations Center by telephone at 1-800-351-2293.

Dated: May 26, 1995.

## Olivia A. Golden

Commissioner, Administration on Children, Youth and Families.

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