

application procedures, and application forms. CDC will not send application kits by facsimile or express mail.

If you have questions after reviewing the contents of all the documents, business management technical assistance may be obtained from: Victoria Sepe, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), Room 300, 255 East Paces Ferry Road, NE., Mailstop E-13, Atlanta, GA 30305-2209, telephone (404) 842-6804, Internet: vxw1@cdc.gov.

Programmatic technical assistance may be obtained from:

Greg Kullman, Ph.D., CIH, National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control and Prevention (CDC), 1095 Willowdale Rd., Mailstop P-04/18, Morgantown, WV 26505, telephone (304) 285-5711, Internet: gjk1@cdc.gov,

OR

Vincent R. Nathan, Ph.D., M.P.H., National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control and Prevention (CDC), 1600 Clifton Rd., NE., Mailstop D-40, Atlanta, GA 30333, telephone (404) 639-1493, Internet: van3@cdc.gov.

This and other CDC announcements are available through the CDC Homepage on the Internet. The address for the CDC Homepage is: <http://www.cdc.gov>.

Copies of the publication, The National Occupational Research Agenda (NORA) may be obtained from The National Institute of Occupational Safety and Health, Publications Office, 4676 Columbia Parkway, Cincinnati, OH 45226-1998 or telephone 1-800-356-4674, and is available through the NIOSH Homepage: "<http://www.cdc.gov/niosh/nora.html>".

Dated: June 5, 1998.

**Diane D. Porter,**

*Acting Director, National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention (CDC).*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[Program Announcement 98071]

#### Demonstration of School-Based Violence Prevention

##### A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 1998 funds for a cooperative agreement program for the Demonstration of School-Based Violence Prevention. This program addresses the "Healthy People 2000" priority area of Violent and Abusive Behavior.

The purpose of the program is to support quality implementation of violence prevention programs that will serve as demonstration sites for school-based violence prevention programs. Applications will be considered in the area of implementing proven school-based violence prevention programs that target youth (aged 5-19, not necessarily inclusive of all ages) who are in elementary, middle, and high-schools.

##### B. Eligible Applicants

Applications may be submitted by public and private nonprofit organizations and by governments and their agencies; that is, universities, colleges, research institutions, hospitals, other public and private nonprofit organizations, State and local governments or their bona fide agents, and federally recognized Indian tribal governments, Indian tribes, or Indian tribal organizations. Public and private elementary, middle, and high schools, and school districts are also encouraged to apply.

**Note:** Effective January 1, 1996, Pub. L. 104-65 states that an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible to receive Federal funds constituting an award, grant (cooperative agreement), contract, loan, or any other form.

##### C. Availability of Funds

Approximately \$1,100,000 is available in FY 1998 to fund up to four projects to implement, and monitor programs designed to prevent violence among school aged youth. Awards are expected to range from \$250,000 to \$300,000 with an average of \$275,000 for each 12-month budget period.

It is expected that the new awards will begin on or about September 30, 1998. Awards will be made for a 12-month budget period within a 4-year

project period. Funding estimates may vary and are subject to change.

Continuation awards within the project periods will be made on the basis of satisfactory progress as evidenced by required reports and the availability of funds.

##### Funding Preferences

In making awards, priority consideration will be given to ensuring a geographic balance, a representative mixture of target groups, and a diversity of program strategies.

##### D. Cooperative Activities

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the activities under 1. (Recipient Activities), and CDC will be responsible for the activities listed under 2. (CDC Activities).

##### 1. Recipient Activities

a. Develop and implement an intervention protocol (include a minimum of two different strategies).

b. Develop and pilot test data collection instruments.

c. Analyze data & interpret findings.

d. Establish an advisory committee that will address issues related to violence to ensure community engagement.

e. Develop collaborative relationships with voluntary, community-based public and private organizations and agencies already involved in preventing violence.

f. Compile and disseminate the results from the project.

##### 2. CDC Activities

a. Collaborate on the development of the intervention protocol.

b. Provide technical assistance on the development and evaluation of the data collection instruments.

c. Provide up-to-date scientific information about youth violence prevention.

d. Assist in the transfer of information and methods developed in these projects to other prevention programs.

##### E. Application Content

Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria sections to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan.

The narrative should be unbound and no more than 30 double-spaced pages, printed on one side, with one inch margins, and un-reduced font (no smaller than 12 cpi).

1. Applications must be organized as follows:

a. *Abstract and Table of Contents:* A one page summary of the application outlining the (1) student population characteristics and, (2) the proposed violence prevention program. A table of contents that provides page numbers for each of the following sections (all pages must be numbered).

b. *Student population:* Describe the population to which the program will be directed. Describe the impact of behaviors, injuries and deaths resulting from violence on persons who would be directly or indirectly affected by the program. Demonstrate that persons who would be affected by the interventions have a high incidence or risk of violence and injury from such violence. Demonstrate that participation by the target group in the program will be adequate; describe the method by which persons are selected to participate. Women, Racial and Ethnic Minorities. A description of the proposed plan for the inclusion of both sexes and racial and ethnic minority populations for appropriate representation.

c. *Proposed Goals and Objectives:* Describe project goals and include process and outcome objectives for pertinent health, behavioral, psycho social, and structural/environmental activities. Specify both short term (within 1 year) and long term (after one year) objectives.

d. *Program Description:* Provide a detailed description of the violence prevention program to be implemented. All proposed programs must incorporate at least two different specific intervention strategies. Proposed programmatic strategies must include those that have been previously implemented and demonstrated to reduce violent and/or aggressive behavior in school-aged populations. Applicants should consider proposing curriculum-based (social-cognitive), parental engagement, and mentoring among other intervention strategies. The frequency, intensity, and duration of programmatic activities of each proposed strategy should be specified. All necessary programmatic and training materials must be described in detail and copies of existing materials must be included in the appendix. If any strategy or training material is not extant, provide a justification for not having the materials and describe methods and time frames for their development. Necessary collaborating parties should be identified and evidence of their ability and intention to participate should be supplied.

e. *Program Monitoring Plans:* Provide a detailed description of the proposed

plan to monitor program implementation and effectiveness. List the major steps needed to implement the proposed plan for program monitoring and provide a concise timetable for those steps.

f. *Data Collection and Analysis:* Provide a description of plans for collecting information consistent with efforts to assess program delivery. An information reduction plan should be described with particular attention to how process information will be collected, processed, and maintained for analysis. An appropriate analytical plan should be presented and defended.

g. *Project Management and Staffing Plan:* Provide a demonstration of the availability of staff and facilities to carry out the described program and monitoring plan. Demonstrate the organization's experience or capacity in the area of youth violence prevention, management of school-based violence prevention programs, experience or the experience of a full working partner in evaluation methods, and ability or the ability of a full working partner to collect, manage, and analyze both quantitative and qualitative data. Describe in detail each existing or proposed position for this project by job title, function, general duties, and activities for which that position will be involved. Include the level of effort and allocation of time for each project activity by staff position. If the identity of any key individual who will fill a position is known, his/her name and curriculum vitae should be attached. Experience and training related to the proposed project should be noted. Management operation principles, structure, and organization should be described.

h. *Collaboration:* Describe current and proposed collaborations with appropriate government, health, youth agencies, community-based organizations, minority organizations, and other persons working with the specified target population. Include letters of support and memoranda of understanding which specify precisely the nature of past, present, and proposed collaborations, and the products/services or other activities that will be provided by and to the applicant through the collaboration on the proposal. Demonstrate an ability to work with the designated populations and provide letters of recommendation or support from government or non-government agencies or leaders with whom they have worked. Describe current or past funding that has been received for similar projects and the outcomes of these projects. Provide evidence that these funds do not

duplicate already funded components of ongoing projects.

i. *Project Budget:* Provide a detailed budget for each priority activity to be undertaken, with accompanying justification of all operating expenses that is consistent with the stated objectives and planned activities of the project. CDC may not approve or fund all proposed activities. Applicant should be precise about the program purpose of each budget item and should itemize calculations wherever appropriate. Budgets should include costs for travel for two project staff to attend two meetings per year in Atlanta with CDC staff.

j. *Human Subjects:* Describe the degree to which human subjects may be at risk and the assurance that the project will be subject to initial and continuing review by the appropriate institutional review committees.

## F. Submission and Deadline

Submit the original and two copies of PHS 5161-1 (OMB Number 0937-0189). Forms are in the application kit.

On or before August 11, 1998, submit to Joanne Wojcik, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 98071, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, Mailstop E-13, Atlanta, GA 30305-2209.

If your application does not arrive in time for submission to the independent review group, it will not be considered in the current competition unless you can provide proof that you mailed it on or before the deadline (i.e., receipt from U.S. Postal Service or a commercial carrier; private metered postmarks are not acceptable).

## G. Evaluation Criteria

Each application will be evaluated individually against the following criteria by an independent review group appointed by CDC. Applicants will be evaluated according to the following criteria (Maximum of 100 total points):

### 1. Program Plan (40 Points)

#### a. Target Groups

The extent to which the target group(s) is (are) described and access to the target population is demonstrated. The extent to which the target group has a high incidence or prevalence of the risk factors to be influenced by the proposed intervention and the extent to which appropriate demographic and morbidity data are described. The extent to which youth, who are the direct or indirect target group, have a high

incidence of interpersonal violence and violence-related injuries, disabilities, and deaths. The extent to which the applicant demonstrates a capability to achieve a sufficient level of participation by the target group.

In addition, the degree to which the applicant has met the CDC/ATSDR policy requirements regarding the inclusion of women, ethnic, and racial groups in the proposed project. This includes:

i. The proposed plan for the inclusion of both sexes and racial and ethnic minority populations for appropriate representation.

ii. The proposed justification when representation is limited or absent.

iii. A statement as to whether the plans for recruitment and outreach for study participants include the process of establishing partnerships with the community(ies) and recognition of mutual benefits.

#### b. Program Description

The extent to which the potential effectiveness of the selected program is theoretically justified and supported by epidemiologic, or social and behavioral research. The extent to which the program is feasible and can be expected to produce the expected results in the target group of interest. The extent to which the program, its implementation, the development of all necessary materials, and all necessary training are clearly described. The status of all necessary measurement instruments or training materials must be described; if any of this material is not extant, methods and time frames for their development must be described. Necessary collaborators must be identified, and evidence of their ability and intention to participate must be supplied. The extent to which the proposed goals and objectives are clearly stated, time-phased, and measurable.

#### 2. Program Monitoring (25 Points)

The extent to which the design to monitor program implementation (including a data analysis plan) are clearly described and are appropriate for the target group, program, data collection opportunities, and proposed project period. The extent to which data collection, data processing, and management activities are clearly described. The extent to which the proposed goals and objectives are clearly stated, time-phased, and measurable.

#### 3. Project Management and Staffing Plan (25 Points)

The extent to which project management staff and their working partners are clearly described, appropriately assigned, and possess pertinent skills and experiences to conduct the project successfully to completion. The extent to which the applicant has arranged to involve appropriate researchers and other personnel who reflect the racial/ethnic composition of the target group. The extent to which the applicant or a full working partner demonstrates the capacity and facilities to design, implement, and monitor the proposed program.

#### 4. Collaboration (10 Points)

The extent to which the necessary partners are clearly described and their qualifications and intentions to participate explicitly stated. The extent to which the applicant provides proof of support (e.g., letters of support and/or memoranda of understanding) for proposed activities. Evidence must be provided that these funds do not duplicate already funded components of ongoing projects.

#### 5. Proposed Budget (Not Scored)

The extent to which the budget request is clearly explained, adequately justified, reasonable, sufficient for the proposed project activities, and consistent with the intended use of the cooperative agreement funds.

#### 6. Human Subjects: (Not Scored)

The extent to which the applicant complies with the Department of Health and Human Services Regulations (45 CFR Part 46).

### H. Other Requirements

#### Technical Reporting Requirements

Provide CDC with original plus two copies of:

1. Semiannual progress reports;
2. Financial status report, no more than 90 days after the end of the budget period; and
3. Final financial status and performance reports, no more than 90 days after the end of the project period.

Send all reports to: Joanne Wojcik, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, M/S E-13, Atlanta, GA 30305-2209.

#### Confidentiality of Records

All identifying information obtained in connection with the provision of

services to any person in any program that is being carried out with a cooperative agreement made under this announcement shall not be disclosed unless required by a law of a State or political subdivision or unless written, voluntary informed consent is provided by persons who received services.

1. Nonpersonal identifying, unlinked information, which preserves the individual's anonymity, derived from any such program may be disclosed without consent:

a. In summary, statistical, or other similar form, or

b. For clinical or research purposes.

2. Personal identifying information: Recipients of CDC funds who must obtain and retain personal identifying information as part of their CDC-approved work plan must:

a. Maintain the physical security of such records and information at all times;

b. Have procedures in place and staff trained to prevent unauthorized disclosure of client-identifying information;

c. Obtain informed client consent by explaining the risks of disclosure and the recipient's policies and procedures for preventing unauthorized disclosure;

d. Provide written assurance to this effect including copies of relevant policies; and

e. Obtain assurances of confidentiality by agencies to which referrals are made.

Assurance of compliance with these and other processes to protect the confidentiality of information will be required of all recipients. A Department of Health and Human Services (DHHS) certificate of confidentiality may be required for some projects.

The following additional requirements are applicable to this program. For a complete description of each, see Addendum I (included in the application kit).

AR98-1 Human Subjects Requirements

AR98-2 Requirements for Inclusion of Women and Racial and Ethnic Minorities in Research

AR98-7 Executive Order 12372 Review

AR98-8 Public Health System Reporting Requirements

AR98-9 Paperwork Reduction Act Requirements

AR98-10 Smoke-Free Workplace Requirements

AR98-11 Healthy People 2000

AR98-12 Lobbying Restrictions

AR98-13 Prohibition on Use of CDC Funds for Certain Gun Control Activities

## I. Authority and Catalog of Federal Domestic Assistance Number

This program announcement is authorized under Sections 391, 392, 393, and 394 [42 U.S.C. 280b, 280b-1, 280b-1a, and 280b-2] of the Public Health Service Act, as amended. The Catalog of Federal Domestic Assistance number is 93.136.

## J. Where To Obtain Additional Information

The program announcement and application forms may be downloaded from the Internet: [www.cdc.gov](http://www.cdc.gov) (look under funding). You may also receive a complete application kit by calling 1-888-GRANTS4. You will be asked to identify the program announcement number and provide your name and mailing address. A complete announcement kit will be mailed to you.

Please refer to Program Announcement 98071 when you request information.

If you have questions after reviewing the forms, for business management technical assistance, contact: Joanne Wojcik, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 98071, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, Mailstop E-13, Atlanta, GA 30305-2209, telephone (404) 842-6535, E-mail address [jcw6@cdc.gov](mailto:jcw6@cdc.gov).

For program technical assistance, contact Wendy Watkins, Division of Violence Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention (CDC), 4770 Buford Highway, NE., Mailstop K-60, Atlanta, Georgia 30341-3724, telephone (770) 488-4646, E-mail address [dmw7@cdc.gov](mailto:dmw7@cdc.gov).

Dated: June 5, 1998.

**John L. Williams,**

*Director, Procurement and Grants Office,  
Centers for Disease Control and Prevention  
(CDC).*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[Program Announcement 98072]

### The Evaluation of Interventions to Prevent Suicide

#### A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the

availability of fiscal year (FY) 1998 funds for a cooperative agreement program for the Evaluation of Interventions to Prevent Suicide. This program addresses the "Healthy People 2000" priority area Violent and Abusive Behavior.

The purpose of this cooperative agreement is to evaluate specific interventions that may influence one or more of the factors that lead to suicidal behavior among high-risk populations (see Addendum II—Background for additional information included in the application kit).

#### B. Eligible Applicants

Applications may be submitted by public and private nonprofit organizations and by governments and their agencies; that is, universities, colleges, research institutions, hospitals, other public and private nonprofit organizations, State and local governments or their bona fide agents.

**Note:** Effective January 1, 1996, Public Law 104-65 states that an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible to receive Federal funds constituting an award, grant (cooperative agreement), contract, loan, or any other form.

#### C. Availability of Funds

Approximately \$400,000 is available in fiscal year 1998 to fund up to two awards. It is expected that projects completed in three years will have an average award of \$200,000 and ranging from \$175,000 to \$225,000 per year. Awards will be made for a 12 month budget period within a three year project period.

Non-competing continuation awards for new budget periods within an approved project period are made on the basis of satisfactory performance and availability of funds.

#### Funding Preferences

In making awards, priority consideration will be given to ensuring a balance among types of interventions (e.g., peer support, gatekeeper training) and programs that target different high-risk populations (e.g., age groups, sex, race/ethnicity).

#### D. Cooperative Activities

In conducting activities to achieve the purpose of this program, the recipient shall be responsible for the activities under 1., below, and CDC shall be responsible for the activities under 2., below:

##### 1. Recipient Activities:

a. Develop a protocol for evaluating the specific intervention.

b. Develop procedures for collecting and compiling information relevant to the proposed project.

c. Develop and pilot test instruments for data collection.

d. Establish goals and realistic, measurable, time-oriented objectives.

e. Develop, implement, and evaluate the selected intervention.

f. Compile and disseminate the results from the project.

##### 2. CDC Activities:

a. Provide technical assistance in defining the target population.

b. Collaborate in the design of all phases of the evaluation.

c. Provide technical assistance in sharing information among the various evaluation projects awarded.

d. Provide up-to-date scientific information about suicidal behavior prevention.

e. Assist in the transfer of information and methods developed in these projects to other prevention programs.

#### E. Application Content

Use the information in the Cooperative Activities, Other Requirements, Evaluation Criteria sections and the Errata Sheet (Addendum III), included in the application package to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan.

The narrative should be no more than 30 double-spaced pages, printed on one side, with one inch margins, and un-reduced font (no smaller than 10 cpi).

#### F. Submission and Deadline

Submit the original and five copies of PHS-398 (OMB Number 0925-0001) and adhere to the instructions on the Errata Instruction Sheet for PHS 398. Forms are in the application kit.

On or before August 4, 1998, submit to: Joanne Wojcik, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 98072, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, Mailstop E-13, Atlanta, GA 30305-2209.

If your application does not arrive in time for submission to the independent review group, it will not be considered in the current competition unless you can provide proof that you mailed it on or before the deadline (i.e., receipt from U.S. Postal Service or a commercial carrier; private metered postmarks are not acceptable).

#### G. Evaluation Criteria

Each application will be evaluated individually against the following