

portion of the meeting will be closed to the public.

**MATTER TO BE CONSIDERED AT THE OPEN PORTION:** *Proposed Rule: Federal Home Loan Bank Director Elections.* The Federal Housing Finance Board is proposing to amend its rules to better enable the Federal Home Loan Banks to identify potential members for their boards of directors who are well suited to carry out their corporate governance responsibilities.

**MATTER TO BE CONSIDERED AT THE CLOSED PORTION:** *Periodic Update of Examination Program Development and Supervisory Findings.*

**FOR FURTHER INFORMATION CONTACT:** Shelia Willis, Paralegal Specialist, Office of General Counsel, at 202-408-2876 or [williss@fhfb.gov](mailto:williss@fhfb.gov).

By the Federal Housing Finance Board.

Dated: April 5, 2006.

**John P. Kennedy,**  
General Counsel.

[FR Doc. 06-3428 Filed 4-6-06; 8:51 am]

**BILLING CODE 6725-01-P**

## FEDERAL RESERVE SYSTEM

### Change in Bank Control Notices; Acquisition of Shares of Bank or Bank Holding Companies

The notificants listed below have applied under the Change in Bank Control Act (12 U.S.C. 1817(j)) and § 225.41 of the Board's Regulation Y (12 CFR 225.41) to acquire a bank or bank holding company. The factors that are considered in acting on the notices are set forth in paragraph 7 of the Act (12 U.S.C. 1817(j)(7)).

The notices are available for immediate inspection at the Federal Reserve Bank indicated. The notices also will be available for inspection at the office of the Board of Governors. Interested persons may express their views in writing to the Reserve Bank indicated for that notice or to the offices of the Board of Governors. Comments must be received not later than April 25, 2006.

**A. Federal Reserve Bank of Minneapolis** (Jacqueline G. King, Community Affairs Officer) 90 Hennepin Avenue, Minneapolis, Minnesota 55480-0291:

1. *The Karlyn B. Lohrenz Trust and Karlyn B. Lohrenz, as trustee and as an individual*, to become part of a group acting in concert, which will consist of the Karlyn B. Lohrenz Trust; Karlyn B. Lohrenz, as trustee and an individual; Harold J. Lohrenz, all of Billings, Montana; and Clarence G. Lohrenz, Boise, Idaho; to acquire voting shares of

The Bridger Company, and thereby indirectly acquire voting shares of Bank of Bridger, National Association, both of Bridger, Montana.

Board of Governors of the Federal Reserve System, April 5, 2006.

**Robert deV. Frierson,**  
*Deputy Secretary of the Board.*

[FR Doc. E6-5185 Filed 4-7-06; 8:45 am]

**BILLING CODE 6210-01-S**

## FEDERAL RESERVE SYSTEM

### Change in Bank Control Notices, Acquisition of Shares of Bank or Bank Holding Companies; Correction

This notice corrects a notice (FR Doc. E6-4905) published on page 17102 of the issue for Wednesday, April 5, 2006.

Under the Federal Reserve Bank of St. Louis heading, the entry for Nancy Hays Gottwald, Richmond, Virginia, is revised to read as follows:

**A. Federal Reserve Bank of St. Louis** (Glenda Wilson, Community Affairs Officer) 411 Locust Street, St. Louis, Missouri 63166-2034:

1. *Nancy Hays Gottwald*, Richmond, Virginia; to acquire additional voting shares of First National Bancshares of Hempstead County, Hope, Arkansas, and thereby indirectly acquire additional voting shares of Bank of Blevins, Blevins, Arkansas; The First National Bank of Hope, Hope, Arkansas; and The First National Bank of Lewisville, Lewisville, Arkansas.

Comments on this application must be received by April 20, 2006.

Board of Governors of the Federal Reserve System, April 5, 2006.

**Robert deV. Frierson,**  
*Deputy Secretary of the Board.*

[FR Doc. E6-5186 Filed 4-7-06; 8:45 am]

**BILLING CODE 6210-01-S**

## GENERAL SERVICES ADMINISTRATION

### Federal Management Regulation; Asset Management; Notice of GSA Bulletin FMR B-10

**AGENCY:** Office of Governmentwide Policy, General Services Administration (GSA).

**ACTION:** Notice of a bulletin.

**SUMMARY:** This notice announces GSA Federal Management Regulation (FMR) Bulletin B-10. This bulletin provides guidance to Federal agencies that sell personal property. GSA Bulletin FMR B-10 may be found at [www.gsa.gov/fmrbulletin](http://www.gsa.gov/fmrbulletin).

**DATES:** The bulletin announced in this notice is effective March 29, 2006.

**FOR FURTHER INFORMATION CONTACT:** For clarification of content, contact General Services Administration, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management, at (202) 501-1777. Please cite Bulletin FMR B-10.

### SUPPLEMENTARY INFORMATION:

#### A. Background

A list of supply class categories is found in 40 U.S.C. 545(d) (1). Sales under this subsection are limited to categories of personal property for which the Administrator determines that disposal under this subsection best serves the interests of the Government. This notice announces GSA Bulletin FMR B-10 that updates that list of supply class categories.

#### B. Procedures

Bulletins regarding asset management are located on the Internet at [www.gsa.gov/bulletins](http://www.gsa.gov/bulletins) as Federal Management Regulation (FMR) bulletins.

Dated: April 3, 2006.

**Becky Rhodes,**  
*Deputy Associate Administrator.*

[FR Doc. E6-5178 Filed 4-7-06; 8:45 am]

**BILLING CODE 6820-14-S**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Announcement of Availability of Funds for Cooperative Agreement to the Arizona Outreach Office to Strengthen Public Health Services at the Arizona-Sonora Border

**AGENCY:** Office of Global Health Affairs, Office of the Secretary, HHS.

**Announcement Type:** Cooperative Agreement—FY 2006 Initial Announcement. Single Source.

*Catalog of Federal Domestic Assistance:* 93.018.

**Key Dates:** Application availability: April 10, 2006.

Applications are due by 5 p.m. eastern time on May 10, 2006.

**Executive Summary:** The Office of Global Health Affairs (OGHA) announces that up to \$267,500 in fiscal year (FY) 2006 funds is available for a cooperative agreement to the Arizona Department of Health Services, Arizona Outreach Office of the U.S.-Mexico Border Health Commission to strengthen the binational public health projects and programs along the Arizona-Sonora border. Working in collaboration with the Arizona

Department of Health Services Office of Border Health, the Secretaria de Salud de Sonora, and the USMBHC Arizona and Sonora Delegation Offices, this initiative targets activities on the following areas: Data analysis; public information, promotion and communication; and Healthy Gente/Healthy Border 2010 activities. The project will be approved for up to a one-year period for a total of \$267,500 (including indirect costs). Funding for the cooperative agreement is contingent upon the availability of funds.

### I. Funding Opportunity Description

Under the authority of Section 4 of the U.S.-Mexico Border Health Commission Act (the Act), Public Law 103-400, the Office of Global Health Affairs (OGHA) announces the intent to allocate fiscal year (FY) 2006 funds for a cooperative agreement to the Arizona Department of Health Services, Arizona Outreach Office of the U.S.-Mexico Border Health Commission to strengthen the binational public health projects and programs along the Arizona-Sonora border. Activities to be addressed through the cooperative agreement will relate to the following topic areas: (1) Access to Care; (2) Cancer; (3) Diabetes; (4) Immunizations and Infectious Diseases; (5) Injury Prevention; (6) Maternal, Infant and Child Health; (7) Tuberculosis; and (8) Nutrition and Obesity. Funding will be provided by OGHA, through the U.S.-Mexico Border Health Commission, to the awardee.

This assistance is geared to support current, on-going and proposed public health initiatives in this border region that support the goals and objectives of the U.S.-Mexico Border Health Commission serve to strengthen access to health care, disease prevention, and public health along the Arizona-Sonora border.

*Background:* The U.S.-Mexico Border Health Commission (USMBHC), in collaboration with the U.S. Department of Health and Human Services, works toward creating awareness about the U.S.-Mexico border, its people, and its environment. It educates others about the unique challenges at the border through outreach efforts, data collection and analysis, and joint collaborative efforts with public and private partners in the border health community. The USMBHC serves as a rallying point for shared concerns about the U.S.-Mexico border and as a catalyst for action to develop plans directed toward solving specific health related problems.

Outreach offices of the USMBHC work with the border states to address public health concerns and needs

affecting the border region. The Arizona Outreach Office works with Mexican counterparts to promote and strengthen binational health initiatives along the Arizona-Sonora border.

*Purpose:* The projects main goals include: (1) Increase access to care and improve quality of care along the Arizona-Sonora border; (2) Improve disease prevention and health education in the region; (3) Increase community outreach in the region; (4) Improve workforce development and retention; and (5) Improve public health infrastructure along the Arizona-Sonora border.

The Arizona Department of Health Services Office of Border Health, the Secretaria de Salud de Sonora, and the USMBHC Arizona and Sonora Delegation Office work together to target activities in the following areas: data analysis, public information, promotion and communication, and Healthy Gente/Healthy Border 2010 activities.

Measurable outcomes of the program will be in alignment with one (or more) of the following performance goals:

- Improve disease prevention and health education;
- Improve public health infrastructure;
- Improve workforce development and retention; and
- Improve outreach to the community.

*Activities:* Awardee activities for this program will be focused in the following areas and sub-areas:

(1) Outreach and health promotion activities to establish or strengthen linkages between public health and border activities; including

- Community projects supporting Healthy Border/Healthy Gente objectives;
- Continuation of "Pasos Presidenciales;"
- Implementation of the School Health Index at elementary schools;
- Focusing on injury prevention and immunizations in the Binational Injury Prevention Campaign; and
- Strengthen colposcopy clinics in the region;

(2) Health data analysis and surveillance through SIREN;

(3) Administrative support to the members and staff for the USMBHC; and

(4) Healthy Border/Healthy Gente projects and activities.

(2) Health data analysis and surveillance through SIREN;

(3) Administrative support to the members and staff for the USMBHC; and

(4) Healthy Border/Healthy Gente projects and activities.

### II. Award Information

The administrative and funding instrument to be used for this program will be the cooperative agreement in which substantial OGHA/HHS scientific and/or programmatic involvement is anticipated during the performance of

the project. Under the cooperative agreement, OGHA/HHS will support and/or stimulate awardee activities by working with them in a non-directive partnership role. Awardee will also be expected to work directly with and in support of the U.S.-Mexico Border Health Commission and its stated goals and initiatives as outlined in the submitted workplan.

Approximately \$267,500 in FY 2006 funds is available to support the agreement. The anticipated start date is May 1, 2006. There will only be one single award made from this announcement. The program and budget period for this agreement is for 12 months.

Although this program is provided for in the financial plans of the OGHA, the award pursuant to this RFA is contingent upon the availability of funds for this purpose.

### III. Eligibility Information

1. *Eligible Applicants:* This is a single eligibility cooperative agreement offered to the Arizona Department of Health Services, Arizona Outreach Office (ORO) of the USMBHC. The ORO has extensive past experience working with the USMBHC and supporting its binational goals, objectives and initiatives. The Arizona ORO also has an existing working relationship and on-going initiatives with Mexico through the Sonora Outreach Office. Continuity and consistency in this binational effort within this region is essential to the productivity and success of public health efforts in this region.

2. *Cost Sharing or Matching:* Cost sharing, matching funds, and cost participation is not a requirement of this agreement.

### IV. Application and Submission Information

1. *Address To Request Application Package:* Application kits may be requested by calling (240) 453-8822 or writing to: Office of Grants Management, Office of Public Health Science (OPHS), 1101 Wootton Parkway, Suite 550, Rockville, MD 20852. Applications must be prepared using Form OPHS-1. Applicants may fax a written request to the OPHS Office of Grants Management to obtain a hard copy of the application kit at (240) 453-8823.

2. *Content and Form of Application Submission:* All applications must be accompanied by a Project Abstract submitted on 3.5 inch floppy disk. The abstract must be typed, single-spaced, and not exceed 2 pages. Reviewers and staff will refer frequently to the information contained in the abstract,

and therefore it should contain substantive information about the proposed projects in summary form. A list of suggested keywords and a format sheet for your use in preparing the abstract will be included in the application packet.

All grant applications must be accompanied by a Project Narrative. In addition to the instructions provided in OPHS-1 (Rev 8/2004) for project narrative, the specific guidelines for the project narrative are provided in the program guidelines. Format requirements are the same as for the Project Abstract Section; margins should be 1 inch at the top and 1 inch at the bottom and both sides; and typeset must be no smaller than 12 cpi and not reduced. Biographical sketches should be either typed on the appropriate form or plain paper and should not exceed two pages, with publications listed being limited only to those that are directly relevant to this project.

#### *Application Format Requirements*

If applying on paper, the entire application may not exceed 80 pages in length, including the abstract, project and budget narratives, face page, attachments, any appendices and letters of commitment and support. Pages must be numbered consecutively.

Applications submitted electronically that exceed 80 pages when printed will be deemed non-compliant. All non-compliant applications will be returned to the applicant without further consideration.

##### a. Number of Copies.

Please submit one (1) original and two (2) unbound copies of the application. Please do not bind or staple the application. Application must be single sided.

##### b. Font.

Please use an easily readable serif typeface, such as Times Roman, Courier, or CG Times. The text and table portions of the application must be submitted in not less than 12 point and 1.0 line spacing. Applications not adhering to 12 point font requirements may be returned.

##### c. Paper Size and Margins.

For scanning purposes, please submit the application on 8½" × 11" white paper. Margins must be at least one (1) inch at the top, bottom, left and right of the paper. Please left-align text.

##### d. Numbering.

Please number the pages of the application sequentially from page 1 (face page) to the end of the application, including charts, figures, tables, and appendices.

##### e. Names.

Please include the name of the applicant on each page.

##### f. Section Headings.

Please put all section headings flush left in bold type.

*Application Format:* Applications for funding must consist of the following documents in the following order:

#### i. Application Face Page

Public Health Service (PHS) Application Form OPHS-1, provided with the application package. Prepare this page according to instructions provided in the form itself.

#### *DUNS Number*

All applicant organizations are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <https://www.dnb.com/product/eupdate/requestOptions.html> or call 1-866-705-5711. Please include the DUNS number next to the OMB Approval Number on the application face page.

Additionally, the applicant organization will be required to register with the Federal Government's Central Contractor Registry (CCR) in order to do electronic business with the Federal Government. Information about registering with the CCR can be found at <http://www.hrsa.gov/grants/ccr.htm>.

Finally, applicants applying electronically through Grants.gov are required to register with the Credential Provider for Grants.gov. Information about this requirement is available at <http://www.grants.gov/CredentialProvider>.

Applicants applying electronically through the OPHS E-Grants System are required to register with the provider. Information about this requirement is available at <https://egrants.osophs.dhhs.gov>.

#### ii. Program Narrative

This section provides a comprehensive framework and description of all aspects of the proposed program. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

Use the following section headers for the Narrative:

##### • Executive Summary.

This section should briefly describe the proposed project and supporting

initiatives as well as summarize goals that the program intends to achieve through the project initiatives.

##### • Work Plan.

Describe the current and proposed activities or steps that will be used to achieve the stated goals and objectives. Describe expected outcomes resulting from activities as well as any evaluation mechanisms that will be used to measure the success of the initiatives.

##### • Mechanism For Administration.

Describe how resources and funds will be administered with regards to the proposed projects.

##### • In-Kind Support/Resources.

Describe any in-kind support from other sources, if any, that will be used to support the proposed initiatives and activities.

#### iii. Appendices

Please provide the additional relevant information (including tables, charts, and other relevant documents) to complete the content of the application. Please note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. Be sure each appendix is clearly labeled.

##### 3. *Submission Dates and Times:*

#### *Submission Mechanisms*

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described below will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review. While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by the OPHS eGrants system or the Grants.gov Web site Portal is encouraged.

Electronic grant application submissions must be submitted no later than 5 p.m. eastern time on the deadline date specified in the **DATES** section of the announcement using one of the

electronic submission mechanisms specified below. All required hardcopy original signatures and mail-in items must be received by the OPHS Office of Grants Management no later than 5 p.m. eastern time on the next business day after the deadline date specified in the **DATES** section of the announcement.

Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above. Application submissions that do not adhere to the due date requirements will be considered late and will be deemed ineligible.

Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

#### *Electronic Submissions Via the Grants.gov Web Site Portal*

The Grants.gov Web site Portal provides organizations with the ability to submit applications for OPHS grant opportunities. Organizations must successfully complete the necessary registration processes in order to submit an application. Information about this system is available on the Grants.gov Web site, <http://www.grants.gov>.

In addition to electronically submitted materials, applicants may be required to submit hard copy signatures for certain Program related forms, or original materials as required by the announcement. It is imperative that the applicant review both the grant announcement, as well as the application guidance provided within the Grants.gov application package, to determine such requirements. Any required hard copy materials, or documents that require a signature, must be submitted separately via mail to the OPHS Office of Grants Management, and, if required, must contain the original signature of an individual authorized to act for the applicant agency and the obligations imposed by the terms and conditions of the grant award.

Electronic applications submitted via the Grants.gov Web site Portal must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. All required mail-in items must be received by the due date requirements specified above. Mail-In items may only include

publications, resumes, or organizational documentation.

Upon completion of a successful electronic application submission via the Grants.gov Web site Portal, the applicant will be provided with a confirmation page from Grants.gov indicating the date and time (Eastern Time) of the electronic application submission, as well as the Grants.gov Receipt Number. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package.

All applications submitted via the Grants.gov Web site Portal will be validated by Grants.gov. Any applications deemed "Invalid" by the Grants.gov Web site Portal will not be transferred to the OPHS eGrants system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Web site Portal. Grants.gov will notify the applicant regarding the application validation status. Once the application is successfully validated by the Grants.gov Web site Portal, applicants should immediately mail all required hard copy materials to the OPHS Office of Grants Management to be received by the deadlines specified above. It is critical that the applicant clearly identify the Organization name and Grants.gov Application Receipt Number on all hard copy materials.

Once the application is validated by Grants.gov, it will be electronically transferred to the OPHS eGrants system for processing. Upon receipt of both the electronic application from the Grants.gov Web site Portal, and the required hardcopy mail-in items, applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of the application submitted using the Grants.gov Web site Portal.

Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Web site Portal.

#### *Electronic Submissions Via the OPHS eGrants System*

The OPHS electronic grants management system, eGrants, provides for applications to be submitted electronically. Information about this system is available on the OPHS eGrants Web site, <https://egrants.osophs.dhhs.gov>, or may be requested from the OPHS Office of Grants Management at (240) 453-8822.

When submitting applications via the OPHS eGrants system, applicants are required to submit a hard copy of the application face page (Standard Form

424) with the original signature of an individual authorized to act for the applicant agency and assume the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to submit a hard copy of the Standard Form LLL and/or certain Program related forms (e.g., Program Certifications) with the original signature of an individual authorized to act for the applicant agency.

Electronic applications submitted via the OPHS eGrants system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in items to be sent to the Office of Grants Management separate from the electronic submission; however these mail-in items must be entered on the eGrants Application Checklist at the time of electronic submission, and must be received by the due date requirements specified above. Mail-In items may only include publications, resumes, or organizational documentation.

Upon completion of a successful electronic application submission, the OPHS eGrants system will provide the applicant with a confirmation page indicating the date and time (eastern time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items, as well as the mailing address of the OPHS Office of Grants Management where all required hard copy materials must be submitted.

As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the OPHS eGrants system to ensure that all signatures and mail-in items are received.

#### *Mailed or Hand-Delivered Hard Copy Applications*

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Mailed or hand-delivered applications will be considered as meeting the deadline if they are received by the OPHS Office of Grant Management on or before 5 p.m. Eastern Time on the deadline date specified in the **DATES** section of the announcement. The application deadline date requirement supersedes the instructions in the OPHS-1. Applications that do not meet the deadline will be returned to the applicant unread.

4. *Intergovernmental Review:* This program is subject to the Public Health Systems Reporting Requirements. Under these requirements, a community-based non-governmental applicant must prepare and submit a Public Health System Impact Statement (PHSIS). Applicants shall submit a copy of the application face page (SF-424) and a one page summary of the project, called the Public Health System Impact Statement. The PHSIS is intended to provide information to State and local health officials to keep them apprised on proposed health services grant applications submitted by community-based, non-governmental organizations within their jurisdictions.

Community-based, non-governmental applicants are required to submit, no later than the Federal due date for receipt of the application, the following information to the head of the appropriate State and local health agencies in the area(s) to be impacted: (a) A copy of the face page of the application (SF 424), (b) a summary of the project (PHSIS), not to exceed one page, which provides: (1) A description of the population to be served, (2) a summary of the services to be provided, and (3) A description of the coordination planned with the appropriate State or local health agencies. Copies of the letters forwarding the PHSIS to these authorities must be contained in the application materials submitted to the OGHA/HHS.

This program is also subject to the requirements of Executive Order 12372 that allows States the option of setting up a system for reviewing applications from within their States for assistance under certain Federal programs. The application kit to be made available under this notice will contain a listing of States that have chosen to set up a review system and will include a State Single Point of Contact (SPOC) in the State for review. Applicants (other than federally recognized Indian tribes) should contact their SPOCs as early as possible to alert them to the prospective applications and receive any necessary instructions on the State process. For

proposed projects serving more than one State, the applicant is advised to contact the SPOC in each affected State. A complete list of SPOCs may be found at the following Web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. The due date for State process recommendations is 60 days after the application deadline. The OGHA/HHS does not guarantee that it will accommodate or explain its responses to State process recommendations received after that date. (See "Intergovernmental Review of Federal Programs," Executive Order 12372, and 45 CFR part 100 for a description of the review process and requirements.)

5. *Funding Restrictions:* Funds may not be used for construction, building alterations, equipment purchase, medical treatment, renovations, or to purchase food. Allowability, allocability, reasonableness, and necessity of direct and indirect costs that may be charged are outlined in the following documents: OMB-21 (Institutes of Higher Education); OMB Circular A-122 (Nonprofit Organizations) and 45 CFR part 74, appendix E (Hospitals). Copies of these circulars can be found on the Internet at: <http://www.whitehouse.gov/omb>.

## V. Application Review Information

1. *Criteria:* Applications will be screened by OGHA staff for completeness and for responsiveness to the program guidance. Applicants should pay strict attention addressing these criteria, as they are the basis upon which applications will be judged. Those applications judged to be non-responsive or incomplete will be returned to the applicant without review.

Applications that are complete and responsive to the guidance will be evaluated for scientific and technical merit by an appropriate peer review group specifically convened for this solicitation and in accordance with HHS policies and procedures. As part of the initial merit review, all applications will receive a written critique. All applications recommended for approval will be discussed fully by the ad hoc peer review group and assigned a priority score for funding. Eligible applications will be assessed according the following criteria:

### (1) *Technical Approach (45 Points):*

- The applicant's presentation of a sound and practical technical approach for executing the requirements with adequate explanation, substantiation and justification for methods for handling the projected needs of the USMBHC.

- The successful applicant must demonstrate a clear understanding of the scope and objectives of the cooperative agreement, recognition of potential difficulties that may arise in performing the work required, presentation of adequate solutions, and understanding of the close coordination necessary between the Arizona Department of Health Services Office of Border Health, the Secretaria de Salud de Sonora, and the USMBHC Arizona and Sonora Delegation Offices.

### (2) *Experience and Capabilities of the Organization (45 Points):*

- Applicants should submit documented relevant experience of the organization in managing projects of similar complexity and scope of the activities.

- Clarity and appropriateness of lines of communication and authority for coordination and management of the project. Adequacy and feasibility of plans to ensure successful coordination of a multiple-partner collaboration.

### (3) *Facilities and Resources (10 Points):*

- Documented availability and adequacy of facilities, equipment and resources necessary to carry out the activities.

### 2. *Review and Selection Process:*

Applications will be reviewed in competition with other submitted applications, by a panel of peer reviewers. Each of the above criteria will be addressed and considered by the reviewers in assigning the overall score. Final award will be made on the basis of score, program relevance and, availability of funds.

## VI. Award Administration Information

1. *Award Notices:* OGHA/HHS does not release information about individual applications during the review process until final funding decisions have been made. When these decisions have been made, applicants will be notified by letter regarding the outcome of their applications. The official document notifying an applicant that an application has been approved and funded is the Notice of Award, which specifies to the awardee the amount of money awarded, the purpose of the agreement, the terms and conditions of the agreement, and the amount of funding, if any, to be contributed by the awardee to the project costs.

2. *Administrative and National Policy Requirements:* The regulations set out at 45 CFR parts 74 and 92 are the Department of Health and Human Services (HHS) rules and requirements that govern the administration of grants. Part 74 is applicable to all recipients except those covered by part 92, which

governs awards to state and local governments. Applicants funded under this announcement must be aware of and comply with these regulations. The CFR volume that includes parts 74 and 92 may be downloaded from: [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/45cfrv1\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfrv1_03.html).

The HHS Appropriations Act requires that when issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing projects or programs funded in whole or in part with Federal money, grantees shall clearly state the percentage and dollar amount of the total cost of the program or project which will be financed with Federal money and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**3. Reporting:** All projects are required to have an evaluation plan, consistent with the scope of the proposed project and funding level that conforms to the project's stated goals and objectives. The evaluation plan should include both a process evaluation to track the implementation of project activities and an outcome evaluation to measure changes in knowledge and skills that can be attributed to the project. Project funds may be used to support evaluation activities.

In addition to conducting their own evaluation of projects, successful applicants must be prepared to participate in an external evaluation, to be supported by OGHA/HHS and conducted by an independent entity, to assess efficiency and effectiveness for the project funded under this announcement.

Within 30 days following the end of each of quarter, submit a performance report no more than ten pages in length must be submitted to OGHA/HHS. A sample monthly performance report will be provided at the time of notification of award. At a minimum, monthly performance reports should include:

- Concise summary of the most significant achievements and problems encountered during the reporting period, e.g. number of training courses held and number of trainees.
- A comparison of work progress with objectives established for the quarter using the grantee's implementation schedule, and where such objectives were not met, a statement of why they were not met.
- Specific action(s) that the grantee would like the OGHA/HHS to undertake to alleviate a problem.
- Other pertinent information that will permit monitoring and overview of project operations.

- A quarterly financial report describing the current financial status of the funds used under this award. The awardee and OGHA will agree at the time of award for the format of this portion of the report.

Within 90 days following the end of the project period a final report containing information and data of interest to the Department of Health and Human Services, Congress, and other countries must be submitted to OGHA/HHS. The specifics as to the format and content of the final report and the summary will be sent to successful applicants. At minimum, the report should contain:

- A summary of the major activities supported under the agreement and the major accomplishments resulting from activities to improve mortality in partner country.
- An analysis of the project based on the problem(s) described in the application and needs assessments, performed prior to or during the project period, including a description of the specific objectives stated in the grant application and the accomplishments and failures resulting from activities during the grant period.

Quarterly performance reports and the final report may be submitted to: U.S. Department of Health and Human Services, Office of the Secretary, Office of Global Health Affairs, 5600 Fishers Lane, Suite 18-105, Rockville, Maryland 20857.

A Financial Status Report (FSR) SF-269 is due 90 days after the close of each 12-month budget period and submitted to the OPHS-Office of Grants Management

## VII. Agency Contacts

For programmatic requirements, please contact: Jeff Waggoner, Office of Global Health Affairs, 5600 Fishers Lane, Suite 18-105, Rockville, MD 20857.

For administrative requirements, please contact: DHHS, Office of Public Health and Science, Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, Maryland 20857, Telephone: (240) 453-8822.

## VIII. Tips for Writing a Strong Application

**Include DUNS Number.** You must include a DUNS Number to have your application reviewed. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please include the DUNS number next to the OMB Approval Number on the application face page.

*Keep your audience in mind.* Reviewers will use only the information contained in the application to assess the application. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with the applicant organization. Keep the review criteria in mind when writing the application.

*Start preparing the application early.* Allow plenty of time to gather required information from various sources.

*Follow the instructions in this guidance carefully.* Place all information in the order requested in the guidance. If the information is not placed in the requested order, you may receive a lower score.

*Be brief, concise, and clear.* Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables.

*Be organized and logical.* Many applications fail to receive a high score because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together.

*Be careful in the use of appendices.* Do not use the appendices for information that is required in the body of the application. Be sure to cross-reference all tables and attachments located in the appendices to the appropriate text in the application.

*Carefully proofread the application.* Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout application.

Dated: March 31, 2006.

**Mary Lou Valdez,**

*Deputy Director for Policy, Office of Global Health Affairs.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Meeting of the Chronic Fatigue Syndrome Advisory Committee

**AGENCY:** Office of the Secretary, Office of Public Health and Science, HHS.