

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
TANF Quarterly Data Report, FY 1999 High Performance Bonus Awards	54	4	30	6,480
Emergency TANF Data Report	17	4	218.5	14,858

Emergency Total Annual Burden Hours: 21,338.

In compliance with the requirements of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. All requests should be identified by the title of the information collection.

The Department specifically requests comments on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: February 17, 1999.

Bob Sargis,

Reports Clearance Officer.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. ACF/ACYF/HS 99-01]

Fiscal Year 1999 Discretionary Grant Announcement for Head Start Partnerships With Tribally Controlled Land Grant Colleges and Universities; Availability of Funds and Request for Applications

AGENCY: Administration on Children, Youth and Families (ACYF),

Administration for Children and Families (ACF), DHHS.

ACTION: Announcement of the availability of funds and request for applications for one priority area related to Head Start.

SUMMARY: The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF) announces the availability of funds to support training activities, Head Start and Early Head Start Partnerships with Tribally Controlled Land Grant Colleges/Universities.

DATES: The closing time and date for receipt of application is 4:30 p.m. (Eastern Time Zone) April 26, 1999. Applications received after 4:30 p.m. will be classified as late.

ADDRESSES: Mail applications to: ACYF Operations Center, 1815 North Fort Myer Drive, 3rd Floor, Arlington, Virginia 22209.

Hand delivered, courier or overnight delivery 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. All packages should be clearly labeled as follows: Application for Head Start Partnerships with Tribally Controlled Land Grant Colleges/Universities.

FOR FURTHER INFORMATION CONTACT: The Head Start Discretionary Grant Support Team (1-800-351-2293) is available to answer questions concerning application requirements and to refer you to the appropriate contact person in ACYF for programmatic questions. You may e-mail your questions to: CB@LCGNET.COM

In order to help us determine the number of applications we will need to review, if you are going to submit an application, you must send a post card or call 800-351-2293 with the following information: the name, address, telephone and fax numbers, and e-mail address of the principal investigator and the name of the college/university at least four weeks prior to the submission deadline date to: ACYF Operations Center, 1815 North Fort Myer Drive, 3rd Floor, Arlington, Virginia 22209.

Part I. Purpose and Background

A. Purpose

This announcement of financial assistance, to be competitively awarded to Tribally Controlled Land Grant Colleges/Universities, is to utilize the capabilities of these institutions of higher education to improve the quality and longterm effectiveness of Head Start and Early Head Start. This will be achieved by developing models of academic training and forming partnerships between the Tribally Controlled Land Grant Colleges/Universities and Head Start grantee and delegate agencies funded through the American Indian Programs Branch of Head Start.

Throughout this announcement, the term Head Start program or Head Start agency refers to both Head Start and Early Head Start grantees or delegate agencies, funded by the American Indian Programs Branch of the Head Start Bureau, unless otherwise specifically noted.

B. Background

The overall goal of Head Start is to bring about a greater degree of social competence in the children of low-income families. In order to accomplish this goal, Head Start provides comprehensive services to low-income children and their families. Head Start enhances children's physical, intellectual, social and emotional development. It supports parents in their efforts to fulfill their parental roles and provides for their involvement in implementing the Head Start program. Another goal of Head Start is to strengthen community supports for families with young children while they are working toward employment and self-sufficiency.

In an attempt to ensure quality services to low-income children and their families Head Start has conducted many demonstration projects, provided grantees with training and technical assistance and given grantees funds to implement their own training efforts. For example, Head Start supported the creation of the Child Development Associate (CDA) credential designed for early childhood development teaching staff, implemented the Head Start

Teaching Centers and other innovative projects.

The Head Start/Tribally Controlled Land Grant Colleges/Universities Partnerships are in keeping with the Head Start tradition of creating innovative programs of working with low-income children and their families. This announcement is an initial effort to fund and recognize partnerships between Head Start programs funded through the American Indian Programs Branch and Tribally Controlled Land Grant Colleges/Universities.

Under this announcement, except for applications addressing area 1 below, Tribally Controlled Land Grant Colleges/Universities must form a partnership with one or more Head Start grantee, or Head Start grantee and delegate agencies, to provide education/training to the Head Start agencies.

The partnership agreements must be beneficial to each partner, that is, the Tribally Controlled Land Grant Colleges/Universities must benefit and the participating Head Start grantees also must benefit. Partnership agreements must provide academic training and credit hours for a specified number of Head Start staff members. Partnership agreements can take many forms; however, they must clearly set out the reason the Tribally Controlled Land Grant College/University and the Head Start program(s) are entering into the partnership and what each party expects to gain from the partnership. For example, a Head Start grantee may form a partnership with a Tribally Controlled Land Grant College/University that agrees to provide education for all Head Start staff members; including food service workers, classroom staff, home visitors and management staff. Another Tribally Controlled Land Grant College/University may agree to educate mental health staff at several grantee locations, and provide modeling of sound child development practices with follow-up education and mentoring for center-based staff that may want to improve the overall learning environment of their classrooms. Other Head Start agencies may form partnerships with institutions of higher learning that would provide education for all classroom staff and home visitors that would lead to academic degrees. Other grantees may need help in addressing the need for courses in how to involve males in the lives of their children and how to work with other community organizations that have similar concerns. In addition, if the Head Start grantee has formed partnerships with local child care agencies, education/training by the institution of higher education can be

offered to those child care staff members of those agencies and collaborating family child care providers. Examples of benefits for the Tribal Colleges/Universities could include expansion of capacity in various instructional areas, and an increased institutional competence in the area of technology.

All project applications shall address one of the following four areas:

1. *Identification of "exemplary" and or "best" practices which are occurring in Indian Head Start programs.* Currently there is no professionally developed "exemplary" or "best" practices literature on Indian Head Start programs. Such information would be developed and available for electronic delivery by the American Indian Programs Branch. Head Start programs funded by the American Indian Programs Branch would be strengthened by providing clear, descriptive models that Head Start programs can replicate in their home settings.

2. *Model education (not training) programs done in partnership between Tribally Controlled Land Grant Colleges/Universities and Head Start programs* that will result in an increase in the number of associate and bachelor degrees earned by Head Start staff members, parents and members of the community to create a bank of competent educators, social workers and other knowledge areas vital in building quality Head Start programs.

3. *Model programs that demonstrate how to design and implement tribal culture/language programs* through a partnership between a Tribally Controlled Land Grant College/University and Head Start program(s). Culture and language programs help ground children so that they can achieve a greater degree of social competence in their lives. Still, too little has been accomplished in developing "best practices" tribal culture/language-based curriculum and comprehensive program activities at Indian Head Start programs. All of the Tribally Controlled Land Grant Colleges/Universities have strong culture and language departments and should be prepared to model age-appropriate curriculum and program activities that can be replicated in Indian Head Start programs.

4. *Model technology programs between Tribally Controlled Land Grant Colleges/Universities and Indian Head Start programs* designed to: (a) help Indian Head Start programs in planning to upgrade their technology infrastructure; (b) support the use of age-appropriate, technologically delivered materials for use by Head Start eligible families and children and; (c) implement technology training and/

or education programs for staff and parents. As the Administration for Children and Families and the Head Start Bureau continue to increase their capacity to communicate using new advance technologies, programs must also develop their capacity to keep up with the work being completed nationally. American Indian Head Start programs need to develop a technology infrastructure and capacity in order to achieve and maintain consistent excellence in this rapidly evolving information era.

Minimum Requirements for Project Design: In order to compete successfully under this priority area, the applicant should:

- Address no more than one of the areas outlined above.
- For numbers 2, 3, and 4 above, document the need for such a training program in the community to be served, and indicate the number of staff needing the training.
- For numbers 2, 3, and 4 above, have evidence that a partnership will be formed between the Head Start grantee(s) and any relevant child care agencies and the Tribally Controlled Land Grant College/University and how students will be recruited and retained.
- For numbers 1, 2, 3, and 4 above, the institution must be able to demonstrate that it is a Tribally Controlled Land Grant College/University.
- For numbers 2, 3, and 4 above, the institution must be able to demonstrate and that all course work will offer academic credit.
- For numbers 2, 3, and 4 above, describe the benefits to be gained by both the Head Start grantee(s) and the Tribally Controlled Land Grant College/University, including the number of Head Start staff that will be trained.
- For numbers 1, 2, 3, and 4 above, describe how the proposed project will be beneficial to the American Indian Programs Branch funded Head Start programs nationally.
- For numbers 1, 2, 3, and 4 above, describe the total approach to be taken in implementing this project, including responses to the following questions: Will the project provide education for all staff at either the associate or bachelors degree level? Will parents be allowed to participate in the education program developed? Will the project focus on a single Head Start area, such as mental health or childhood development? How will college/university staff be involved in assuring the success of the project. How will the "best practices" inquiry be conducted?
- For numbers 1, 2, 3, and 4 above, provide maps indicating the location of

the Tribally Controlled Land Grant College/University and the Head Start agencies.

- For numbers 1, 2, 3, and 4 above, document that the Tribally Controlled Land Grant College/University currently offers credit courses, and proposes to offer credit courses, in the areas valuable to Head Start such as Community Health Services, Mental Health, Education and Early Childhood Development, including infant/toddler development, social work and social services, community partnerships, parental education, Head Start program administration and management and human resources development.

- For numbers 2, 3, and 4 above, describe how the course work would be contextually and culturally relevant to the Head Start environment and would be available to all interested Head Start staff. Indicate how staff would be selected to participate in the program, including child care staff.

- For numbers 2, 3, and 4 above, indicate how joint planning and assessment with the Head Start grantee(s) will be implemented with timelines and clear lines of responsibility.

- For numbers 1, 2, 3, and 4 above, provide assurances that no more than three months will be devoted to planning activities. A copy of the agreement(s) between the Head Start program(s) and the Tribally Controlled Land Grant College/University, with specific plans on implementing the agreement(s) must be submitted to the ACYF at the end of that three month period.

- For numbers 2, 3, and 4 above, assure that training/coursework is offered at no cost to the grantee staff.

- For numbers 2, 3, and 4 above, describe the relevant curricula which would be used; how the courses would be scheduled and where located; how students will earn credits, including credits toward degrees; what support activities would be provided to the students, such as textbooks, child care and transportation; the number of students that would be involved in the project, the recruitment strategies that would be employed and plans for the dissemination of information about the project.

- For numbers 1, 2, 3, and 4 above, describe the activities that would continue after the completion of this project that would maintain the institution of higher learning involvement with Head Start.

- For numbers 1, 2, 3, and 4 above, describe the approach that would be used for the ongoing assessment and monitoring of the effectiveness of the

project. No more than 10% of the total project budget shall be set aside for the ongoing assessment and monitoring effort.

Part II. Program Information

A. Statutory Authority

The Head Start Act, as amended, 42 U.S.C. 9801 *et seq.*

B. Eligible Applicants

Tribally Controlled Land Grant Colleges and Universities are those institutions cited in section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. 301 note), any other institution that qualifies for funding under the Tribally Controlled Community College Assistance Act of 1978 (25 U.S.C. 1801 *et seq.*), and Navajo Community College, Authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, title II (25 U.S.C. 640a note). Eligible applicants should offer courses of study in a significant area of interest to Head Start. These areas include: human services delivery, infant/toddler development, early childhood education and care, health care services, community partnerships, human resource development, Head Start program administration and management, and/or tribal culture and history.

C. Project Duration

The length of the project period must not exceed 36 months. This announcement is soliciting applications for project periods up to three years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

D. Federal Share of Project Costs

The Federal share for each project awarded in areas 1 and 2 ranges from \$70,000 to an amount not to exceed \$150,000 per year. The maximum Federal share for each project awarded in areas 3 and 4 is not to exceed \$70,000 per year. It is anticipated that \$700,000 will be awarded this fiscal year through the competitive process described in this announcement.

E. Number of Projects To Be Funded

It is anticipated that up to 10 projects will be funded, with several projects funded in area 2.

F. Matching Requirement

Although there are no matching requirements, applicants are encouraged to provide non-Federal contributions to the project.

G. Project Description

The following Uniform Project Description (UPD) has been approved by OMB under control number 0970-0139

1. 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.

2. General Instructions

Cross-referencing should be used rather than repetition. ACF is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. (Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.) Pages should be numbered and a table of contents should be included for easy reference.

3. Project Description

Applicants are required to submit a full project description and shall prepare the project description

statement in accordance with the following instructions.

a. *Project Summary/Abstract.* Provide a summary of the project description (a page or less) with reference to the funding request.

b. *Results or Benefits Expected.* Identify the results and benefits to be derived. For example, using a comprehensive review of the current literature, justify how the research questions and the findings will add new knowledge to the field or how it will improve services for children and families.

c. *Approach.* Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the proportion of data collection expected to be completed. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated. Note that clearance from the U.S. Office of Management and Budget might be needed prior to a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. Additional Information

Following is a description of additional information that should be placed in the appendix to the application:

a. *Staff and Position Data.* Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

b. *Organization Profiles.* Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements

from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. 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.

c. *Dissemination Plan.* Provide a plan for distributing reports and other project outputs to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

d. *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.

5. General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget.

The budget justification should be a narrative.

a. *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.

b. *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.

c. *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.

d. *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.

e. *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 that supports the amount requested.

f. *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 U.S.C. 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.

g. *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.

h. *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.

i. *Total Direct Charges, Total Indirect Charges, Total Project Costs*. Self explanatory.

Part III. Evaluation Criteria and Review Process

A. Evaluation Criteria

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

Criterion 1. Objectives and Need for Assistance: (25 Points)

The extent to which the application identifies relevant physical, economic, social, financial, institutional or other problems requiring a grant; demonstrates the need for assistance; states the principal and subordinate objectives of the project; provides supporting documentation or other testimonies from concerned interests other than the applicant.

Criterion 2. Results or Benefits Expected: (10 Points)

The extent to which the application identifies the results and benefits to be derived; describes the anticipated contribution to policy, practice, theory and/or research; specific benefits should be described for both the American Indian Tribal Colleges/ University and Head Start.

Criterion 3. Approach: (35 Points)

The extent to which the application outlines an acceptable plan of action pertaining to the scope of the project which details how the proposed work will be accomplished, including a timeline; lists of each organization, consultants, including key individuals who will work on the project along with a short description of the nature of their

effort or contribution; assures the adequacy of time devoted to the project by key staff, the key staff should be knowledgeable of Head Start, the applicant must fully describe the approach and/or methodology and delineate the relationship of each task to the accomplishment of the proposed objectives. There should be evidence that the planned approach reflects sufficient input from and partnership with American Indian Programs Branch funded Head Start programs.

Criterion 4. Geographic Location: (5 Points)

The extent to which the application gives a precise location of the project and area to be served, including the location of the Head Start and Early Head Start grantees, by the project.

Criterion 5. Budget Appropriateness: (25 Points)

The extent to which the project's costs are reasonable in view of the activities to be carried out and the anticipated outcomes.

B. The Review Process

Applications received by the due date will be reviewed and scored competitively. Experts in the field, generally persons from outside the Federal government, will use the evaluation criteria listed in Part III of this announcement to review and score the applications. The results of this review are a primary factor in making funding decisions. ACYF may also solicit comments from ACF Regional Office staff and other Federal agencies.

Part IV. Instructions for Submitting Applications

A. Required Forms

Eligible applicants interested in applying for funds must submit a complete application including the required forms included at the end of this program announcement in Appendix A. In order to be considered for a grant under this announcement, an application must be submitted on the Standard Form 424 (approved by the Office of Management and Budget under Control Number 0348-0043). A copy has been provided. Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award. Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, Assurances: Non-Construction Programs (approved by the Office of Management and Budget under control number 0348-

0040). Applicants must sign and return the Standard Form 424B with their application. Applicants must provide a certification concerning lobbying. Prior to receiving an award in excess of \$100,000, applicants shall furnish an executed copy of the lobbying certification (approved by the Office of Management and Budget under control number 0348-0046). Applicants must sign and return the certification with their application. Applicants must provide a Uniform Project Description (approved by the Office of Management and Budget under control number 0970-0139).

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for award. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within P.L. 103-227, Part C Environmental Tobacco Smoke (also known as The Pro-Children's Act of 1994). A copy of the **Federal Register** notice which implements the smoking prohibition is included with the forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

All applicants for research projects must provide a Protection of Human Subjects Assurance as specified in the policy described on the HHS Form 596 (approved by the Office of Management and Budget under control number 0925-0418) in Appendix A. If there is a question regarding the applicability of this assurance, contact the Office for Protection from Research Risks of the National Institutes of Health at (301)-496-7041. Those applying for or currently conducting research projects are further advised of the availability of a Certificate of Confidentiality through the National Institute of Mental Health of the Department of Health and Human Services. To obtain more information and to apply for a Certificate of Confidentiality, contact the Division of Extramural Activities of the National Institute of Mental Health at (301) 443-4673.

B. Application Limits

The narrative of the application should be double-spaced and single-sided on 8½" x 11" plain white paper, with 1" margins on all sides. Use only a standard size font no smaller than 12 pitch throughout the proposal. All pages of the narrative of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the budget justification, the principal investigator contact information and the Table of Contents. The length of the application, including the narrative, appendices and resumes must not exceed 75 pages. Anything over 75 pages will be removed and not considered by the reviewers. The project summary should not be counted in the 75 pages. Applicants should not submit reproductions of larger sized paper that is reduced to meet the size requirement. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process. In addition, applicants must not submit any additional letters of endorsement beyond any that may be required.

Applicants are encouraged to submit curriculum vitae using "Biographical Sketch" forms used by some government agencies.

Please note that applicants that do not comply with the requirements in the section on "Eligible Applicants" will not be included in the review process.

C. Checklist for a Complete Application

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

- One original, signed and dated application plus two copies.
- Attachments/Appendices, when included, should be used only to provide supporting documentation such as resumes, and letters of agreement/support.

Front Matter:

- Cover Letter
- Table of Contents
- Project Abstract
 - (1) Application for Federal Assistance (SF 424, REV. 4-92);
 - (2) Budget information—Non-Construction Programs (SF424A&B REV.4-92);
 - (3) Budget Justification, including subcontract agency budgets;
 - (4) Letter from the Head Start program certifying that the program is a partner of the Tribally Controlled Land Grant College/University;

(5) Application Narrative, Appendices and resumes (not to exceed 75 pages);

(6) Proof that the organization is a Tribally Controlled Land Grant College/University.

(7) Assurances Non-Construction Programs;

(8) Certification Regarding Lobbying;

(9) Where appropriate, a completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424, REV.4-92;

(10) Certification of Protection of Human Subjects.

D. Due Date for the Receipt of Applications

Deadlines: The closing date for the submission of applications is 4:30 p.m. (EDT) April 26, 1999. Applications postmarked after the closing date will be classified as late and not considered for funding. Mailed applications shall be considered as meeting the deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACYF in time for the independent review. Applications should be mailed to: ACYF Operations Center, 1815 North Fort Myer Drive 3rd Floor, Arlington, Virginia 22209. Application for Head Start Discretionary Grants: Head Start Partnerships with Tribally Controlled Land Grant Colleges and Universities.

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 hand carried by applicants, courier services, or by overnight/express mail couriers shall be considered as meeting the announced deadline only 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 ACYF Operations Center, 1815 North Fort Myer Drive, 3rd Floor, Arlington, VA 22209 between Monday and Friday (excluding Federal holidays). (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

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

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.

Extension of deadlines: ACF may extend an application deadline for applicants affected by acts of God such as floods, hurricanes, or when there is widespread disruption of the mails, or when it is anticipated that many applications will come from rural or remote areas. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

E. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995, Public Law 104-13, the Department is required to submit to OMB for review and approval any reporting and record keeping requirements in regulations including program announcements. All information collections within this program announcement are approved under the following current valid OMB control numbers 0348-0043, 0348-0044, 0348-0040, 0348-0046, 0925-0418 and 0970-0139.

Public reporting burden for this collection is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection of information.

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.

F. Required Notification of the State Single Point of Contact

This program 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 Program 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, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these twenty-four 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: William Wilson, ACYF/ Office of Grants Management, 330 C Street S.W., Washington, D.C. 20447, Attn: Head Start Partnerships with Tribally Controlled Land Grant Colleges and Universities. A list of the Single Points of Contact for each State and Territory can be found on the web site: <http://www.hhs.gov/progorg/grantsnet/laws-reg/spoq0695.htm>

Catalogue of Federal Domestic Assistance
93.600

Dated: February 17, 1999.

Patricia Montoya,

*Commissioner, Administration on Children,
Youth and Families.*

[FR Doc. 99-4330 Filed 2-22-99; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 99N-0192]

Agency Information Collection Activities: Proposed Collection; Comment Request; Infant Formula Recall Regulations

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing an opportunity for public comment on the proposed collection of certain

information by the agency. Under the Paperwork Reduction Act of 1995 (the PRA), Federal agencies are required to publish notice in the **Federal Register** concerning each proposed collection of information, including each proposed extension of an existing collection of information, and to allow 60 days for public comment in response to the notice. This notice solicits comments on requirements related to the recall of infant formula.

DATES: Submit written comments on the collection of information by April 26, 1999.

ADDRESSES: Submit written comments on the collection of information to the Dockets Management Branch (HFA-305), Food and Drug Administration, 5630 Fishers Lane, rm. 1061, Rockville, MD 20852. All comments should be identified with the docket number found in brackets in the heading of this document.

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

SUPPLEMENTARY INFORMATION: Under the PRA (44 U.S.C. 3501-3520), Federal agencies must obtain approval from the Office of Management and Budget (OMB) for each collection of information they conduct or sponsor. "Collection of information" is defined in 44 U.S.C. 3502(3) and 5 CFR 1320.3(c) and includes agency requests or requirements that members of the public submit reports, keep records, or provide information to a third party. Section 3506(c)(2)(A) of the PRA (44 U.S.C. 3506(c)(2)(A)) requires Federal agencies to provide a 60-day notice in the **Federal Register** concerning each proposed collection of information, including each proposed extension of an existing collection of information, before submitting the collection to OMB for approval. To comply with this requirement, FDA is publishing notice of the proposed collection of information set forth below.

With respect to the following collection of information, FDA invites comments on: (1) Whether the proposed collection of information is necessary for the proper performance of FDA's functions, including whether the information will have practical utility; (2) the accuracy of FDA's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) ways to minimize the