

must be made, the State of California and the Federal Government are working together to stabilize, protect, restore, and enhance the Bay-Delta system. The State and Federal agencies with management and regulatory responsibilities in the Bay-Delta system are working together as CALFED to provide policy direction and oversight for the process.

One area of Bay-Delta management includes the establishment of a joint State-Federal process to develop long-term solutions to problems in the Bay-Delta system related to fish and wildlife, water supply reliability, natural disasters, and water quality. The intent is to develop a comprehensive and balanced plan which addresses all of the resource problems. This effort, the CALFED Bay-Delta Program (Program), is being carried out under the policy direction of CALFED. The CALFED Bay-Delta Program is exploring and developing a long-term solution for a cooperative planning process that will determine the most appropriate strategy and actions necessary to improve water quality, restore health to the Bay-Delta ecosystem, provide for a variety of beneficial uses, and minimize Bay-Delta system vulnerability. A group of citizen advisors representing California's agricultural, environmental, urban, business, fishing, and other interests who have a stake in finding long-term solutions for the problems affecting the Bay-Delta system has been chartered under the Federal Advisory Committee Act (FACA) as the Bay-Delta Advisory Council (BDAC) to advise CALFED on the program mission, problems to be addressed, and objectives for the CALFED Bay-Delta Program. BDAC provides a forum to help ensure public participation, and will review reports and other materials prepared by CALFED staff.

Minutes of the meeting will be maintained by the CALFED Bay-Delta Program, Suite 1155, 1416 Ninth Street, Sacramento, CA 95814, and will be available for public inspection during regular business hours, Monday through Friday within 30 days following the meeting.

Dated: September 30, 1996.

Roger Patterson,

Regional Director, Mid-Pacific Region.

[FR Doc. 96-25781 Filed 10-7-96; 8:45 am]

BILLING CODE 4310-94-M

DEPARTMENT OF JUSTICE

Bureau of Justice Statistics

[OJP(BJS) No. 1103]

ZRIN 1121-ZA52

Inventory of State Corrections Information Systems

AGENCY: Office of Justice Programs (OJP), Bureau of Justice Statistics (BJS), U.S. Department of Justice.

ACTION: Solicitation for award of cooperative agreement.

SUMMARY: The purpose of this notice is to announce a public solicitation for services of data gathering, collection of file documentation, site visits, and data processing for an Inventory of State Corrections Information Systems.

DATES: Proposals must be postmarked on or before November 26, 1996.

ADDRESSES: Proposals should be mailed to: Application Coordinator, Bureau of Justice Statistics, Room 303, 633 Indiana Avenue NW., Washington, DC 20531, (202) 633-3004.

FOR FURTHER INFORMATION CONTACT: Allen J. Beck, Ph.D., Chief, Corrections Statistics, Bureau of Justice Statistics, (202) 633-3009.

SUPPLEMENTARY INFORMATION:

Background

The Inventory of State Corrections Information Systems is a collaborative effort sponsored by the Bureau of Justice Statistics (BJS), National Institute of Justice (NIJ), and Corrections Program Office (CPO), components of the Office of Justice Programs, U.S. Department of Justice. With assistance from the Association of State Corrections Administrators (ASCA), the inventory is designed to assess the current status of offender-based information systems in State departments of corrections and the Federal Bureau of Prisons.

In a series of meetings, correctional administrators, directors of research, and Directors and staff representatives of the National Institute of Corrections (NIC), the Federal Bureau of Prisons (BOP), NIJ, and BJS identified the need for developing or updating common data definitions in the corrections field. Correctional administrators expressed concern that they lack basic information needed to formulate new policies or to defend existing practices. Researchers highlighted the difficulties of conducting comparative studies in the absence of basic agreement on concepts and definitions, and the diversity in the quality and coverage of data elements available in State correctional information systems.

BJS is the lead agency for this study because of its long-term experience in data collection and development of information systems. BJS's corrections statistics program maintains numerous national statistical collections, which rely on data supplied by Federal, State, and local correctional administrators. These programs include the National Corrections Reporting Program (NCRP), National Prisoners Statistics, Censuses of Jails, Prisons, Probation and Parole Agencies, Annual Survey of Jails, and Annual Probation and Parole Data Surveys. These programs rely on uniform measurement rules, standardized concepts and definitions, and common reporting criteria. Further information about these data series, and the latest publications, are available electronically on the Internet at <http://www.ojp.usdoj.gov/bjs/>

The NCRP provides a model for collecting offender-based information. Begun in 1983 NCRP combined the National Prisoners Statistics program (NPS) on prison admissions and releases and the Uniform Parole Reports (UPR) into one reporting system. In 1994, 39 States, the District of Columbia, and California Youth Authority participated in NCRP, providing individual-level data on prisoners admitted to prison, released from prison, or released from parole. Participation in the NCRP is incomplete, however. 11 States do not participate, and among some participants, the data reported differ from NCRP reporting standards.

The Inventory of State Corrections Information Systems will help answer the questions raised by correctional administrators and researchers, identify obstacles to more complete participation in NCRP, determine what assistance States may need to develop improved offender-based statistical data systems, and outline the factors underlying variations in completeness or consistency in data elements and definitions among participating jurisdictions.

Objectives

The purpose of this award is to conduct an inventory of all State-level and BOP offender-based correctional information systems. It is anticipated that the collected information will be useful in improving Federal, State and local data collection and information systems.

Type of Assistance

Assistance will be made available under a cooperative agreement.

Statutory Authority

The cooperative agreement to be awarded pursuant to this solicitation will be funded by the Bureau of Justice Statistics consistent with its mandate as set forth in 42 U.S.C. 3732.

Eligibility Requirements: Both profit making and nonprofit organizations may apply for funds. Consistent with OJP fiscal requirements, however, no fees may be charged against the project by profit-making organizations.

Scope of Work

The object of this solicitation is to provide an inventory of offender-based State corrections information systems and conduct a review of current information interchange capabilities among the States. (An offender-based system is defined for purposes of this solicitation as a computerized or manual information system that is conceptually arranged around a single record for each inmate or each person under correctional supervision. The term State, for this purpose, includes the Federal Bureau of Prisons.)

Specifically, the recipient of funds will perform the following tasks:

1. Develop a detailed timetable for each task involved in the project, with data collection taking place February through July 1997. After the BJS grant monitor has agreed to the timetable, all work must be completed as scheduled.
2. Convene an advisory meeting of corrections administrators, directors of research, and Directors and staff representatives of the National Institute of Corrections (NIC), the Federal Bureau of Prisons (BOP), NIJ, and BJS to identify core issues guiding the inventory. This meeting will include approximately 40 people, who will be identified by BJS, and shall take place in or nearby Washington, DC. All costs related to the transportation, lodging, and subsistence of meeting participants will be provided with separate funds. With assistance from BJS staff, the recipient shall be responsible for coordinating the meeting, including arranging the meeting date and place, contacting participants, and providing the agenda. Participants in the advisory meeting shall identify and prioritize the categories of data elements to be inventoried.
3. Develop a questionnaire and methodology for collecting information. Following the advisory meeting, the recipient will receive guidance from BJS as to specifications for developing the collection methodology. The inventory shall:

- Include a maximum of 200 data elements and definitions—using, as a

baseline model, elements currently existing in the National Corrections Reporting Program (NCRP), other data items specified as possibly of interest to BJS, NIJ, and OJP in the future, core elements in the Offender Based State Corrections Information Systems (OBSCIS), and related data elements and definitions in established criminal justice data systems such as NCIC-2000, criminal history record standards, or the State Court Model Statistical Dictionary. The selection of 200 data elements will be made by the recipient based on the categories and priorities established by the project's advisory meeting.

- Determine the presence or absence of each item in every State's inmate information systems, and the definitions, categories and codes pertaining to each item.
 - Determine, in general, other categories of data commonly included by States in their inmate information systems.
 - Determine characteristics of master files and linkages to subordinate record systems.
 - Outline file coverage, data entry process, and updating procedures; examine timeliness.
 - Determine ability to extract records of admissions and releases from master file; reporting of correctional status to State agencies than maintain criminal fingerprints and criminal history records.
4. Submit a written report on the inventory in task #3, together with State file documentation.
 5. Conduct site visits, focusing particularly on States not currently participating electronically in the National Corrections Reporting Program, and perform tasks related to:
 - Identifying obstacles to participation and other reasons for non-participation
 - Determining what assistance States would need in order to have the capacity to interchange electronic offender-based records in the future
 - Facilitating the development of automated extraction programs that would meet agreed Federal standards—in collaboration with NCRP staff and the State's Corrections Department programming staff (or designates).
 6. Provide a report on variations in reporting and coverage of data elements in data available to States and recommendations for a limited set of core data elements and categories to be included and defined in a common way in all State inmate information systems.

Award Procedures

Proposals should describe in appropriate detail the procedures to be

undertaken in furtherance of each of the activities described under the Scope of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project should be included. Resumes of the proposed project director and key staff should be enclosed with the proposal.

Applications will be reviewed competitively by a BJS-selected panel comprised of members selected by BJS, NIJ, and CPO. The panel will make recommendations to the Director, BJS. Final authority to enter into a cooperative agreement is reserved for the Director, BJS, or his designee.

Applicants must reveal any association (within past two years) with the Association of State Corrections Administrators or any ownership, financial interests, or marketing agreements with respect to corrections information management systems. Depending on the nature and extent of involvement, such interests and relationships may disqualify applicants or be considered negatively in the consideration of the application.

Applicants must be familiar with the findings in the report of the ASCA Subcommittee on Research "Cross-jurisdictional Survey of Correctional Research Offices." Vol. 1, September 1995. The application should include a summary of the key survey findings and outline how the inventory builds on these findings. A copy of the subcommittee report will be provided on request by BJS.

Applications will be evaluated on the overall extent to which they respond to the priorities and technical complexities of the scope of work, conform to standards of high data collection quality, and appear to be fiscally feasible and efficient. Applicants will be evaluated on the basis of:

1. Knowledge of criminal justice issues related to corrections.
2. Knowledge and experience related to the development and improvement of information systems.
3. Experience in organizing meetings of Federal, state, or local professionals related to criminal justice issues.
4. Research expertise and experience in data gathering, production of data files, and report writing.
5. Availability of qualified professional, field and support staff and suitable equipment for data gathering and processing.

6. Demonstrated fiscal, management and organizational capability and experience suitable for providing sound data within budget and time constraints.

7. Reasonableness of estimated costs for the total project and for individual cost categories.

Application and Awards Process

An original and five (5) copies of a full proposal must be submitted with SF 424 (Rev. 1988), Application for Federal Assistance, as the cover sheet. Proposals must be accompanied by SF 424A, Budget Information; OJP Form 4000/3 (Rev. 1-93), Program Narrative and Assurances; OJP Form 4061/6, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; and OJP Form 7120-1 (Rev. 1-93), Accounting System and Financial Capability Questionnaire (to be submitted by applicants who have not previously received Federal funds from the Office of Justice Programs). If appropriate, applicants must complete and submit Standard Form LLL, Disclosure of Lobbying Activities. All applicants must sign Certified Assurances that they are in compliance with the Federal laws and regulations which prohibit discrimination in any program or activity that receives Federal funds. To obtain appropriate forms, contact Getha Hilario, BJS Management Assistant, at (202) 633-3031.

The application should cover a 1-year period with information provided for completion of the entire project. Proposals must include a program narrative, detailed budget, and budget narrative. The program narrative shall describe activities as stated in the scope of work and address the evaluation criteria. The detailed budget must provide costs including salaries of staff involved in the project and portion of those salaries to be paid from the award; fringe benefits paid to each staff person; travel costs; and supplies required to complete the project. The budget narrative closely follows the content of the detailed budget. The narrative should relate the items budgeted to the project activities and should provide a justification and explanation for the budgeted items. Refer to the aforementioned timetable when developing the program narrative and budget information. This award will not be used to procure equipment for the conduct of this study.

Awards will be made for a period of 6 months with supplemental funding for an additional 6 months conditional upon the quality of initial performance and products.

Jan M. Chaiken,

Director, Bureau of Justice Statistics.

[FR Doc. 96-25806 Filed 10-07-96; 8:45 am]

BILLING CODE 4410-18-P

National Institute of Corrections

Advisory Board Meeting

Time and Date: 8:00 a.m., Tuesday, October 22, 1996.

Place: Raintree Plaza Hotel, 1900 Ken Pratt Boulevard, Longmont, Colorado.

Status: Open.

Matters To Be Considered: Update on the reimbursement plan for NIC services, Office of Justice Programs' update on the Violent Offender and Truth In Sentencing Grant Program, update on the District of Columbia Department of Corrections Study, progress report from the task force on prison construction standardization and techniques, update on the NIC Executive Excellence Program, an update on the NIC Budget, and a report on the NIC Hearings.

Contact Person for More Information: Larry Solomon, Deputy Director, (202) 307-3106, ext. 155.

Morris L. Thigpen,

Director.

[FR Doc. 96-25710 Filed 10-7-96; 8:45 am]

BILLING CODE 4410-36-M

LEGAL SERVICES CORPORATION

Sunshine Act Meeting of the Board of Directors

TIME AND DATES: The Board of Directors of the Legal Services Corporation will meet by telephone on October 15, 1996. The meeting will begin at 10:00 a.m. Eastern Daylight Time.

LOCATION: Members of the Corporation's staff and the public will be able to hear and participate in the meeting by means of telephonic conferencing equipment set up for this purpose in the Corporation's Conference Room, on the 10th floor of 750 First Street NE., Washington, DC 20002.

STATUS OF MEETING: Open.

MATTERS TO BE CONSIDERED:

1. Approval of Agenda.
2. Consider and act on whether the LSC Board of Directors has oversight responsibility for the adoption of revisions to LSC's Audit Guide.
3. Consider and act on revisions to LSC's Audit Guide.

CONTACT PERSON FOR INFORMATION:

Victor M. Fortuno, General Counsel, at (202) 336-8810.

SPECIAL NEEDS: Upon request, meeting notices will be made available in alternate formats to accommodate visual and hearing impairments. Individuals who have a disability and need an accommodation to attend the meeting

should contact Barbara Asante at (202) 336-8800.

Dated: October 3, 1996.

Victor M. Fortuno,

General Counsel.

[FR Doc. 96-25918 Filed 10-4-96; 11:21 am]

BILLING CODE 7050-01-P

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

National Endowment for the Arts; Fellowships for Creative Writers Advisory Meeting

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Public Law 92-463), as amended, notice is hereby given that a meeting of the Fellowships Advisory Panel (Creative Writers Section) to the National Council on the Arts will be held on October 28-30, 1996. This meeting will be held from 9:00 a.m. to 6:30 p.m. on October 28 and 29 and from 9:00 a.m. to 5:00 p.m. on October 30, in Room M-07, at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW., Washington, DC 20506.

A portion of this meeting will be open to the public from 3:30 p.m. to 5:00 p.m. on October 30, for a policy discussion.

The remaining portions of this meeting, from 9:00 a.m. to 6:00 p.m. on October 28 and 29, and from 9:00 a.m. to 3:30 p.m. on October 30, are for the purpose of panel review, discussion, evaluation, and recommendation on applications for financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including information given in confidence to the agency by grant applicants. In accordance with the determination of the Chairman of June 22, 1995, these sessions will be closed to the public pursuant to subsection (c) (4), (6) and (9)(B) of section 552b of Title 5, United States Code.

Any person may observe meetings, or portions thereof, of advisory panels which are open to the public, and may be permitted to participate in the panel's discussions at the discretion of the panel chairman and with the approval of the full-time Federal employee in attendance.

If you need special accommodations due to a disability, please contact the Office of AccessAbility, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW., Washington, DC 20506, 202/682-5532, TDY-TDD 202/682-5496, at least seven (7) days prior to the meeting.

Further information with reference to this meeting can be obtained from Ms. Kathy Plowitz-Worden, Committee