Copies of these assurances/certifications are reprinted at the end of this announcement and should be reproduced, as necessary. 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, and Debarment and Other Responsibilities certifications, and need not be mailed back with the application.

In addition, applicants are required under Section 162(c)(3) of the Act to provide assurances that the human rights of all individuals with developmental disabilities (especially those individuals without familial protection) who will receive services under projects assisted under Part E will be protected consistent with section 110 (relating to the rights of individuals with developmental disabilities). Each application must include a statement providing this assurance.

For research projects in which human subjects may be at risk, a Protection of Human Subjects Assurance may be required. If there is a question regarding the applicability of this assurance, contact the Office for Research Risks of the National Institutes of Health at (301) 496–7041.

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 are packaged separately; ____Application is from an organization which is eligible under

the eligibility requirements defined in the priority area description (screening requirement);

_____Application length does not exceed 60 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 4–88);

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 4–88);

Budget justification for Section B—Budget Categories;

_____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 summary description and listing of key words; Program Narrative Statement (See Part III, Section C);

Organizational capability

statement, including an organization chart;

Any appendices/attachments; Assurances—Non-Construction Programs (Standard Form 424B, REV 4–88);

Certification Regarding Lobbying; Certification of Protection of Human Subjects, if necessary; and

____Certification Regarding Environmental Tobacco Smoke

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.

(Federal Catalog of Domestic Assistance Number 93.631 Developmental Disabilities— Projects of National Significance)

Dated: June 12, 1995.

Bob Williams,

Commissioner, Administration on Developmental Disabilities.

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