

J. Where To Obtain Additional Information

To receive additional written information and to request an application kit, call 1-888-GRANTS4 (1-888-472-6874). You will be asked to leave your name and address and will be instructed to identify the Announcement Number 98101.

If you have questions after reviewing the contents of all the documents, business management technical assistance may be obtained from Juanita Crowder, Grants Management Specialist, Grants Management Branch, Centers for Disease Control and Prevention (CDC), Procurement and Grants Office, 255 East Paces Ferry Road, NE., Room 300, Mailstop, E-15, Atlanta, GA 30305-2209, telephone (404), 842-6577, or E-mail address: jdd2@cdc.gov.

See also the CDC home page on the Internet: <http://www.cdc.gov>

For program technical assistance, contact Kay Lawton, Deputy Chief, Prevention Services Research Branch, National Center for HIV, STD, and TB

Prevention, Centers for Disease Control and Prevention, 1600 Clifton Rd., Mailstop E-46, Atlanta, GA 30333, telephone (404) 639-2090, E-mail address: kell1@cdc.gov.

Dated: July 17, 1998.

John L. Williams,

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

[FR Doc. 98-19618 Filed 7-22-98; 8:45 am]

BILLING CODE 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES**Administration for Children and Families****Submission for OMB Review; Comment Request**

Title: Voluntary Surveys of Program Partners to Implement Executive Order 12862 in the Administration for Children and Families.

OMB No.: 0980-0266.

Description: Under the provisions of the Federal Paperwork Reduction Act of 1995 (Pub. L. 104-13), the Administration for Children and Families (ACF) is requesting clearance for instruments to implement Executive Order 12862 within the ACF. The purpose of the data collection is to obtain customer satisfaction information from those entities who are funded to be our partners in the delivery of services to the American public. ACF partners are those entities that receive funding to deliver services or assistance from ACF programs. Examples of partners are States and local governments, territories, service providers, Indian Tribes and tribal organizations, grantees, researchers, or other intermediaries serving target populations identified by and funded directly or indirectly by ACF. The surveys will obtain information about how well ACF is meeting the needs of our partners in operating the ACF programs.

Respondents: State, Local, Tribal Govt. or Not-for-Profit.

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
State Governments	51	5	.33	94
Head Start grantees & Delegates	200	1	.33	66
Other Discretionary Grant Programs	200	5	.33	330
Indian Tribes & tribal organizations	25	2	.33	16.5
Estimated Total Annual Burden Hours: 496.5				

Additional Information: Copies of the proposed collection may be obtained by writing to The Administration for Children and Families, Office of Information Services, Division of Information Resource Management Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer.

OMB Comment: OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the **Federal Register**. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication. Written comments and recommendations for the proposed information collection should be sent directly to the following: Office of Management and Budget, Paperwork Reduction Project, 725 17th Street, NW, Washington, DC 20503, Attn: Ms. Wendy Taylor.

Dated: July 17, 1998.

Bob Sargis,

Acting Reports Clearance Officer.

[FR Doc. 98-19557 Filed 7-22-98; 8:45 am]

BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES**Administration for Children and Families****Temporary Assistance for Needy Families (TANF) Technical Assistance Demonstration Grants**

AGENCY: Office of Family Assistance, ACF, DHHS.

ACTION: Notice.

SUMMARY: The Administration for Children and Families (ACF) announces the availability of Federal funding to promote intensive joint planning and development activities at the local level that would reinforce the concept of the temporary nature of welfare, and

promote self-sufficiency and employment. Funding under this announcement is authorized by section 1110 of the Social Security Act governing Social Services Research or Demonstration Projects.

DATES: The closing date for submission of applications is August 24, 1998.

Application submission: Applications may be mailed to the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW, 6th Floor, Mailstop 6C-462, Washington, DC 20447.

Hand delivered applications are accepted during the normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor, 901 D Street, SW, Washington, DC 20447.

An application will be considered to be received on time if sent on or before

the closing date as evidenced by a legible US Postal Service postmark or a legibly dated receipt from a commercial carrier.

(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 the U.S. Postal Service. Private metered postmarks are not acceptable as proof of timely mailing.)

Late Applications: Applications that do not meet one of these criteria are considered late applications. The ACF Division of Discretionary Grants will notify each late applicant that its application will not be considered in this competition.

Extension of Deadline: The ACF Office of Family Assistance may extend the deadline for all applicants because of acts of God, such as floods, hurricanes, etc., or when there is widespread disruption of mails. However, if ACF does not extend the deadline for all applicants, it will not extend the deadline for any applicants.

FOR FURTHER INFORMATION CONTACT: Yvonne C. Howard, Project Officer, Administration for Children and Families, Office of Family Assistance, 370 L'Enfant Promenade, SW, 5th Floor, Washington, DC 20447. Telephone (202) 401-4619, or Lisa Washington-Thomas, Telephone #(202) 401-5141.

SUPPLEMENTARY INFORMATION: The Administration for Children and Families (ACF) announces the availability of Federal funding to promote intensive joint planning and coordination activities at the local level that would reinforce the concept of the temporary nature of welfare, and promote self-sufficiency and employment. The Department will fund 15-20 grantees who will be selected on a competitive basis. Community based organizations who are providing services to welfare recipients, or have the capacity to provide services, are encouraged to apply. The recipients will be expected to enter into a cooperative agreement with ACF.

This program announcement consists of four parts. Part I provides background information about Welfare Reform. Part II describes the activities supported by this announcement and application requirements. Part III describes the application review process. Part IV provides information and instructions for the development and submission of applications.

Paperwork Reduction Act of 1995 (Public Law 104-13)

Public reporting burden for this collection of information is estimated to

average four hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The following information collection is included in the program announcement: ACF Uniform Project Description (OMB 0970-0139, Exp. 10/31/98). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Part I. Introduction

On August 22, 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (Pub. L. 104-193) was enacted. The PRWORA established the Temporary Assistance for Needy Families (TANF) program which transforms welfare into a system that requires work and provides for time-limited financial assistance.

The statute specifically eliminated any individual entitlement to, or guarantee of, assistance. It replaced the Aid to Families with Dependent Children, Job Opportunities and Basic Skills Training and Emergency Assistance programs with a single TANF block grant to States under Title IV-A of the Social Security Act. Under the TANF program, even though States have a great deal of flexibility to design and operate their programs, certain requirements apply.

Under TANF, States are required to assess the skills of recipients and help them prepare for and find work. States may create community service jobs or provide income subsidies or hiring incentives for potential employers. They also increasingly connect with one-stop service delivery systems. States cannot allow families, unless exempt, who include an adult who has received assistance for five cumulative years (or less at the State's option) to receive further assistance funded with Federal TANF funds. In addition, States must require that non-exempt adult recipients work after receiving assistance for 24 months.

The TANF program requires welfare agencies to move their clients into work at accelerated rates each year such that by the year 2002, 50% of welfare recipients are expected to have moved into the workforce. The need to provide jobs very quickly to large numbers of clients has intensified the need for welfare providers to develop creative ways of preparing their clients for employment.

In order to achieve these outcomes, States must help increasing numbers of clients prepare for, and find, jobs.

Inevitably, this means working with clients who are difficult to place. Many lack basic skills that employers require. Others have skills, but face significant challenges in getting and keeping jobs, such as lack of transportation and child care, low literacy levels, domestic violence, and substance abuse issues.

On August 5, 1997, the President signed the Balanced Budget Act of 1997 Pub. L. 105-33. This legislation amended Section 403 of the Social Security Act and authorized the Secretary of Labor to provide Welfare-to-Work grants to States and local communities for transition employment assistance to move the hardest-to-employ TANF welfare recipients, former recipients and noncustodial parents into unsubsidized jobs and economic self-sufficiency.

The Administration for Children and Families (ACF) intends to make these harder-to-serve clients a major focus for its technical assistance efforts over the next year. This is where TANF, Welfare-to-Work, employers, job and skills training and employment programs; substance abuse and mental health programs, faith-based organizations and other community programs come together.

Welfare reform is causing radical culture changes in the welfare system and the methods of assistance provided to the TANF families. Included in these changes is the need to increase involvement of both the public and private sector to maximize the use of resources in support of these changes.

Although delivery of services (e.g., cash assistance, employment and training activities, etc.) to welfare recipients has always occurred at the local level, it has generally been done in accordance with Federal or State directives. One of the hallmarks of this welfare reform effort is that in most States responsibility and authority for welfare reform is being "devolved" to the county and local level.

These grants provide local communities seed money to convene planning meetings to develop alternative methods to reduce welfare dependency, facilitate partnership-building and strengthen community support for families in need.

Part II. Project Design

Purpose: The purpose of these technical assistance demonstration projects is to provide capacity-building grants that will enable development of strategic plans for their service areas to support welfare reform activities designed to focus on the "difficult-to-employ" population. Meetings will be convened in partnership with the State/

local agencies responsible for the administration of TANF, Welfare-to-Work agencies, and others in their communities.

These grants provide an opportunity for public and private entities to get actively involved in the welfare reform process through partnering with others in their community. This partnership will focus on designing and implementing innovative welfare reform initiatives that support and strengthen client self-sufficiency efforts.

ACF is interested in providing funds to eligible applicants with limited resources whose service areas have a high incidence of poverty. Funds provided under this grant may be used to contract for necessary expertise or resources to develop partnership arrangements through which it can contribute effectively to the development of a strategic plan that will embody the goals outlined above. Reasonable and necessary travel costs, including those necessary to facilitate participation by low income persons in the strategic planning process, may also be paid for with grant funds. The end result should be a comprehensive, finely tuned strategic plan that will include innovative approaches to provide for greater self-sufficiency of the poor.

Minimum Requirements for Project Design: In order to compete successfully in response to this announcement, the applicant should develop a plan which:

a. Demonstrates an understanding of TANF and Welfare-to-Work requirements.

b. Demonstrates an understanding of "gaps" in services to, and employment needs of, both TANF recipients and employers. Describes ways in which the collaborative partnerships will increase and support accessibility of services to TANF recipients.

c. Demonstrates the support of public and private entities to convene around issues faced by TANF recipients, and the level of program commitment and community collaboration.

d. Includes an outline and discussion of current and planned partnership activities, including a brief discussion of what outreach activities are proposed to develop new or expand existing partnerships, and which involve TANF recipients in the strategic planning process.

e. Provides information about other (State, local, community) resources the applicant will use to support this effort, including financial support (if any) for the meetings, in addition to Federal funding.

In recognition of the scope of the initiative, the potential difficulty in successfully facilitating the

development of a "Community" strategic plan around welfare reform activities, and the significance of the initiative for public policy, ACF has determined that a close, cooperative working relationship between the ACF and the selected grantees will greatly further the public interest. Therefore, the awards made under this announcement will be cooperative agreements between ACF and the selected grantees. It is anticipated that ACF will be involved in the performance of the initiative in the following manner:

- ACF, working in cooperation with the grantee, will review and comment on the grantee's outreach strategies.
- ACF will review the list of participants developed by the grantee and where appropriate offer suggestions for other participants.
- ACF will conduct site visits, teleconferences, and meetings, as appropriate, to provide technical assistance.
- ACF will facilitate information sharing and discussions among grantees.

The above-cited areas of involvement are illustrative of the anticipated level of Federal involvement with the selected grantees. The exact activities will be detailed in the Cooperative Agreement which will be developed with each grantee.

Eligible Applicants: Financial assistance under this announcement is available to local public/private non-profit entities (e.g., community-based organizations; faith-based entities; etc.) who can demonstrate a commitment to supporting welfare reform activities.

Project Duration: The length of the project is one year (12 months).

Federal Share of the Project: The Federal share available for these grants is \$300,000 for the one-year project period, subject to the availability of funds.

Anticipated number of Projects to be Funded: 15-20 grants will be funded under this announcement.

Matching Requirement: Applicants must provide at least ten (10) percent of the total cost of the project. The total approved cost of the project is the sum of the Federal share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$10,000 in Federal funds must include a match of at least \$1,111 (i.e., 10 percent of the sum of the Federal and the non-Federal cost of the project). The successful applicant's match must be expended by the completion of the project period.

The recipient will be required to provide the agreed upon non-Federal share, even if it exceeds the required match stated above. Therefore, applicants should ensure that any amount proposed as the non-Federal share is committed to the project prior to inclusion in its budget.

Part III. The Review Process

A. Review Process and Funding Decisions

Timely applications from eligible applicants will be reviewed and scored competitively. Reviewers will use the evaluation criteria listed below to review and score the application.

In addition, ACF may refer applications to other Federal or non-Federal funding sources when it is determined to be in the best interest of the Federal Government or the applicant. It may also solicit comments from ACF Regional Office staff, other Federal agencies, interested foundations and national organizations. These comments along with those of the reviewers will be considered by ACF in making the funding decision.

B. Evaluation Criteria

Using the evaluation criteria below, reviewers will review and score each application. Applicants should insure that they address each minimum requirement listed above.

Reviewers will determine the strengths and weaknesses of each application in terms of the appropriate evaluation criteria listed below, provide comments, and assign numerical scores. The point value following each criterion heading indicates the maximum numerical weight that each criterion may be given in the review process.

C. Review Criteria

(a) **Knowledge of TANF and Welfare-to-Work Requirements** (20 points).

The applicant's proposal should demonstrate: (a) a good understanding of TANF and Welfare to Work Activities, including an outline of any current involvement with the programs; and (b) an understanding of "gaps" in services to, and employment needs of, both TANF recipients and employers.

(b) **Approach and Project Design** (35 points).

The application should provide: a) evidence of organizational experience in convening meetings and/or b) evidence of commitment to planning and implementing strategic planning activities; (c) an outline of the project design which takes into account specific features the applicant wishes to address, and the objectives, component(s) and

services that will be impacted by the convening/facilitation of the meetings; and (d) a description of how the applicant will conduct outreach activities to promote involvement of the public/private sector to enable their full participation in the planning process.

(3) *Public—Private Partnerships* (25 points).

In order to maximize the potential resources of the community to provide options and alternatives to the public welfare system, the applicant should provide evidence of coordination and commitments by public, private, non-profit, community and faith-based organizations and businesses to the strategic planning initiative.

(d) *Staff Skills and Responsibilities* (10 points).

It has been our experience that in order for projects of this scope to be successful, the support and commitment of the individuals at the highest levels of the public/private partnerships are necessary. Projects such as this are under tight time constraints and require innovation and flexibility. For example, it may be necessary from time to time to provide exceptions to "normal" ways of conducting business, or to establish expedited processes. Thus the support and commitment of senior officials to accomplish the many tasks involved is critical. The application should discuss this issue and indicate the level of commitment to the project which is proposed.

(e) *Budget Appropriateness* (5 points).

The application should demonstrate that the project's costs are reasonable in view of the anticipated results and benefits. Applicants may refer to the budget information presented in the Standard Forms 424 and 424A.

(f) *Empowerment Zone, Enterprise Community and/or Brownfields* (5 points).

The applicant is in within an area, a community or communities which, as of the closing date for application under this announcement, has been designated by the US Department of Housing (HUD), US Department of Agriculture (USDA) or the Environmental Protection Agency as an Empowerment Zone, Enterprise Community and/or Brownfields.

Part IV. Instructions for the Development and Submission of Applications

This part contains information and instructions for submitting applications in response to this announcement. Application forms, certifications and assurances are available from the contact person named in the preamble and through the ACF Internet at the

following address: <http://www.acf.dhhs.gov/programs/oa/form.htm>. A checklist for assembling an application package is provided in this announcement.

A. Required Notification of the State Single Point of Contact

This program announcement is covered under Executive Order 12372, Intergovernmental Review of Federal Programs, and 45 CFR Part 100, Intergovernmental Review of Department of Health and Human Services Programs and Activities. Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

All States and Territories except Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Virginia, Pennsylvania, South Dakota, Washington, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs), listed at the end of this announcement. Applicants from these 19 jurisdictions need take no action regarding E.O. 12372. Applicants for projects to be administered by federally-recognized Indian Tribes are also exempt from the requirements of E.O. 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of

Discretionary Grants, 370 L'Enfant Promenade, SW, 6th Floor, Mailstop 6C-462, Washington, DC 20447.

Refer to the beginning of this announcement under the heading **ADDRESSES**, for hand delivered applications.

B. Deadline for Submittal of Applications

The closing date for submittal of applications under this program announcement is found at the beginning of this announcement under the heading **DATES**. Applications shall be considered as meeting the announced deadline if they are either:

1. Received on or before the deadline date at the receipt point specified in this program announcement, or
2. Sent on or before the deadline date and received by ACF in time for the independent review.

Applicants are cautioned to request a legibly dated receipt from a commercial carrier or US Postal Service. Private metered postmarks shall not be acceptable as proof of timely mailing.

Late Applications: Applications which do not meet the criteria in 1 and 2 above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

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

C. Instructions for Preparing the Application

In order to assist applicants in completing the application, additional guidance on completing the Standard Forms 424 and 424A and required certifications have been included at the end of Part IV of this announcement. Please reproduce single-sided copies of these forms from the reprinted forms and type your information onto the copies.

Please prepare your application in accordance with the following instructions:

1. SF 424 Page 1, Application Cover Sheet

Please read the following instructions before completing the application cover sheet. An explanation of each item is included. Complete only the items specified.

Item 1. Type of Submission—Non-Construction.

Item 2. Date Submitted and Applicant Identifier—

Date application is submitted to ACF and applicant's own internal control number, if applicable.

Item 3. Date Received By State—State use only (if applicable).

Item 4. Date Received by Federal Agency—Leave blank.

Item 5. Applicant Information.

Legal Name—Enter the legal name of applicant organization. For applications developed jointly, enter the name of the lead organization only. There must be a single applicant for each application.

Organizational Unit—Enter the name of the primary unit within the applicant organization which will actually carry out the project activity. If this is the same as the applicant organization, leave the organizational unit blank.

Address—Enter the complete address that the organization actually uses to receive mail, since this is the address to which all correspondence will be sent. Do not include both street address and P.O. box number unless both must be used in mailing.

Name and telephone number of the person to be contacted on matters involving this application (give area code)—Enter the full name and telephone number of a person who can respond to questions about the application. This person should be accessible at the address given.

Item 6. Employer Identification Number (EIN)—Enter the employer identification number of the applicant organization, as assigned by the Internal Revenue Service, including, if known, the Central Registry System suffix.

Item 7. Type of Applicant—Self-explanatory.

Item 8. Type of Application—New.

Item 9. Name of Federal Agency—DHHS/ACF.

Item 10. Catalog of Federal Domestic Assistance Number—93.647.

Item 11. Descriptive Title of Applicant's Project—TANF Technical Assistance Demonstration Grant.

Item 12. Areas Affected by Project—Leave Blank.

Item 13. Proposed Project—Enter the desired start date for the project and projected completion date. The project period must begin no later than September 30, 1998.

Item 14. Congressional District of Applicant/Project—Enter the number of the Congressional district where the applicant's principal office is located.

Items 15. Estimated Funding Levels—

In completing 15a through 15f, the dollar amounts entered should reflect the total amount requested for the first 12-month budget period.

Item 15a. Enter the amount of Federal funds requested in accordance with the preceding paragraph. This amount

should be no greater than the maximum amount available under this announcement for the first 12-month budget period.

Items 15b–e Enter the amount(s) of funds from non-Federal sources that will be contributed to the proposed project. Items b–e are considered cost-sharing or matching funds.

Item 15f. Enter the estimated amount of income, if any, expected to be generated from the proposed project. Do not add or subtract this amount from the total project amount entered under item 15g. Describe the nature, source and anticipated use of this income in the Project Narrative Statement.

Item 15g. Enter the sum of items 15a–15e.

Item 16a. Is Application Subject to Review By State Executive Order 12372 Process?—Check Yes if your State participates in the E.O. 12372 process. Enter the date the application was made available to the State for review. Select the appropriate SPOC from the listing provided at the end of Part IV. The review of the application is at the discretion of the SPOC.

Item 16b. Is Application Subject to Review By State Executive Order 12372 Process?—Check No if the program has not been selected by State for review.

Item 17. Is the Applicant Delinquent on any Federal Debt?—Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include audit disallowances, loans and taxes.

Item 18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.—To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for signature of this application by this individual as the official representative must be on file in the applicant's office, and may be requested from the applicant.

Item 18a–c. Typed Name of Authorized Representative, Title, Telephone Number—Enter the name, title and telephone number of the authorized representative of the applicant organization.

Item 18d. Signature of Authorized Representative—Signature of the authorized representative named in Item 18a. At least one copy of the application must have an original signature. Use colored ink (not black) so that the original signature is easily identified.

Item 18e. Date Signed—Enter the date the application was signed by the authorized representative.

2. SF 424A—Budget Information—Non-Construction Programs

This is a form used by many Federal agencies. For this application, Sections A, B, C, and E are to be completed. Sections D and F do not need to be completed.

Section A—Budget Summary

Line 1:

Column (a): Enter TANF Technical Assistance Demonstration Grant;

Column (b): Enter 93.647.

Columns (c) and (d): Leave blank.

Columns (e), (f) and (g): enter the appropriate amounts needed to support the project for the budget period.

Section B—Budget Categories. This budget should include the Federal as well as non-Federal funding for the proposed project for the first 12-month budget period. The budget should relate to item 15g, total funding, on the SF 424. Under column (5), enter the total requirements for funds (Federal and non-Federal) by object class category.

The following instructions for preparing a detailed budget and budget justification are in accordance with the ACF Uniform Project Description. Note that "Construction" is not allowable under this program. The budget and budget justification should immediately follow the second page of the SF 424A.

Budget and Budget Justification

Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of

delegate agencies or of specific project(s) or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: Costs of tangible, non-expendable, personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, an applicant may use its own definition of equipment provided that such equipment would at least include all equipment defined above.

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations,

including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. If procurement competitions were held or if procurement without competition is being proposed, attach a list of proposed contractors, indicating the names of the organizations, the purposes of the contracts, the estimated dollar amounts, and the award selection process. Justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

Other

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, food, medical and dental costs (noncontractual), professional services costs, space and equipment rentals, printing and publication, computer use, training costs, such as tuition and stipends, staff development costs, and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for

establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

Total Direct Charges, Total Indirect Charges, Total Project Costs

Self Explanatory

The following instructions for preparing a project description (aka, program narrative statement) are in accordance with the ACF Uniform Project Description. The narrative should be typed double-spaced. All pages of the narrative (including charts, references, footnotes, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with Knowledge of TANF and Welfare-to-Work Requirements.

Note: The length of the application, including the application forms and all attachments, should not exceed 100 pages.

3. The Project Description—Overview

Purpose

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested.

Supporting documents should be included where they can present information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience, and other information considered to be relevant. Awarding offices use this and other information to determine whether the applicant has the capability and resources necessary to carry out the proposed project. It is important, therefore, that this information be included in the application. However, in the narrative the applicant must distinguish between resources directly related to the proposed project from those that will not be used in support of the specific project for which funds are requested.

The narrative should address the specific requirements under Part II and also provide information concerning how the application meets the evaluation criteria using the following headings:

- (a) *Knowledge of TANF and Welfare-to-Work Requirements;*
- (b) *Approach and Project Design;*
- (c) *Public—Private Partnerships;*
- (d) *Staff Skills and Responsibilities;*
- (e) *Budget Appropriateness;*
- (f) *Empowerment Zone, Enterprise Community and /or Brownfields.*

The specific information to be included under each of these headings is described in section B of Part III—Evaluation Criteria.

4. Assurances/Certifications

Applicants are required to file an SF 424B, Assurances—Non-Construction Programs, and the Certification Regarding Lobbying. Both must be signed and returned with the application. In addition, applicants must certify their compliance with: (1) Drug-Free Workplace Requirements; and (2) Debarment and Other Responsibilities. These certifications are self-explanatory. Copies of these assurances and certifications are available from the ACF forms web site mentioned previously. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances and certifications. A signature on the SF 424 indicates compliance with Drug-Free Workplace and Debarment notices and Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994.

D. Checklist for a Complete Application

The checklist below is for your use to ensure that your application package has been properly prepared.

- One original application, signed and dated, plus two copies.
- Complete application length should not exceed 100 pages.
- A complete application consists of the following items in this order:
 - Application for Federal Assistance (SF 424);
 - A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424 if applicable;
 - Budget Information—Non-construction programs (SF 424A);
 - Budget Justification for SF 424A Section B—Budget Categories;
 - Letter from the Internal Revenue Service to prove nonprofit status, if necessary;
 - Copy of the applicant's approved indirect cost rate agreement, if appropriate;
 - Program Narrative Statement (See Part III, Section C);
 - Assurances—Non-construction programs (SF 424B); and
 - Certification Regarding Lobbying.

E. Submitting the Application

Each application package must include an original and two copies of the complete application. Each copy should be secured with a *binder clip or similar device*. Please do not staple. All pages of the narrative (including charts, tables, maps, exhibits, etc.) must be sequentially numbered. In order to facilitate handling, please do not use covers, binders, or tabs.

Applicant should include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application.

Catalog of Federal Domestic Assistance 93.647.

Dated: July 17, 1998.

Diann Dawson,

Acting Director, Office of Family Assistance.
[FR Doc. 98-19609 Filed 7-22-98; 8:45 am]
BILLING CODE 4184-01-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 98N-0147]

Agency Information Collection Activities; Submission for OMB Review; Comment Request

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing

that the proposed collection of information listed below has been submitted to the Office of Management and Budget (OMB) for review and clearance under the Paperwork Reduction Act of 1995 (the PRA).

DATES: Submit written comments on the collection of information by August 24, 1998.

ADDRESSES: Submit written comments on the collection of information to the Office of Information and Regulatory Affairs, OMB, New Executive Office Bldg., 725 17th St. NW., rm. 10235, Washington, DC 20503, Attn: Desk Officer for FDA.

FOR FURTHER INFORMATION CONTACT: Margaret R. Schlosburg, Office of Information Resources Management (HFA-250), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20857, 301-827-1223.

SUPPLEMENTARY INFORMATION: In compliance with section 3507 of the PRA (44 U.S.C. 3507), FDA has submitted the following proposed collection of information to OMB for review and clearance.

Access to Mammography Services Survey—New

Under the Mammography Quality Standards Act (MQSA) (42 U.S.C. 2636), FDA is authorized to develop regulations, inspect facilities, and ensure compliance with standards established to assure quality mammography services for all women. In the legislative history of MQSA, Congress expressed the need to balance quality improvements with impact on access to mammography services. The Government Accounting Office (GAO) has recently done an assessment and concluded that access has been minimally affected. However, new regulations will become effective April 28, 1999.

The Mammography Facility Survey (the survey) will provide FDA important information about the impact of specific aspects of the MQSA program on access to mammography services. The survey will provide facility closure rates both pre- and post-implementation of the final regulations. Furthermore, the survey will determine reasons for facility closures, including those related to specific MQSA regulations and those that are attributable to general operational challenges. Finally, the survey will also gather information from operating facilities to determine the impact of MQSA regulations on facilities that continue to provide mammography services. Participation will be voluntary. A total of 460 facilities (240 annually) that have