

For further information contact: Sandra M. Peay or Renee A. Horton, Contact Representatives; Federal Trade Commission, Premerger Notification Office, Bureau of Competition, Room 303, Washington, D.C. 20580, (202) 326-3100.

By direction of the Commission.

Donald S. Clark,
Secretary.

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GENERAL SERVICES ADMINISTRATION

[GSA Bulletin FPMR D-239, Supplement 1]

Implementation of the Delegation of Lease Acquisition Authority

AGENCY: Office of Governmentwide Policy, GSA.

ACTION: Notice of bulletin.

SUMMARY: The attached bulletin announces the details for the implementation of the Delegation of Lease Acquisition Authority from the General Services Administration.

FOR FURTHER INFORMATION CONTACT: Ms. Marjorie L. Lomax, Director, Evaluation and Outreach, Office of Real Property on (202) 501-0379 or the OGP homepage at: <http://policyworks.gov/org/main/mp/linkit.htm>.

SUPPLEMENTARY INFORMATION:

Public Buildings and Space

To: Heads of Federal Agencies

Subject: Implementation of the Delegation of Lease Acquisition Authority

1. *Purpose.* This bulletin announces the details for the implementation of the Delegation of Lease Acquisition Authority from the General Services Administration (GSA).

2. *Expiration.* This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. *Background.* a. The Administrator of General Services signed a letter on September 25, 1996, to the heads of all Federal agencies announcing the new "Can't Beat GSA Leasing" program and delegating authority to them to lease space on their own. This bulletin provides details about the delegation.

b. Federal agencies now have an option to either use GSA when a new lease is necessary or conduct the lease procurement themselves. The delegation program includes some conditions which agencies need to meet when the procurement is not performed by GSA. These conditions, discussed below, include training in lease contracting, and reporting data to GSA. Beyond this,

GSA's Office of Governmentwide Policy (OGP) will evaluate the effectiveness of the Government's leasing program.

c. One condition of the delegation is the use of adequately trained lease contracting officers for procurements. To assist agencies in any training necessary for their personnel, we are sharing information on what GSA does. Our specialists complete, at a minimum, five basic formal training courses. Beyond these courses, GSA requires a combination of hands-on experience and additional training in development of space requirements, Federal real property leasing policies and procedures, space planning, budgeting and property administration. The basic formal training courses are:

1. Federal Real Property Leasing or Basic Lease Contracting.
2. Government Contract Negotiating or Federal Real Property Leases.
3. Cost and Price Analysis of Leasing Proposals.
4. Real Estate Law or Federal Real Property Lease Law.
5. Real Estate Appraisal Principles.

d. The OGP develops, coordinates and issues Governmentwide policy as well as evaluates and assesses the effectiveness of policy implementation. In evaluating the effectiveness of the leasing program, Federal agencies will be asked to work together with OGP on reviews of this program. Those agencies using the delegation are asked to provide OGP with leasing performance data every six months. This data, along with data from GSA's Public Buildings Service, will permit OGP to analyze and evaluate the overall Governmentwide leasing program and recommend fine-tuning to improve it. Initial reports should be provided by April 30, 1997, and include all actions through the end of March 1997. Specific information regarding data collection is noted below.

4. Action

a. Federal agencies operating under this program are subject to the conditions and reporting requirements of the delegation of authority.

(1) The semi-annual performance reports are due April 30, and October 31.

(2) Report should be sent to the GSA, OGP, Office of Real Property Policy (MP), 18th & F Streets, NW., Room 6223, Washington, DC 20405.

(3) Reports should be presented in a spreadsheet format with a disk containing the data.

(4) The following definitions are provided for reporting data:

- (a) Contract Number.
- (b) Building Address—Street address, city and state of the leased building.

(c) CBA—Is this building within the Central Business Area (CBA)? (Yes or No)

(d) Number of Offers Received—The number of offers received in response to the requirement.

(e) Rentable Sq. Ft.—The area for which rent is charged. It is based on the local commercial method of measurement.

(f) ANSI (BOMA) Usable Sq. Ft.—The assignable space used by the agency's personnel and furnishings. It is measured to the inside finish of the dominant portion (e.g. window glass line) of permanent exterior walls. It also includes circulation within the space assignment. This term replaces GSA's "Occupiable" space measurement.

(g) Rental Range—Provide the high and low dollar per sq. ft. rates for acceptable properties found during the market survey and from best and final offers received. (Specify method of measurement used for square foot rates.)

(h) Effective Rent Rate—The rate is obtained by dividing the total rent to be paid over the lease term (after deducting from the total rent any credits due such as cash payments to adjust for rent-free periods or stepped rents from the lessor) by the length of the lease term. This is then divided by the rentable square feet in the lease. Estimated CPI escalations and tax escalations are not to be included in this calculation.

(i) Annual Contract rent—Total annual rent.

(j) Effective date of Lease—Date the lease takes effect.

(k) Expiration Date—Date the current lease term expires.

(l) Lease Term—The specific terms of the lease including any cancellations or renewal rights.

(m) Completion Time—The total number of days required from GSA notice of no suitable available space to lease award.

(n) Build-Out Time—The total number of days required from contract award to space occupancy.

(o) Comments—This should include information pertinent to the leasing action including whether fully serviced or what services are not provided as part of the lease and the cost of such services (e.g. electricity, cleaning, etc.).

(b) Further information regarding this program may be obtained by contacting Ms. Marjorie L. Lomax, Director, Evaluation and Outreach, Office of Real Property on (202) 501-0379 or the OGP homepage at: <http://policyworks.gov/org/main/mp/linkit.htm>.

Dated: December 9, 1996.
 G. Martin Wagner,
Associate Administrator for Governmentwide Policy.
 [FR Doc. 96-32061 Filed 12-17-96; 8:45 am]
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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Cooperative Agreement with the National Minority AIDS Council

The Office of Minority Health (OMH), Office of Public Health and Science, announces that it will enter into an umbrella cooperative agreement with the National Minority AIDS Council (NMAC). This cooperative agreement will establish the broad programmatic framework in which specific projects can be funded as they are identified during the project period.

The purpose of this cooperative agreement is to assist NMAC in expanding and enhancing its activities relevant to HIV prevention, services, treatment and research in racial and ethnic minority populations, with the ultimate goal of improving the health status of minorities and disadvantaged people. OMH will provide consultation, including administrative and technical assistance as needed, for the execution and evaluation of all aspects of this cooperative agreement during this agreement. OMH will also participate and/or collaborate with the awardee in any workshops or symposia to exchange current information, opinions, and research findings during this agreement.

Authorizing Legislation

This cooperative agreement is authorized under Title XVII, section 1707(d)(1) of the Public Health Service Act, as amended by Pub. L. 101-527.

Background

Assistance will be provided only to the National Minority AIDS Council. No other applications are solicited. NMAC is the only organization capable of administering this cooperative agreement because it has:

1. Developed, expanded, and managed an infrastructure to coordinate and implement various educational programs within local communities and organizations that deal extensively with HIV in each of the four racial and ethnic minority populations served by the Office of Minority Health. The Council established national initiatives—e.g., conferences, public policy education program (including policy forums), technical assistance programs and publications (including newsletters, action alerts and training manuals)—that provide a foundation upon which to develop, promote, and manage HIV-related education and health-related programs aimed at preventing and reducing unnecessary morbidity and mortality and mortality rates among racial and ethnic minority populations.

2. Established itself and its members as a national association of professionals who serve as leaders and experts in planning, developing, implementing, promoting and evaluating HIV-related education and policy campaigns, both nationally and locally, aimed at reducing the impact of HIV in minority populations and improving the minority community's overall well being.

3. Developed a base of critical knowledge, skills, and abilities related to serving minority individuals and organizations with a range of HIV-related health and social problems. Through the collective efforts of its members, community-based organizations, and volunteers, NMAC has demonstrated (1) the ability to work with minority and non-minority organizations, the Federal Government, academic institutions and health groups on mutually beneficial education, research, and health endeavors relating to the goal of health promotion and disease prevention among racial and ethnic minority populations; (2) the national leadership necessary to focus the nation's attention on minority-related HIV issues; and (3) the leadership needed to assist health care professionals to work more effectively with racial/ethnic minority communities.

4. Developed a national network of individuals, community-based

organizations, and state, regional and national health and civil rights organizations committed to addressing the HIV prevention, service, treatment and research needs of individuals affected and infected by HIV and AIDS.

This cooperative agreement will be awarded in FY 1997 for a 12-month budget period within a project period of 3 years. Continuation awards within the project period will be made on the basis of satisfactory progress and the availability of funds.

Where to Obtain Additional Information

if you are interested in obtaining additional information regarding this project, contact Mr. Matthew Murguia, Office of Minority Health, 5515 Security Lane, Suite 1000, Rockville, Maryland 20852 or telephone (301) 443-9923.

Clay E. Simpson, Jr.,

Deputy Assistant Secretary for Minority Health.

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Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Projects:

Title: Study of Benefits for Head Start Program Employees.

OMB No.: New collection.

Description: Head Start Legislation requires that the Secretary conduct a study regarding the benefits available to individuals employed by Head Start Agencies including a description of benefits provided and to make recommendations about increasing the access of the individuals to benefits including access to a retirement pension program. The attached instrument is a survey designed to collect information about present benefits provided to employees.

Respondents: Not-for-profit institutions and households.

Annual Burden Estimates:

Instrument	No. of respondents	No. of responses per respondent	Average burden hours per response	Total burden hours
Staff Questionnaire	360	1	.5	180
H.S. Program Director Questionnaire	360	1	2	720
Dir. of Non-H.S. Child Care Program	5	1	2	10