

objectives of the proposal and indicates the anticipated contributions to policy, practice, theory and/or research.

Information provided in response to the following items under "Specific Responsibilities of the Applicant" will be used to review and evaluate applicants on this criterion: Letters A,G,H,J

C. Approach (40 points).

The extent to which the applicant outlines an acceptable plan of action pertaining to the scope of the project; details how the proposed work will be accomplished and lists each organization, consultant, and other key individuals who will work on the project, along with resumes and a short description of their responsibilities or contribution to the applicant's work plan. Describe the evaluation methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified are being achieved.

Information provided in response to the following items under "Specific Responsibilities of the Applicant" will be used to review and evaluate applicants on this criterion: Letters A,B,C,E,F,G,H,I.

D. Staff Background and Organization's Experience (20 Points).

Identifies the background of the project director/principal investigator and key project staff (including name, address, training, most relevant educational background and other qualifying experiences) and the experience of the college or university to demonstrate the applicant's ability to effectively and efficiently administer this project.

Information provided in response to the following items under "Specific Responsibilities of the Applicant" will be used to review and evaluate applicants on this criterion: Letter K.

E. Budget Appropriateness and Reasonableness (10 Points).

The extent to which the project's costs are reasonable in view of the activities to be carried out and the anticipated outcomes. The extent to which assurances are provided that the applicant can and will contribute the non-Federal share of the total project.

The extent to which the amount budgeted for the evaluation is sufficient to conduct the evaluation.

Information provided in response to the following items under "Application Requirements" will be used to review and evaluate applicants on this criterion: Letters C,E,F,J,L.

Part V Application Process

A. Availability of Forms

Eligible applicants interested in applying for funds must submit all of the required forms included at the end of this Announcement.

In order to be considered for a grant under this Announcement, an application must be submitted on the Standard Form 424 which has been approved by the Office of Management and Budget (OMB) under Control Number 0348-0043. A copy has been provided (see Appendix B). Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

Applicants requesting financial assistance for a nonconstruction project must file the standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

Applications must provide a certification concerning Lobbying. Prior to receiving an award in excess of \$100,000, applicants shall furnish an executed copy of the lobbying certification. Applications must sign and return the certification with the applications.

Applications must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the applications.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for award. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the applications.

Copies of the certifications and assurance are located at the end of this announcement.

B. Application Submission

One signed original and two copies of the grant application, including all attachments, are required. The program announcement number [ACYF-HS 93600-951] must be clearly identified on the application. Each application must be limited to no more than 50 double-spaced pages of program narrative (not including the forms which make up the SF-424 and resumes) including the one-page project summary. If the application is more than 50 double-spaced pages, the other

pages will be removed from the application and not considered by the reviewers.

The application must be paginated beginning with the Form 424 and also contain a table of contents listing each section of the application with the respective pages identified. Only one application per applicant will be accepted.

C. Application Consideration

Applicants will be scored against the evaluation criteria described above. The review will be conducted in Washington, D.C.

The results of the competitive review will be taken into consideration by the Associate Commissioner, Head Start Bureau, in recommending the project to be funded. The Commissioner of ACYF will make the final selection of the applicants to be funded. An application may be funded in whole or in part, depending on the relative need for services, applicant ranking, geographic location and funds available.

The Commissioner may also elect not to provide funding to applicants experiencing problems in providing quality services.

Successful applicants will be notified through the issuance of a Financial Assistance Award which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which support is given, and the total project period for which support is provided.

D. 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 length does not exceed 50 double-spaced pages
- A complete application consists of the following items in this order:
 - Application for Federal Assistance (SF 424, REV.4-88); Narrative;
 - Staff Resumes;
 - A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the (SF 424, REV.4-88);
 - Budget information-Non-Construction Programs (SF 424A REV.88);
 - Budget justification for Section B-Budget Categories; including subcontract/delegate agency budgets
 - Table of Contents;
 - Letter from the Internal Revenue Services to prove non-profit status
 - Project Summary (not to exceed one page);
 - Organization/eligibility information;