

wide leadership on PL106–107 implementation, Electronic Grants, and other HHS-led initiatives. Represents the Department in dealing with OMB, GSA and other Federal agencies and Congress in the areas of mandatory and discretionary grants, and electronic grants. Fosters creativity, collaboration, consolidation, and innovation in the administration of grants functions through the Department.

*Section AMT.10 Organization.* The Office of Grants (OG), is headed by a Deputy Assistant Secretary for Grants who reports directly to the Assistant Secretary for Budget, Technology and Finance, and consists of the following components:

- Immediate Office of Grants (AMT)
- Division of Grants Policy (AMT1)
- Division of Grants Oversight and Review (AMT2)

### Section AMT.20 Functions

*I. Immediate Office of Grants (AMT).* The Immediate Office of Grants provides leadership, policy, and guidance and supervision, as well as coordinating long and short-range planning to constituent organizations. The office supports the government-wide electronic grants initiative, including the outreach to grantors and grantees efforts, and interface with OMB, Federal CIO Council, and HHS leadership on the Grants.gov systems. Also, provides technical assistance to the Operating Divisions and evaluates effectiveness of their grant programs, including the development of performance standards and grant processing systems.

*2. Division on Grants Policy (AMT1).* The Division of Grants Policy provides leadership in the area of grants through policy development, oversight and training. The Division is responsible for the following:

- a. Formulates Department-wide grants policies governing the management of grants throughout the Department.
- b. Provides advice and technical assistance on grants policy to the Department's Operating Divisions.
- c. Monitors the adoption of grants policies by the Department's Operating Divisions to ensure consistent policy interpretation and application.
- d. Develops, participates in and evaluates grants training programs for Department staff. Establishes and manages training and certification programs for grants management professionals throughout the Department.
- e. Researches, analyzes and tests innovative ideas, techniques and policies in the area of grants. Makes studies of problems requiring creation of

new policies or revision of current policies, including the application of Departmental policies and best practices related to the Department's grant activities; resolves issues arising from implementation of those policies; maintains relationships and associations with grantor and grantee organizations.

f. Serves as the Department's liaison in the area of grants and maintains working relationships with OMB, GSA and other Federal agencies to coordinate and assist in the development of policy.

g. Makes studies of problems requiring creation of new policies or revision of current policies.

h. Formulates Department-wide grant policies governing the award and administration of grant activities. Publishes these in regulations and other directives.

i. Leads government-wide and Departmental design and implementation of PL106–107 streamlining initiatives. Identifies ways to streamline grants processes and implements policies that foster streamlining and other best practices.

*3. Division of Grants Oversight and Review (ATM2).* The Division of Grants Oversight and Review provides leadership in the area of mandatory and discretionary grants through oversight and review. The Division has functional responsibility for reviewing grants for compliance with Department-wide grants policies and grant regulations. In addition, the Division is responsible for oversight of the HHS grants management operations and the following:

a. Manages oversight of the award and administration of mandatory and discretionary grants and other forms of Federal financial assistance throughout the Department.

b. Monitors the adoption of grant policies as they affect grant management procedures by the Department's Operating and Staff Divisions to ensure consistent implementation and operations.

c. Provides advice and technical assistance to the Department's Operating and Staff Divisions and to the general public on matters relating to the administration of grants and other forms of Federal financial assistance.

d. Conducts special studies of grants management issues to identify and implement improvements in the way the Department awards and administers grants and other forms of Federal financial assistance; and designs and assists in execution of demonstrations, experimentation and tests of innovative approaches to grants management.

e. Develops, analyzes and tests innovative ideas, techniques, and

implementations in grants management. Fosters creativity in the administration of grants.

f. Establishes and manages improved grants management information and monitoring systems.

g. Conducts performance measurements of the Department's Grants System and operates the Department-wide grants reporting systems.

h. Provides advice and technical assistance on grants implementation and processes to the Department's Operating Divisions.

i. Oversees the implementation of grants function throughout the Department.

*III. Continuation of Policy:* Except as inconsistent with this reorganization, all statements of policy and interpretations with respect to the Office of the Assistance Secretary for Administration and Management and the Office of Budget, Technology and Finance heretofore issued and in effect prior to this reorganization are continued in full force and effect.

*IV. Delegation of Authority:* All delegations and redelegations of authority made to officials and employees of the Office of the Assistant Secretary for Administration and Management and the Office of Budget, Technology and Finance will continue in them or their successors pending further redelegation, provided they are consistent with this reorganization.

*V. Funds, Personnel and Equipment:* Transfer of organizations and functions affected by this reorganization shall be accompanied by direct and support funds, positions, personnel, records, equipment, supplies, and other sources.

Dated: April 1, 2005.

**Ed Sontag,**

*Assistant Secretary for Administration and Management.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[60Day–05BP]

### Proposed Data Collections Submitted for Public Comment and Recommendations

In compliance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995 for opportunity for public comment on proposed data collection projects, the

Centers for Disease Control and Prevention (CDC) will publish periodic summaries of proposed projects. To request more information on the proposed projects or to obtain a copy of the data collection plans and instruments, call 404-371-5983 or send comments to Seleda M. Perryman, CDC Assistant Reports Clearance Officer, 1600 Clifton Road, MS-D74, Atlanta, GA 30333 or send an e-mail to [omb@cdc.gov](mailto:omb@cdc.gov).

Comments are invited 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) ways to enhance 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. Written comments should be received within 60 days of this notice.

**Proposed Project**

Healthier Worksite Initiative-CDC Employee Needs Assessment—New—National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP), Centers for Disease Control and Prevention (CDC).

*Background and Brief Description*

CDC's National Center for Chronic Disease Prevention and Health

Promotion, Division of Nutrition and Physical Activity, Healthier Worksite Initiative (HWI), proposes to conduct a baseline measurement of employee health practices and ongoing monitoring of the awareness and reaction to planned HWI interventions.

In October, 2002 the CDC Director began a Healthier Worksite Initiative for CDC, focusing on the four pillars of the President's HealthierUS Workforce directive—physical activity, healthy eating, preventive screening, and making healthy choices. This was in line with the Department of Health and Human Services initiative within its own agencies. The Division of Nutrition and Physical Activity (DNPA), within NCCDPHP, was designated to lead the initiative within CDC.

The purpose of the Healthier Worksite Initiative is to: (1) Develop and evaluate worksite health promotion interventions for CDC employees, culminating in a model worksite health promotion program; (2) establish an evidence base for worksite health promotion interventions; and (3) develop a web-based tool kit to share information learned with other Federal agencies, as they refine or develop their own employee health promotion programs.

The HWI infrastructure is centered around two entities: the Healthier Worksite Advisory Committee and the Healthier Worksite Workgroup. The Advisory Committee includes representatives from all interested Centers, Institutes, and Offices within CDC. The committee meets monthly to review the progress of and to provide

direction for the Healthier Worksite Initiative. The Healthier Worksite Workgroup develops innovative worksite health program ideas and tests them in demonstration projects. An outcome of this project will be a Web site which will serve as a resource for all government agencies and the general public for implementation of HealthierUS pillars in work settings.

One of the key components in successful worksite health promotion programs is a needs assessment. This request for OMB approval is to conduct a needs assessment by surveying all CDC employees. The HWI assessment of employee behaviors and needs will provide a foundation of information to determine the direction and requirements to build a successful worksite health promotion program. In addition, ongoing monitoring to continually assess and improve the effectiveness of the HWI programs and progress is essential in keeping the initiative on the cutting-edge in provision of worksite health programs.

The initial employee needs assessment will be a web-based survey of all CDC employees (including contractors, fellows and guest researchers). Future periodic monitoring methods may include: e-mail surveys, telephone surveys, telephone or in-person focus groups, web-based surveys, or intercept interviews. Tracking and evaluation of program effectiveness are standard health promotion tools. There is no cost to respondents except for their time to participate in the survey.

ESTIMATE OF ANNUALIZED BURDEN TABLE

Respondents	Number of respondents	Number of responses/respondent	Average burden per response (in hours)	Total burden hours
CDC Employees (to include contractors, fellows, and guest researchers) ....	16,500	1	10/60	2750
Total .....	.....	.....	.....	2750

Dated: March 31, 2005.

**Betsey Dunaway,**

*Acting Reports Clearance Officer, Centers for Disease Control and Prevention.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Centers for Disease Control and Prevention**

**Cooperative Agreement for Building System Capacity To Apply Law as a Public Health Tool**

*Announcement Type:* New.

*Funding Opportunity Number:* RFA AA036.

*Catalog of Federal Domestic Assistance Number:* 92.283.

*Key Dates:* Application Deadline: May 23, 2005.

**I. Funding Opportunity Description**

*Authority:* 42 U.S.C. 247b(k)(2).

*Purpose:* The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 2005 funds for a cooperative agreement program to assist public health related professions and organizations to strengthen their capacity to apply law as a tool for improving the health of the public through prevention and health