

but there are comments regarding the protocol, (3) protections appear inadequate and the ORG has concerns related to human subjects, (4) disapproval of the application is recommended because the research risks are sufficiently serious and protection against the risks are inadequate as to make the entire application unacceptable, and (5) protections appear adequate that women, racial and ethnic minority populations are appropriately represented in applications involving human research.

Executive Order 12372 Review

This program is not subject to the Executive Order 12372 review.

Public Health System Reporting Requirement

This program is not subject to the Public Health System Reporting Requirements.

Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance number is 92.283.

Other Requirements

Paperwork Reduction Act

Projects that involve the collection of information from 10 or more individuals and funded by the cooperative agreement will be subject to review by the Office of Management and Budget (OMB) under the Paperwork Reduction Act.

Human Subjects

If the proposed project involves research on human subjects, the applicant must comply with the Department of Health and Human Services Regulations, 45 CFR part 46, regarding the protection of human subjects. Assurance must be provided to demonstrate that the project will be subject to initial and continuing review by an appropriate institutional review committee. The applicant will be responsible for providing assurance in accordance with the appropriate guidelines and form provided in the application kit. Should human subjects review be required, the proposed work plan should incorporate time lines for such development and review activities.

Women, Racial and Ethnic Minorities

It is the policy of the Centers for Disease Control and Prevention (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR) to ensure that individuals of both sexes and the various racial and ethnic groups will be included in CDC/ATSDR-supported

research projects involving human subjects, whenever feasible and appropriate. Racial and ethnic groups are those defined in OMB Directive NO. 15 and include American Indian, Alaskan Native, Asian, Pacific Islander, Black and Hispanic. Applicants shall ensure that women, racial and ethnic minority populations are appropriately represented in applications for research involving human subjects. Where clear and compelling rationale exist that inclusion is inappropriate or not feasible, this situation must be explained as part of the application. This policy does not apply to research studies when the investigator cannot control the race, ethnicity and/or sex of subjects. Further guidance to this policy is contained in the **Federal Register**, Vol. 60, No. 179, pages 47947-47951, dated Friday, September 15, 1995.

Application Submission and Deadline

The original and two copies of the application Form PHS-5161-1 (OMB Number 0937-0189) must be submitted to Sharron P. Orum, Grants Management Officer, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 305, Mailstop E-18, Atlanta, Georgia 30305, on or before August 19, 1997.

Deadline: Applications shall be considered as meeting the deadline if they are either:

(a) Received on or before the deadline date; or

(b) Sent on or before the deadline date and received in time for submission to the objective review group. (Applicants must request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private metered postmarks shall not be acceptable as proof of timely mailing.)

Late applications: Applications which do not meet the criteria in (a) or (b) above are considered late applications. Late applications will not be considered and will be returned to the applicant.

Where to Obtain Additional Information

A complete program description and information on application procedures are contained in the application package. Business management technical assistance may be obtained from Bernice A. Moore, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 305 Mailstop E-18, Atlanta, Georgia 30305,

telephone (404) 842-6802, fax (404) 842-6513, or Internet or CDC WONDER electronic mail at bam0@cdc.gov.

Programmatic technical assistance may be obtained from Louise S. Barden, Health Educator, Hepatitis Branch, National Center for Infectious Diseases, Centers for Disease Control and Prevention (CDC), 1600 Clifton Road, Mailstop G-37, Atlanta, Georgia 30333, telephone (404) 639-2709, (fax) 404-639-1538, or Internet or CDC Wonder electronic mail lyb4@cdc.gov.

To receive an application kit, please call (404) 332-4561. You will be asked to leave your name, mailing address, and telephone number. Please reference Announcement Number 781 when requesting information and submitting your application. You may also obtain this announcement and other CDC announcements from one of two Internet sites: CDC's homepage at <http://www.cdc.gov> or the Government Printing Office homepage (including free on-line access to the **Federal Register** at <http://www.access.gpo.gov>).

Potential applicants may obtain a copy of Healthy People 2000 (Full Report: Stock No. 017-001-00474-0) or Healthy People 2000 (Summary Report: Stock No. 017-001-00473-1) referenced in the **INTRODUCTION** through the Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325, telephone (202) 512-1800.

Dated: July 14, 1997.

Joseph R. Carter,

Acting Associate Director for Management and Operations, Centers for Disease Control and Prevention (CDC).

[FR Doc. 97-18948 Filed 7-17-97; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. ACYF-PA-CC-97-03]

Native Hawaiian and Nonprofit American Indian Organization Child Care Grants

AGENCY: Administration on Children, Youth and Families, ACF, DHHS.

ACTION: Announcement of availability of competitive financial assistance for Native Hawaiian and Nonprofit American Indian Organization Child Care Grants.

SUMMARY: The purpose of this program announcement is to announce the availability of fiscal year 1998

Discretionary Funds, authorized under the Child Care and Development Block Grant (CCDBG) Act (the Act), as amended, for child care grants to:

(1) A Native Hawaiian organization; and

(2) A private nonprofit organization established for the purpose of serving youth who are Indians or Native Hawaiians.

DATES: The closing time and date for receipt of applications is 4:30 p.m. (Eastern Time Zone) on September 16, 1997. Applications postmarked after the closing will be classified as late.

FOR FURTHER INFORMATION CONTACT: Ginny Gorman, Administration for Children and Families, Child Care Bureau, Room 320F, Hubert Humphrey Building 200 Independence Avenue, SW., Washington, DC 20201, Phone: (202) 401-7260, Fax: (202) 690-5600, E-mail: ggorman@acf.dhhs.gov

NOTICE OF INTENT TO SUBMIT APPLICATION: If you intend to submit an application, please contact ACYF's Operations Center at 1-800-351-2293 with the following information: the number and title of this announcement; your organization's name and address; and your contact person's name, phone number, fax number, and e-mail address.

The information will be used to determine the number of expert reviewers needed to evaluate applications and to update the mailing list for program announcements.

SUPPLEMENTARY INFORMATION: The ACF Uniform Discretionary Grant Application Form covering all ACF announcements, contained in the Application Kit, and this

SUPPLEMENTARY INFORMATION section contain all the forms and instructions needed to apply for a grant under this announcement. No additional application materials are needed.

The **SUPPLEMENTARY INFORMATION** section consists of six parts. Part I provides general information about funding requirements, and application procedures for child care grants under this program announcement. Part II provides background information on ACYF, the Child Care Bureau, and funding to Indian Tribes and tribal organizations under the Child Care and Development Fund (CCDF). Part III describes child care goals and priorities related to this announcement. Part IV describes the Project Narrative Statement and outlines additional requirements for applicants in designing their projects. Part V describes the evaluation criteria and selection process. Part VI provides additional instructions for the development and

submission of applications and summarizes the application review process.

Part I. General Information

A. Purpose

The purpose of this program announcement is to provide funding for two child care programs: One serving Native Hawaiian youths; and one serving Indian and/or Native Hawaiian youths.

B. Citations

1. Sponsorship

Grants being awarded under this announcement are sponsored by the Child Care Bureau (the Bureau) of the Administration on Children, Youth and Families (ACYF) in the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (DHHS). The projects will be managed by the Bureau.

2. Funding Authority

Funding is being provided by ACF under Section 658B of the Child Care and Development Block Grant Act, as amended (42 U.S.C. 9858).

3. Catalog of Federal Domestic Assistance

The Catalog of Federal Domestic Assistance Number is 93.575.

C. Number of Awards

Two projects will be funded in fiscal year 1998 (beginning October 1, 1997), subject to the availability of funds and results of the evaluation process.

D. Project Duration

The total project period will be 36 months.

E. Funding Levels and Budget Periods

Initial awards will be for a one-year budget period. Individual projects will receive between \$500,000 and \$1,000,000 for the first budget period of 12 months, with a possibility of between \$500,000 and \$1,000,000 per year in continuation funding to be awarded in each of fiscal years 1999 and 2000. The estimated total Federal funding for a three-year project is between \$1,500,000 and \$3,000,000.

Applications for continuation of grants funded under this announcement will be entertained in subsequent years on a non-competitive basis. The award of continuation funding beyond each one-year budget period (but within the three-year project period) will be subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding

would be in the best interest of the government.

F. Non-Federal Share of Project Costs

While grantees are not required to provide a match to receive funding under this program announcement, applicants are strongly encouraged to leverage funds from other sources for this project.

G. Eligibility

The following organizations are eligible to apply for funding under this program announcement:

- A private non-profit organization that serves the interests of Native Hawaiians and is recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or parts of programs) for the benefit of Native Hawaiians; and

- A private non-profit organization established for the purpose of serving youth who are Indians or Native Hawaiians.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

At least 90 percent of the individuals serving on a non-profit applicant's board must fall into one or more of the following categories: (1) Must be a current or past member of the community to be served; (2) be a prospective participant in or beneficiary of the project to be funded; or (3) have a cultural relationship with the community to be served.

"Community" is defined as a group with common interests and a common identity, such as an Indian Tribe, Alaska Native Village, or a group of Native Hawaiians living in a given geographic area, and all those residing or participating in a predominantly Native Hawaiian community.

If an Indian organization is already receiving Child Care and Development Fund (CCDF) funding, it is not eligible to apply for Discretionary Funds under this program announcement. Only one application will be accepted from each eligible applicant.

Part II. Background and Context

A. The Child Care Bureau

The Child Care Bureau is that agency within the Federal Government with the most far-reaching mandate for child care. Established in 1995 to provide new leadership and consolidate Federal responsibilities for subsidized child care programs within the Department of Health and Human Services, the Bureau administers some \$2.9 billion in Federal child care dollars annually.

The Bureau works closely with States, Territories, Tribes and local communities to develop cost-effective services and delivery systems, promotes joint ventures with the private sector, and provides information and other assistance to parents. In addition, the Bureau collaborates extensively with other offices throughout the Federal government to promote integrated, family-focused services and coordinated child care delivery systems.

In all of these activities, the Bureau seeks to enhance the quality, availability and affordability of child care services, to support children's healthy growth and development in safe child care environments, to enhance parental choice and involvement in their children's care, and to facilitate the linkage of child care with other community services.

The Bureau's central responsibility is administration of a new integrated child care program created by title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) which became effective October 1, 1996. This law created new child care funding under Sec. 418 of the Social Security Act and consolidated it under the amended Child Care and Development Block Grant Act, allowing States and Tribes to design comprehensive, integrated service delivery systems to meet the needs of low-income working families. For ease of reference, the newly consolidated funding sources are known as the "Child Care and Development Fund" (CCDF). In fiscal year 1997, States will receive more than \$2 billion and Tribes and tribal organizations will receive \$59 million in CCDF funds.

The CCDF is available to States, Territories, Indian Tribes, and tribal organizations to: Provide low-income families with the financial resources to find and afford quality child care for their children; increase the affordability of child care for low-income families; enhance the quality and increase the supply of child care for all families, including those that receive no direct assistance under CCDF; provide parents with a broad range of options in

addressing their child care needs; strengthen the role of the family; and coordination among child care programs and early childhood development programs.

In administering the CCDF, the Bureau develops policies, monitors service delivery systems, and provides technical assistance in close cooperation with ten DHHS Regional Offices that in turn work directly with States, Territories and Indian Tribes and tribal consortia.

B. Grants to Indian Tribes and Tribal Consortia

The CCDF is comprised of two funding sources for Tribes and tribal consortia:

- *Discretionary Funds*—funding that is provided under the Child Care and Development Block Grant Act, as amended; and
- *Tribal Mandatory Funds*—funding that is provided to eligible tribal organizations under Section 418 of the Social Security Act.

Currently, approximately 237 Indian Tribes and tribal consortia receive CCDF funds. Through consortia arrangements, these grantees serve over 500 federally recognized Indian Tribes and Alaska Native Villages.

A Tribe is eligible to receive CCDF funds if it is federally recognized and the tribal population includes at least 50 children under 13 years of age (or such similar age, as determined by the Secretary from the best available data). A Tribe with fewer than 50 children under age 13 may participate in a consortium of eligible tribes.

In order to receive CCDF funds, eligible Tribes and tribal consortia develop a plan for child care services. The plan is an agreement between the Administration for Children and Families (ACF) and the Tribal agency responsible for administering the CCDF funds. The plans provide assurances that the funds will be administered in conformance with the Act, pertinent Federal regulations, and other applicable instructions or guidelines issued by ACF.

C. Grants to "Other Organizations"

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) amended the Child Care and Development Block Grant Act (CCDBG), to add the following definition to the term "tribal organization" that are potentially eligible for Discretionary Funding:

"Other organizations—Such term includes a Native Hawaiian Organization, as defined in section 4009(4) of the Augustus F. Hawkins-Robert T. Stafford Elementary and

Secondary School Improvement Amendments of 1988 and a private nonprofit organization established for the purpose of serving youth who are Indians or Native Hawaiians."

Section 4009(4) of the Augustus F. Hawkins-Robert T. Stafford Elementary and Secondary School Improvement Amendments of 1988 defines a Native Hawaiian Organization as:

"A private nonprofit organization that serves the interests of Native Hawaiians, and is recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or parts of programs) for the benefit of Native Hawaiians."

Applicants are eligible to apply only for Discretionary Funds under this announcement. Native Hawaiian organizations and private nonprofit organizations established for the purpose of serving youth, who are Indians or Native Hawaiians are not eligible to apply for Tribal Mandatory Funds.

Part III. Native Hawaiian and Nonprofit American Indian Organization Child Care Grants—Goals and Priorities

Following the passage of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193), the Child Care Bureau held a series of conference calls with its tribal grantees, hosted a meeting of its Tribal Work Group, and held workshops on the implementation of CCDF sections of the law at an ACF-sponsored conference for Tribes on Tribal Welfare Reform in October 1996.

As a result of these discussions, it is clear that tribal grantees are interested in designing services adapted to individual tribal circumstances and coordinating resources that will assist in moving families on the path toward social and economic self-sufficiency.

For this reason, applicants are strongly encouraged to coordinate activities with agencies serving the same population of the applicant agency for: health (including the agency responsible for immunizations), education, employment services or workforce development, and the agency responsible for providing Temporary Assistance for Needy Families (TANF).

Grants are awarded under this announcement to increase the availability, affordability and quality of child care services by establishing child care programs in areas that have been previously underserved and/or have unmet needs.

A. Regulatory and Statutory Requirements

The majority of the information requested under Section IV, Program Narrative, of this program announcement is required by the current regulations at 45 CFR part 98 and the CCDBG Act, as amended. Unless otherwise indicated, the regulations at 45 CFR part 98 will apply to grants awarded under this program announcement. As discussed in Part II., B. Background and Context, this information is requested in the CCDF plan for Tribes and tribal consortia. However, since the CCDF plan is not appropriate for grants under this announcement, the regulatory and statutory information required by the CCDF is included in Part IV, Program Narrative. An applicant must also include a statement that it will comply with the applicable list of assurances found in 45 CFR 98.15 of the CCDBG final rule.

B. Eligibility for Services

In order to best meet the purposes of the Act, we believe it is appropriate for grantees under this announcement to meet most of the same requirements as grantees receiving tribal formula grants under the CCDF program.

All eligible children must be under the age of 13 and reside with a family whose income does not exceed 85% of the grantee median income for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services. Grantee median income may be defined as: (1) Tribal median income for a family of the same size residing in the area served by the applicant; or (2) State median income for a family of the same size.

An applicant must indicate which income eligibility definition it plans to use in establishing a child care program under this announcement. In addition, an applicant must define the following terms, as used in their application: Working, attending, job training or educational program, protective services and *in loco parentis*. Instructions on defining these terms are included in the Application Kit's "Supplemental Guide."

An applicant may elect to establish additional eligibility criteria. For example, an applicant may establish different income limits for part of the population to be served. Any additional eligibility criteria need to be clearly identified and defined by the applicant. An applicant may also elect to waive, on a case-by-case basis, the fee and income

eligibility requirements for cases in which children receive or need to receive protective services.

An applicant is encouraged to provide child care for children age 13 and older who are physically and/or mentally incapable of self-care, but must define these terms in their application. An applicant may also provide child care for children age 13 and older who are under court supervision. If care is to be provided in either circumstance, the applicant must specify the age of the children to be served, up to age 19.

In designing a child care program, an applicant is encouraged to address the before- and after-school care needs of eligible children to be served under this program announcement.

C. Coordination

The applicant must describe how it will coordinate the delivery of CCDF-funded child care services with other Federal, State, and local child care, early childhood development programs, and before- and after-school care services, if applicable.

Child care should be an integral part of a community's self-sufficiency and workforce development efforts. In addition, the quality of child care benefits greatly from close coordination with the public health and education communities. Therefore, it is recommended that the applicant include a description of its coordination activities with agencies responsible for health (including the agency responsible for immunizations), education, employment services or workforce development, and the agency responsible for providing Temporary Assistance for Needy Families (TANF).

D. Public Notice

As part of the planning process, an applicant must notify those families eligible to be served under this program announcement of the provision of child care services proposed under this project. Applicants are encouraged to engage in a planning process that includes parents, providers, and other relevant stakeholders in the community to be served.

E. Parental Choice

One of the goals of the Child Care and Development Block Grant Act is "to promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs." In support of this goal, applicants are expected to design and implement a certificate program since it promotes parental choice in selecting CCDF-funded child care providers.

However, while certificates ensure parental choice, contracted slots also play an important role in meeting the child care needs of families, particularly in rural areas, for infant-care, or for children with special needs.

Therefore, it is incumbent upon an applicant to design a child care program that will adequately address the needs and unique circumstances of the population it intends to serve through a grant awarded under this program announcement. If an applicant is unable to operate a certificate program, or chooses to provide child care services through grants and contracts exclusively, it must justify this approach in its program narrative and assure how it will promote parental choice.

F. Quality Activities

In developing a child care program, applicants are encouraged to include activities to improve the availability and quality of child care. Examples of activities undertaken by CCDF-funded tribal child care programs include: (1) Resource and referral programs; (2) grants or loans to providers to assist in meeting standards; (3) monitoring of compliance with licensing and regulatory requirements; (4) training and technical assistance; (5) compensation for child care providers; and (6) comprehensive consumer education. An applicant may select activities from this list of examples, or design other quality activities that are better suited to the population to be served through a grant awarded under this program announcement.

G. Construction and/or Renovation of Child Care Facilities

Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) amended the Child Care and Development Block Grant Act to permit Tribal grantees to use CCDF funds for construction and renovation of child care facilities. Therefore, in its grant application, the applicant should describe any anticipated construction and renovation projects that will be funded with CCDF funds, and estimate the amount of funds that will be used for these projects.

However, grant funds cannot be spent for construction or renovation until a grantee has applied for and received approval, through a separate application process, from the Department of Health and Human Services (DHHS). A grantee may submit a request to spend part of its grant for construction or renovation through this separate application process once it has been awarded a CCDF grant under this announcement.

As part of the separate application process, a grantee must show that adequate facilities are not otherwise available to carry out child care programs, and that the lack of facilities will inhibit the operation of such programs in the future. The amount of funds that a grantee may request for construction or renovation through the separate application process is limited to the amount estimated in the grantee's original CCDF application under this announcement.

Furthermore, statutory language at section 6580(c)(6) of the revised CCDBG Act indicates that Congress does not intend for construction and renovation projects to unnecessarily divert resources from the provision of child care services. Because grants under this announcement are designed to establish child care programs in areas with unmet need, a grantee should reserve adequate funds for direct child care services. While some construction and renovation activity is allowable under this program announcement, in accordance with Part V., Section A., 5. Budget, an applicant will have to demonstrate that funds will be used for direct child care services and the funds requested are reasonable in regard to the number of eligible children to be served.

Part IV. Project Narrative Statement

The Project Narrative Statement is that section of the application which provides most of the information on which proposals will be competitively reviewed. The standard set of Program Narrative requirements in the ACF Uniform Discretionary Grant Application Form apply broadly to all ACF program announcements. Specific requirements for this announcement are detailed below. Applicants should tailor their Project Narrative to these specific requirements.

The Project Narrative should be carefully developed in accordance with the goals and priorities described in Part III, the proposal preparation requirements described in this Part, and the evaluation criteria and selection factors described in Part V.

The Project Narrative sets forth the technical proposal and describes how it will be carried out. This statement should be organized according to the evaluation criteria contained in Part V as follows: (A) Issues, Objectives and Significance; (B) Approach and Activities; (C) Organizational Capabilities and Qualifications; (D) Results and Benefits Expected; and (E) Budget.

Applicants proposing multi-year projects must fully describe each year's project activities in the Project

Narrative. A separate itemized budget of the Federal costs of the project for each budget period must be included in this section.

A. Issues, Objectives and Significance

In this section, applicants demonstrate their understanding of child care issues and present their long-range child care goals. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated.

Applicants must clearly identify the critical child care issues affecting Native Hawaiian and/or Indian low-income families and the challenges they face. Supporting documentation such as letters of support and testimonials from concerned interests other than the applicant may be included.

Applicants must provide participant and beneficiary information. Specifically, information must be included on the number of Native Hawaiian and/or Indian children who would be eligible to receive child care services under this program announcement.

Applicants must establish payment rates for child care services that ensure eligible children equal access to comparable care. A copy of the proposed payment rates must be included in the application.

Applicants must document the type of involvement and support of the community in the planning process and implementation of the proposed project. Applicants must describe when and with whom they consulted in developing this proposal. Applicants must explain how they will notify those families eligible to be served under this grant of the provision of child care services proposed under this project.

Applicants must describe how they will coordinate the delivery of CCDF-funded child care services with other Federal, State, and local child care, early childhood development programs, and before- and after-school care services.

Any coordination activities under this project with agencies responsible for health, education, employment services or workforce development and Temporary Assistance for Needy Families (TANF) should be described in this section.

Applicants are expected to demonstrate a thorough understanding of the child care programs administered by the Child Care Bureau and the policies and funding requirements that apply to these grants.

B. Approach and Activities

The Approach and Activities section details a specific project design and implementation plan. This section should address two broad areas: (1) Specific project activities related to the design and implementation of child care services under this grant; and (2) management and coordination necessary for implementation of the project.

1. Approach

The applicant must describe its proposed approach in addressing the following:

- Offering a certificate program that allows parents to choose from a variety of child care categories, including center-based care, group home care, family child care and in-home care (including a description of the certificate payment system);
- Using grants or contracts for child care slots, if applicable;
- Reasons for limiting the use of in-home care, if applicable;
- Developing a methodologically sound system for determining the facts relied upon to determine that payment rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. (A summary of those facts must also be included);
- Eligibility criteria and requirements, including how the applicant will give priority for child care services to children with special needs;
- The sliding fee scale to be used to determine each family's contribution to the cost of care (including whether families below the poverty level would be exempted from the fee);
- Processes with parents including: informing parents about child care services and options, making applications, and eligibility determinations; information on parental complaints; and affording parents unlimited access to their children receiving CCDF-funded child care services;
- Providing activities to improve the availability and quality of child care (examples of these activities are listed under Section III.F);
- Required health and safety standards by type of provider;
- Licensing requirements which apply to a provider of child care services under a grant; and
- Collecting data on children and families receiving CCDF-funded child care services (the Supplemental Guide

provides specific data collection requirements).

2. Implementation Plan

This section must include a sound and workable plan of action that describes how the proposed project would be carried out, including: How the project would be structured and managed; how roles and functions would be coordinated; how the timeliness of activities would be ensured; how quality control would be maintained; and how costs would be controlled. Applicants should describe their management of the project as a whole, and the management and coordinating roles of subgrantees under grants and contracts, if applicable.

- Provide a diagram showing the organizational structure of the applicant organization and the functional relationships among subgrantees, if applicable;
- Lay out the major tasks to illustrate the sequence and timing of tasks, time commitments of staff, important milestones, reports, and completion dates;
- Describe potential problems or difficulties with the proposed management approach, including factors that might affect the implementation of the child care program in the community to be served;
- Describe how subgrantees would coordinate their management of project tasks and other functions, if applicable; and
- Describe how the delivery of CCDF-funded child care services will be coordinated with other Federal, State, and local child care, early childhood development programs, and before- and after-school care services, if applicable.

C. Results or Benefits Expected

In this section applicants must identify results and benefits expected under the proposed project. These should be specific and measurable.

- At a minimum, explain how expected results under this project will benefit the population to be served in meeting its child care needs.
- Describe how the quality activities chosen will benefit the project.

D. Organizational Capabilities and Staff Qualifications

In this section, applicants must provide evidence that they, and their subgrantees, if applicable, have the experience, expertise and resources to carry out the proposed project on time, within budget, and with a high degree of quality.

1. Organizational Capability

- Provide evidence of sufficient organizational resources to ensure the applicant's successful project management, compliance with terms and conditions of the grant award and oversight of the proper use of Federal funds. Provide evidence of the applicant's capacity to coordinate the activities of subgrantees, if applicable; and
- Describe any subcontracting relationships, and the expected duration of these relationships.

2. Staff Qualifications

- Identify all key staff positions for this project, the professional requirements for each, the proportion of time to be committed to the project, and the period of time for which staff holding these positions would be employed;
- Provide evidence that individuals proposed for key positions have the necessary technical skill and experience to successfully carry out their assigned roles. Where key positions are currently vacant, include a position description outlining the qualifications necessary to carry out the duties and responsibilities of each;
- Identify the authors of the proposal and describe their continuing role in the project if funded; and
- Identify all proposed consultants, document their expertise, and describe how their services will be utilized. Include letters of commitment or intent if possible.

E. Budget

Present a detailed budget to demonstrate that the applicant will have adequate resources to carry out the proposed activities on time and with a high degree of quality.

- Include a detailed budget narrative that describes and justifies line item expenses within the budget categories listed on the Standard Form 424. If project funds will be subcontracted, a detailed budget for the use of those funds must be included; and
- Describe the extent of financial participation from other sources, if applicable. Describe the extent to which funds, staff time, in-kind services, and other resources have been committed to the proposed child care project during the total project period. Describe any other resources that are expected to help support the proposed activities, including existing commitments and negotiations in progress. Describe anticipated efforts to obtain other funding partners throughout the project, if applicable.

Part V. Evaluation and Selection

A. Evaluation Criteria

The criteria listed below will be used in conjunction with other expectations, priorities and requirements set forth in Parts III and IV above to evaluate how well each proposal addresses the goals of this announcement.

1. Significance, Issues and Objectives (Maximum of 20 Points)

- The extent to which the application reflects a solid understanding of critical child care issues, needs, and goals of the population to be served under this program announcement; and
- The extent to which the application addresses the unmet need for child care services in the population to be served under this program announcement.

2. Approach and Activities (Maximum of 40 Points)

- The extent to which proposed activities clearly relate to the applicant's child care needs and goals; and
- The extent to which the Implementation Plan: (1) Presents a sound, workable and cohesive plan of action demonstrating how the work will be carried out on time, within budget and with a high degree of quality; (2) includes a reasonable schedule of target dates and accomplishments; and (3) and presents a sound administrative framework for maintaining quality control over the implementation and ongoing operations of the child care program.

3. Results or Benefits Expected (Maximum of 10 Points)

- The extent to which the proposed activities will result in specific, measurable results.

4. Organizational Capabilities and Staff Qualifications (Maximum of 20 Points)

- The extent to which the application demonstrates that (1) facilities and organizational experience of the applicant organization are adequate to carry out the proposed project; (2) the applicant can effectively and efficiently administer a project of the proposed size, complexity and scope; and (3) the applicant has the capacity to coordinate activities with subgrantees for the successful accomplishment of project objectives, if applicable; and
- The extent to which the applicant proposes key staff with demonstrated experience in child care services, including relevant background, experience, training and work in related projects.

5. Budget (10 Points)

- The extent to which proposed project costs are reasonable, the funds are appropriately allocated across activities, and the budget is sufficient to accomplish the project objectives; and
- The extent to which the funds requested will be used for direct child care services to families through certificates and/or contracted programs for child care slots and that funds requested are reasonable in regard to the number of eligible children that will receive CCDF-funded child care services under announcement.

B. The Selection Process

The Associate Commissioner, Child Care Bureau, will make the final selection of the applicants to be funded. Applications may be funded in whole or in part depending on: (1) The ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the combination of projects that best meets the Bureau's objectives; (4) the funds available; and (5) other relevant considerations.

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

C. Funding Date

It is anticipated that successful applications will be funded by October 1, 1997.

Part VI. Instructions for the Development and Submission of Applications

This Part contains additional information and instructions for submitting applications in response to this announcement. Applicants should read this Part carefully in conjunction with other information and proposal requirements contained within this announcement.

A. Definitions

This program announcement is based on the following definitions:

- Categories of Care—center-based child care, group home child care, family child care and in-home care.
- Center-Based Child Care Provider—a provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parent(s)' work.

- Child Care Certificate—a certificate (that may be a check, or other disbursement) that is issued by a grantee directly to a parent who may use such certificate only as payment for child care services or as a deposit for child care services if such a deposit is required of other children being cared for by the provider, pursuant to § 98.30. Nothing in this part shall preclude the use of such certificate for sectarian child care services if freely chosen by the parent. For the purposes of this part, a child care certificate is assistance to the parent, not assistance to the provider;

- Construction—the building of a facility that does not currently exist;
- Discretionary Funds—the funds authorized under section 658B of the Child Care and Development Block Grant Act, as amended by PRWORA. (The Discretionary funds were formerly referred to as the Child Care and Development Block Grant);

- Eligible Child Care Provider—(1) A center-based child care provider, a group home child care provider, a family child care provider, an in-home child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under applicable State or local law as described in § 98.40; and satisfies State and local requirements, including those referred to in § 98.41 applicable to the child care services it provides; or (2) A child care provider who is 18 years of age or older who provides child care services only to eligible children who are, by marriage, blood relationship, or court decree, the grandchild, great grandchild, sibling (if such provider lives in separate residence), niece, or nephew of such provider, and complies with any applicable requirements that govern child care provided by the relative involved;

- Family Child Care Provider—one individual who provides child care services for fewer than 24 hours per day per child, as the sole caregiver, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parent(s)' work;

- Group Home Child Care Provider—two or more individuals who provide child care services for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parent(s)' work;

- Indian Tribe—any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims

Settlement Act (43 U.S.C. § 1601 et seq) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians;

- In-home Child Care Provider—an individual who provides child care services in the child's own home;

- Licensing or Regulatory Requirements—requirements necessary for a provider to legally provide child care services in a State or locality, including registration requirements established under State, local or Tribal law;

- Other Tribal Organizations—such term includes a Native Hawaiian Organization, as defined in section 4009(4) of the Augustus F. Hawkins-Robert T. Stafford Elementary and Secondary School Improvement Amendments of 1988 and a private nonprofit organization established for the purpose of serving youth who are Indians or Native Hawaiians.

- Parent—a parent by blood, marriage or adoption and also means a legal guardian, or other person standing *in loco parentis*;

- Provider—the entity providing child care services;

- Sliding Fee Scale—a system of cost sharing by a family based on income and size of the family, in accordance with § 98.42;

- Tribal Mandatory Funds—the child care funds set aside at section 418(a)(4) of the Social Security Act. The funds consist of between one and two percent of the aggregate Mandatory and Matching child care funds reserved by the Secretary in each fiscal year for payments to Indian Tribes and Tribal organizations; and

- Types of Providers—the different classes of providers under each category of care. For the purposes of the CCDF, types of providers include non-profit providers, for-profit providers, sectarian providers and relatives who provide care.

B. Intergovernmental Review of Federal Programs

This program announcement is not covered under Executive Order 12372, Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Program and Activities".

C. The Application Process

1. Availability of Application Forms

In order to be considered for a grant under this program announcement, an application must be submitted on the forms supplied and in the manner

prescribed by ACYF. The application kits containing the necessary forms and instructions may be obtained from: Department of Health and Human Services, Administration for Children and Families, Child Care Bureau, Room 320F, Hubert H. Humphrey Building, 200 Independence Avenue, SW., Washington, DC 20201-0001, Attention: ACYF-PA-CC-97-03, Telephone: (202) 401-7260.

2. Application Submission

One signed original, and two copies, of the grant application, including all attachments, must be mailed by the specific closing date to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Mail Stop 6C-462, Washington, DC 20447, Attention: William J. McCarron, ACYF No. ACYF-PA-CC-97-03.

The application must be signed by an individual authorized (1) to act for the applicant organization, and (2) to assume the applicant's obligations under the terms and conditions of the grant award, including Child Care and Development Fund statutory and regulatory requirements.

ACYF will accept only one application per applicant. If an eligible applicant sends in two applications, the one with the earlier postmark will be accepted for review unless the applicant withdraws the earlier application.

3. Application Consideration

The ACYF Commissioner determines the final action to be taken on each grant application received under this program announcement. Each application will be screened to determine whether the applicant organization is eligible as specified in Part I, section G, above. Applications from ineligible organizations will be excluded from the review. In addition, inadequate preparation, omission of essential components, or failure to comply with format specifications as described in Part VI will result in the application being withdrawn from further consideration. Applicants will be notified in writing of any such determination by ACYF.

Eligible applications will be scored competitively against the published evaluation criteria described above. An independent panel will review the applications in Washington, DC. The panel of expert reviewers will include tribal child care administrators and/or other individuals experienced in child care delivery systems, Native Hawaiian and/or Indian early child development and education, and other relevant areas.

Applications from Native Hawaiian organizations will be evaluated with similar applications. Likewise, applications from private nonprofit organizations serving Indians or Native Hawaiian youths will be evaluated separately.

A panel of at least three reviewers will evaluate each application to determine the strengths and weaknesses of the proposal in terms of the Bureau's goals, the expectations as discussed in Part III, requirements for the Project Narrative Statement described in Part IV, and the evaluation criteria listed in Part V., Section A. Panelists will provide written comments and assign numerical scores for each application. The indicated point value for each criterion is the maximum numerical score for that criterion. The assigned scores for each criterion will be summed to yield a total evaluation score for the proposal.

In addition to the panel review, the Bureau may solicit comments from other Federal offices and agencies, from the States, from relevant Native Hawaiian and tribal organizations, and from individuals whose particular expertise is identified as necessary for the consideration of technical issues arising during the review. Their comments, along with those of the panelists, will be considered by the Bureau in making funding decisions.

The Commissioner makes grant awards consistent with the purpose of the Act, all relevant statutory and regulatory requirements, this program announcement, and the availability of funds.

After the Commissioner has made decisions on all applications, unsuccessful applicants are notified in writing within approximately 30 days of the decision.

Successful applicants are notified through an official Financial Assistance Award (FAA) document. ACYF staff cannot respond to requests for information regarding funding decisions prior to the official notification to the applicants. The FAA will state the amount of Federal funds awarded, the purpose of the grant, the terms and conditions of the grant award, the effective date of the award, the project period, and the budget period.

D. Receipt of Applications

Applications must either be hand delivered or mailed to the address in Part VI., Section C., 2. Application Submission.

1. Deadline

Mailed applications shall be considered as meeting an announced

deadline if they are either postmarked on or before the deadline date and received by ACF in time for the independent review to: U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Mail Stop 6C-462, Washington, DC 20447, Attention: Application for Native Hawaiian and Nonprofit American Indian Organization Child Care Grants, ACYF No. ACYF-PA-CC-97-03.

Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private Metered postmarks shall not be acceptable as proof of timely mailing.

Applications handcarried by applicants and applicant couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, SW., Washington, DC 20024, between Monday and Friday (excluding weekends and Federal holidays). Any application postmarked after 4:30 p.m. on the deadline date will not be considered for competition.

ACYF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

2. Late Applications

Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

3. Extension of Deadlines

ACYF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc., or when there is a widespread disruption of the mails. However, if ACF does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicants.

4. Notification

All applicants will be notified automatically about the receipt of their application and of the four digit identification number assigned to the 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 you do not receive acknowledgment of your application within eight weeks after the deadline date, please contact the ACYF Operations Center at 1-800-351-2293.

E. The Review Process

1. Initial Application Review

Applications submitted by the closing date and verified by the postmark under this program announcement will undergo a pre-review to determine that (1) the applicant is eligible in accordance with the Eligible Applicants Section of this announcement; and (2) the application narrative, forms and materials submitted are adequate to allow the review panel to undertake an in depth evaluation. (All required materials and forms are listed in the Grant Application Checklist in the Application Kit).

2. Competitive Review of Accepted Applications

Applications that pass the pre-review will be evaluated and rated by an independent review panel on the basis of the specific evaluation criteria listed in Part V. These criteria are used to evaluate the quality of a proposed project, and to determine the likelihood of its success.

F. General Guidance to Applicants

The following information is provided to assist applicants in developing a competitive application.

1. Program Guidance

The Administration on Children, Youth and Families funds projects that demonstrate the strongest prospects for addressing the stated purposes of this program announcement.

In describing the goals, strategy, and problems being addressed in the application, include sufficient background and/or history of the community concerning these issues and/or progress to date, as well as the size of the population to be served. This material will assist the reviewers in determining the appropriateness and potential benefits of the proposed project.

The project application must clearly identify in measurable terms the expected results, benefits or outcomes of the proposed project, and the positive or continuing impact that the project will have on the population to be served.

In its data collection approach or design, an applicant should review the data collection/reporting requirements section contained in the Supplemental Guide (included in the Application Kit).

This section provides specific information on data that must be collected and reported for children and families receiving CCDF-funded child care.

2. Technical Guidance

Applicants should prepare their application packages according to the application checklist and suggested ordering of materials located at the end of the ACF Uniform Discretionary Grant Application Form. This form is included in the Application Kit.

Applicants should closely tailor their applications to the specific requirements of this announcement. Previous experience has shown that an application that 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 that is more clearly focused on and directly responsive to the concerns and objectives outlined in the announcement.

Applications must have a cover letter followed by the Table of Contents and Project Abstract (Executive Summary). The Project Abstract should be a short, concise, and accurate description of the proposed project. This summary, together with the information on the SF 424 is the major source of information about the proposed project and is usually the first part of the application that the reviewers read in evaluating the application. It should provide a snapshot of the project objectives, the approaches to be used, and the outcomes expected. The summary should also describe the population to be served.

The summary should be clearly marked with the applicant's name as shown in item 5 of the SF 424, the announcement number and title, and the title of the project as shown in item 11 of the SF 424. At the bottom of the page, following the summary description, type up to 10 key words that best describe the proposed project, the service(s) involved and the target population(s) to be covered. These key words will be used for computerized information retrieval. Key words should be selected from commonly used research and policy terminology.

In preparing the application, applicants should fill out SFs 424, 424A, and 424B, all of which are included in the Application Kit. Forms should be prepared in accordance with the detailed instructions contained in the ACF Uniform Discretionary Grant Application Form.

The application's Form 424 must be signed by the applicant's representative

authorized to act with full authority on behalf of the applicant.

The Project Narrative Statement should be clear, concise, and address the specific expectations and requirements described in Parts III and IV. The narrative should also provide information concerning how the application meets the evaluation criteria described in Part V. Inclusion and description of the evaluation criteria is important since the reviewers will rate the application against the evaluation criteria. Applicants should use the following section headings:

- (A) Significance, Issues and Objectives;
- (B) Approach, and Activities;
- (C) Results and Benefits Expected;
- (D) Organizational Capacity and Staff Qualifications; and
- (E) Budget.

The specific information to be included under each of these headings is described in Part IV, Project Narrative, and Part V., Section A., Evaluation Criteria.

The narrative should be double-spaced and single-sided on 8½" x 11" plain white paper, with 1" margins on all sides. Use 10 or 12 pitch throughout the proposal. All pages of the narrative (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning with "Significance, Issues, and Objectives" as page number one. Applicants should not submit reproductions of larger sized paper reduced to meet the size requirement. Applicants should not send pamphlets, brochures, or other printed material along with their applications, as these items pose copying difficulties. These materials, if submitted, will not be included in the review process, although they will be kept on file.

An applicant must provide all applicable certifications, disclosures and assurances included in the ACF Uniform Discretionary Grant Application Form. In addition, an applicant must include a statement that it will comply with the applicable list of assurances found in § 98.15 of the CCDBG final rule.

The entire Project Narrative Statement and supporting materials (including text, resumes, and appendices) may not exceed 100 pages single-spaced (200 pages double spaced). All supporting materials, such as resumes, letters of support, and other documents should be organized into appropriate appendices and securely bound into the application package.

Applicants are encouraged to have someone other than the author apply the

evaluation criteria in the program announcement and score the application prior to its submission, in order to gain a better sense of the application's quality and potential competitiveness in the ACYF review process.

For purposes of developing an application, applicants should plan for a project start date approximately 120 days after the closing date under which the application is submitted.

Two copies of the application plus the original are required. The Cover Page (included in the Application Kit) should be the first page of an application, followed by the one-page abstract.

Dated: July 9, 1997.

James A. Harrell,

Acting Commissioner, Administration on Children, Youth and Families.

[FR Doc. 97-19009 Filed 7-17-97; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Agency Recordkeeping/Reporting Requirements Under Emergency Review by the Office of Management and Budget (OMB)

Title: National Directory of New Hires.

OMB No.: New.

Description: Public Law 104-193, the "Personal Responsibility and Work

Opportunity Reconciliation Act of 1996," requires the Office of Child Support Enforcement (OCSE) to develop a National Directory of New Hires (NDNH) to improve the ability of State Child support agencies to locate noncustodial parents and collect child support across State lines.

The NDNH will contain employment, wage and unemployment compensation data on all employees within the United States. Public Law 104-193 requires States and territories to periodically transmit new hire data received from employers to the NDNH, and to transmit wage and unemployment compensation claims data to the NDNH on a quarterly basis.

Employers must report specified information (based on the IRS W-4 Form) on all new hires to State agencies for transmittal to the NDNH. States will transmit all data to the NDNH electronically. The purpose of the NDNH is to develop a repository of information on newly-hired employees, and on the earnings and unemployment compensation claims data on all employees, to provide the necessary information to locate child support obligors, and to establish and enforce child support orders.

As planned, the approximately 6.3 million United States' employers will submit approximately 60 million new hire records to the State Directory of New Hires (SDNH). If reports are submitted manually, employers must submit new hire reports not later than 20 days after the date the employer hires

the employee. If employers submit new hire reports electronically, reports must be submitted to the SDNH twice a month and not less than 12 days nor more than 16 days apart. The State shall have the option to set a civil money penalty for noncomplying employers.

The information will be entered into the data base maintained by the SDNH within five business days of receipt from an employer. Within three business days after the date information regarding a newly hired employee is entered into the SDNH, the information shall be furnished to the NDNH.

State agencies charged with the administration of the unemployment compensation program must submit to the NDNH approximately 140 million records quarterly. These State records contain the wages and unemployment compensation paid to individuals within the fifty States, Guam, Virgin Islands, Puerto Rico and the District of Columbia.

Provided below are the proposed Record Layouts and Field Descriptions along with the Supplemental Specifications. The supplemental specifications contain additional explanation regarding format and content of items in the record specifications. The Record Layouts and Field Descriptions apply to the W-4, Quarterly Wage and Unemployment Compensation records respectively. Descriptions are also provided for header, data and trailer subrecords.

Respondents: States and Employers.

ANNUAL BURDEN ESTIMATES

| Instrument | Number of respondents | Number of responses per respondent | Average burden hours per response | Total burden hours |
|---|-----------------------|------------------------------------|-----------------------------------|--------------------|
| New Hire: Employers Not Currently Required to Report (manual reporting) * | * 3,372,250 | ** 3,484 | .0417 hours (2.5 minutes). | 489,930 |
| New Hire: Employers Not Currently Required to Report (electronically) * | * 740,250 | ** 37,037 | ***.00028 hours (1 second). | 7,677 |
| New Hire: Multistate Employers' Registration Form | 375,000 | 1 | .050 | 18,750 |
| New Hire: States Not Currently Requiring New Hire Reporting | 29 | **** 83,333 | ***** 266,668 | 644,445 |
| New Hire: States Currently Requiring New Hire Reporting | 25 | **** 83,333 | ***** 70,741 | 147,376 |
| Quarterly Wage & Unemployment Compensation | 54 | ***** 4 | .033 | 7.13 |

Estimated Total Annual Burden Hours: 1,308,185.

Footnotes:

The above burden estimates are based on the following assumptions and factors:

Twenty-five States already had a new hire reporting system in place before PRWORA was passed. Within those 25 States, on average, it is estimated that 75% of employers already report new hire data (based on the fact that some States require all employers to report, some require only targeted industries to report, and some are voluntary reporting programs). It is estimated that these employers represent the same proportional number of new hire reports (75% of 25/54).

These estimates include the 25% remaining employers who do not report within those 25 States, in addition to all of the employers within the remaining 29 States.

* Eighteen percent of all employers will report manually and 82% will report electronically (based on SSA's experience). The number of employers is based on the following calculation: the total number of employers (6,300,000) multiplied by 29/54 (the proportion of States that do not have new hire programs) plus the total number of employers multiplied by the number of employers not already reporting in the States that do have new hire programs (25% of 25/54). The result (4,122,500) is then broken down into two categories: those who report manually and those who report electronically.

** For the "Employers" tiers, "response" is defined as the number of new hire reports. Thirty percent of all new hire reports will be reported manually and 70% will be reported electronically (based on SSA's experience).