

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. The following guidelines are for preparing the budget and budget justification.

#### *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.

#### *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.

*Justification:* 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.

#### *Other*

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, professional services costs, space and equipment rentals, printing and publication, computer use, and administrative costs. *Justification:* Provide computations, a narrative description and a justification for each cost under this category.

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

#### **Reporting Requirement**

Quarterly progress and financial reports are required for all funded projects. Final reports will be due 90 days after end of project period.

#### **Where To Obtain Additional Information**

Questions regarding this Request for Proposals should be directed to Anna Mary Portz, Grants Officer, Department of State, NEA/NGA, Room 4241, 2201 C Street NW., Washington, DC, 20520, telephone (202) 647-5281, fax (202) 736-4464, e-mail portzam.@state.gov.

Dated: July 3, 2002.

**Ryan Crocker,**

*Acting Assistant Secretary, Bureau of Near Eastern Affairs, Department of State.*

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## **DEPARTMENT OF TRANSPORTATION**

### **Federal Aviation Administration**

#### **Advisory Circular 33.17-1, Fire Prevention**

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of issuance of advisory circular.

**SUMMARY:** This notice announces the issuance of Advisory Circular (AC) 33.17-1 Fire Prevention. This AC sets forth acceptable methods of compliance that may be used to demonstrate compliance with the fire prevention requirements under Title 14 Code of Federal Regulations (14 CFR), part 33. Section 33.17 is the primary section addressed in this AC, although other sections of part 33 that address fire prevention may also be applicable. Other related parts and sections are listed in AC 20-135, Powerplant Installation and Propulsion System Component Fire Protection Methods, Standards and Criteria Appendix 1. This AC is intended to provide guidance relating to these requirements, and is considered a supplement to AC 20-135.

**DATES:** Advisory Circular 33.17-1 was issued by the Assistant Manager, Engine & Propeller Directorate, ANE-100 on June 28, 2002.

*How To Obtain Copies:* A paper copy of AC 33.17-1 may be obtained by writing to the U.S. Department of Transportation, Subsequent Distribution Office, DOT Warehouse, SVC-121.23, Ardmore East Business Center, 3341Q 75th Ave., Landover, MD 20785, telephone 301-322-5377, or by faxing your request to the warehouse at 301-386-5394. The AC will also be available on the Internet at "<http://www.faa.gov/>", at the link titled "Regulatory/Advisory" select "Advisory Circulars" then select "Regulation & Certification Advisory Circulars"

Issued in Burlington, Massachusetts, on June 28, 2002.

**Francis Favara,**

*Assistant Manager, Engine and Propeller Directorate, Aircraft Certification Service.*

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