

Respondents	No. of respondents	No. of responses/respondent	Avg. burden/re-sponse (in hours)
Children	320	4	4
Care Giver ..	640	1	1

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Acting Associate Director for Management and Operations, Centers for Disease Control and Prevention (CDC).

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[Announcement 602]

Public Health Conference Support Cooperative Agreement Program for Human Immunodeficiency Virus (HIV) Prevention

Introduction

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 1996 funds for the Public Health Conference Support Cooperative Agreement Program for Human Immunodeficiency Virus (HIV) Prevention. The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of Healthy People 2000, a PHS-led national activity to reduce morbidity and mortality and improve the quality of life. This announcement is related to the priority area of HIV Infection. (To order a copy of "Healthy People 2000" or CDC's "Strategic Plan for Preventing Human Immunodeficiency Virus (HIV) Infection" (July 8, 1992), see the Section "Where to Obtain Additional Information.")

Authority

This program is authorized under sections 301 (42 U.S.C. 241) and 310 (42 U.S.C. 242n) of the Public Health Service Act, as amended. Applicable program regulations are found in 42 CFR part 52—Grants for Research Projects.

Smoke-Free Workplace

The Public Health Service strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of all tobacco products, and Pub. L. 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities that receive Federal funds in which education, library, day care, health care, and early childhood development services are provided to children.

Eligible Applicants

Eligible applicants are non-governmental, nonprofit and for-profit organizations. Thus, universities, colleges, research institutions, hospitals, other public and private (e.g., national, regional) organizations, federally recognized Indian tribal governments, Indian tribes or Indian tribal organizations, and small, minority- or women-owned businesses are eligible for these cooperative agreements. Current recipients of CDC HIV funding must provide the award number and title of the program (see the Section "Program Requirements, C. Letter of Intent").

Availability of Funds

Up to \$250,000 may be available in FY 1996 to fund approximately 10 to 15 awards. The awards will average \$20,000 and will be funded for a 12-month budget and project period. The funding estimate may vary and is subject to change, based on availability of funds. Awards will initially be made on a contingency basis as described in the Purpose section.

The following are examples of the most frequently encountered costs that may or may not be charged to the cooperative agreement:

1. As approved, CDC funds may be used for direct cost expenditures: salaries, speaker fees, rental of conference related equipment, registration fees, and transportation cost (not to exceed economy class fares) for non-Federal employees.
2. CDC funds may not be used for the purchase of equipment, payments of honoraria, organizational dues, entertainment or personal expenses, cost of travel and payment of a full-time Federal employee, or per diem or expenses, other than mileage, for local participants.
3. CDC funds may not be used for reimbursement of indirect costs.
4. Although the practice of handing out novelty items at meetings is often employed in the private sector to provide participants with souvenirs, Federal funds may not be used for this purpose.
5. CDC funds may be used for only those parts of the conference specifically supported by CDC as documented in the Notice of Cooperative Agreement (award document).

Recipient Financial Participation

Part of the cost of the proposed conference must be funded by other than CDC funds.

Purpose

The purpose of the HIV prevention conference support cooperative agreement is to provide partial support for non-Federal conferences or specified portions of non-Federal conferences to stimulate efforts to prevent the transmission of HIV. CDC will collaborate on conferences that specifically focus on preventing HIV transmission. Because conference support by CDC creates the appearance of CDC co-sponsorship, CDC will actively participate in the development and approval of those portions of the agenda supported by CDC funds. Contingency awards will be made allowing usage of only 25% of the total amount to be awarded until a final full agenda is approved by CDC. This will provide funds for costs associated with preparation of the agenda. The remainder of funds will be released only upon acceptance of the final full agenda. CDC reserves the right to terminate co-sponsorship if it does not approve the final agenda.

Program Requirements

CDC will provide support for conferences that are:

1. Regional (more than one State), national, or international in scope;
2. Targeted to professionals contributing to HIV prevention efforts; and
3. Focused on the transfer of HIV prevention research and evaluation findings to intervention efforts or the application of these prevention efforts to service providers and health professionals who provide service to individuals whose behaviors place them at increased risk for HIV infection.

Topics concerned with issues and areas other than HIV prevention should be directed to other public health agencies or in accordance with current **Federal Register** Notices (see **Federal Register** Notice 600, April 20, 1995, 60 FR 19750).

The activities related to the development of HIV prevention conferences require substantial CDC collaboration and involvement. In conducting activities to achieve the purpose of the program, the recipient shall be responsible for conducting activities listed in section A., and CDC will be responsible for conducting activities listed in section B.:

A. Recipient Activities

1. Manage all activities related to program content (e.g., objectives, topics, participants, session design, workshops, special exhibits, speakers, fees, agenda composition, and printing). Many of

these items may be developed in concert with assigned CDC project personnel.

2. Provide draft copies of the agenda and proposed ancillary activities to the CDC program office for review and comment. Submit a copy of the final agenda and proposed ancillary activities to the CDC Grants Management Office for acceptance.

3. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press). CDC must review and approve the use of any materials with reference to CDC involvement or support.

4. Manage all registration processes with participants, invitees, and registrants (e.g., travel, reservations, correspondence, conference materials and hand-outs, badges, registration procedures).

5. Plan, negotiate, and manage conference site arrangements, including all audiovisual needs.

6. Develop and conduct education and training programs on HIV prevention.

7. Collaborate with CDC staff in reporting and disseminating results and relevant HIV prevention education and training information to appropriate Federal, State, and local agencies, health-care providers, HIV/AIDS prevention and service organizations, and the general public.

B. CDC Activities

1. Provide technical assistance through telephone calls, correspondence, and site visits in the areas of program agenda development, implementation, and priority setting related to the cooperative agreement.

2. Provide scientific collaboration for appropriate aspects of the program, including selection of speakers, pertinent scientific information on risk factors for HIV infection, preventive measures, and program strategies for the prevention of HIV infection.

3. Review draft agendas and approve the final agenda and proposed activities prior to release of restricted funds.

4. Assist in the reporting and dissemination of research results and relevant HIV prevention education and training information to appropriate Federal, State, and local agencies, health-care providers, the scientific community, and HIV/AIDS prevention and service organizations, and the general public.

C. Letter of Intent

Respondents must submit a one-page, typewritten letter of intent (LOI) that briefly describes the title, location, and purpose of the meeting, its relationship to the following described CDC Topics

of Special Interest, the date of the proposed conference, and the intended audience (number and description). No attachments, booklets, or other documents accompanying the LOI will be considered. The letter should also include the estimated total cost of the conference and the percentage of the total cost (which must be less than 100%) being requested from CDC. Current recipients of CDC HIV funding must provide the award number and title of the funded programs. LOIs will be reviewed by CDC program staff, and an invitation to submit an application will be made based on the proposed conference's relationship to the CDC topics of special interest and the availability of funds. An invitation to submit an application does not constitute a commitment by CDC to fund the applicant.

D. Topics of Special Interest

Funding preferences are established to ensure a balance of CDC HIV prevention funding and to address at-risk populations that are underserved. CDC is especially interested in supporting meetings and conferences for HIV prevention service providers on the following topics:

1. Prevention of HIV infection among:
 - a. Underserved populations (e.g., women of reproductive age, racial and ethnic minorities);
 - b. High-risk populations, including both in-school and out-of-school youth; or
 - c. Populations in special settings (e.g., racial and ethnic minorities; out-of-school, high-risk youth; incarcerated persons; men who have sex with men; high-risk drug users; and migrant workers). Particular attention will be given to organizations that serve multiple high-risk populations.

2. Development of HIV prevention strategies with a broad range of community partners including those who have not traditionally been involved with public health programs (e.g., business, religious leaders).

3. Development of prevention marketing strategies, including various behavior modification messages related to sex practices (e.g., abstinence, condom use).

Note: To provide for adequate time to collaborate on the meeting agenda and content, applicants should allow a minimum of 3 months from the scheduled application due date to the planned date of the conference. (See the Section Letter of Intent and Application Submission and Deadlines.) Meetings scheduled to begin earlier than March 15, 1996, will not be routinely considered for funding.

Evaluation Criteria

LOIs will be reviewed by CDC program staff for consistency with CDC's HIV prevention goals and priorities and the purposes of this program. An invitation to submit an application will be made on the basis of the proposed conference's relationship to the CDC determined topics of special interest, the timing of the meeting or conference that would allow for CDC input, and the availability of funds. Applications will be reviewed and evaluated according to the following criteria.

(Total points available is 100).

A. Proposed Program and Technical Approach: (50 Points)

Evaluation will be based on:

1. The applicant's description of the proposed conference as it relates to HIV prevention and education, including the public health need of the proposed conference and the degree to which the conference can be expected to influence public health practices, and the extent of the applicant's collaboration with other agencies serving the intended audience, including local health and education agencies concerned with HIV prevention.

2. The applicant's description of conference objectives in terms of quality, specificity and the feasibility of the conference based on the operational plan, and the extent to which evaluation mechanisms for the conference adequately assess increased knowledge, attitudes, and behaviors of the target participants.

3. The relevance and effectiveness of the proposed agenda in addressing the chosen HIV prevention/education topic.

4. The degree to which conference activities proposed for CDC funding strictly adhere to the prevention of HIV transmission.

B. Applicant Capability (25 Points)

Evaluation will be based on:

1. The adequacy and commitment of institutional resources to administer the program.

2. The adequacy of existing and proposed facilities and resources for conducting conference activities.

3. The degree to which the applicant has established and used critical linkages with health and education agencies with the mandate for HIV prevention. Letters of support from such agencies should be obtained to demonstrate the linkages specific to the conference.

C. Qualifications of Program Personnel: (25 Points)

Evaluation will be based on:

1. The qualifications, experience, and commitment of the principal staff person, and his/her ability to devote adequate time and effort to provide effective leadership.

2. The competence of associate staff persons, discussion leaders, and speakers to accomplish conference objectives.

3. The degree to which the application demonstrates that key personnel have knowledge about the transmission of HIV, and current nationwide information and education efforts that may affect, and be affected by, the proposed conference.

D. Budget Justification and Adequacy of Facilities: (Not Scored)

The proposed budget will be evaluated on the basis of its reasonableness, concise and clear justification, consistency with the intended use of cooperative agreement funds, and the extent to which the applicant documents financial support from other sources.

Executive Order 12372 Review

This program is not subject to the Executive Order 12372 review.

Public Health System Reporting Requirements

This program is not subject to the Public Health System Reporting Requirements.

Catalog of Federal Domestic Assistance

The Catalog of Federal Domestic Assistance number is 93.118, Acquired Immunodeficiency Syndrome (AIDS) activities.

Other Requirements

Recipients must comply with the document entitled Content of HIV/AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers for Disease Control Assistance Programs (June 1992) (a copy is in the application kit). To meet the requirements for a Program Review Panel, recipients are encouraged to use an existing Program Review Panel such as the one created by the State health department's HIV/AIDS prevention program. If the recipient forms its own Program Review Panel, at least one member must also be an employee (or a designated representative) of an appropriate health or educational agency, consistent with the revised Content Guidelines. The names of review panel members must be listed on the Assurance of Compliance form (CDC Form 0.1113) which is also included in the application kit.

Letter of Intent and Application Submission and Deadlines

The original and two copies of the LOI must be postmarked by the October 13, 1995, deadline date to be considered. Within four weeks, successful respondents will receive a written request to submit an application for funding; unsuccessful respondents will be also be notified in writing. A request to submit an application does not constitute a commitment to fund the applicant.

The original and two copies of the application must be submitted on PHS Form 5161-1 (OMB Number 0937-0189) by December 22, 1995. The earliest possible award date is February 16, 1996, and the earliest possible conference date is March 15, 1996. Applications must be postmarked on or before the deadline date and sent to Clara M. Jenkins, Grants Management Officer, Grants Management Branch, Procurement and Grants Office (Ann. #602), Centers for Disease Control and Prevention (CDC), MS E-15, 255 East Paces Ferry Road, NE., Room 320, Atlanta, GA 30305.

Deadlines

The Letter of Intent and requested applications shall be considered as meeting the applicable deadline if they are either:

A. Received on or before the deadline date, or

B. Postmarked on or before the deadline date (respondents should request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial carrier or the U.S. Postal Service. Private metered postmarks will not be acceptable as proof of timely mailing.)

Where To Obtain Additional Information

To receive additional written information, call (404) 332-4561. You will be asked to leave your name, address, and phone number, and will need to refer to Announcement Number 602. You will receive a copy of the program announcement, a list of the relevant Healthy People 2000 HIV objectives, and the addresses and phone numbers for CDC contact personnel. The announcement is also available through the CDC homepage on the Internet. The address for the CDC homepage is <http://www.cdc.gov>. CDC will not send application kits by facsimile or express mail unless the cost for the latter is paid by the addressee.

If you have questions after reviewing the contents of all the documents, business management technical

assistance may be obtained from Mr. Kevin Moore, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 320, Atlanta, GA 30305, telephone (404) 842-6550.

Programmatic technical assistance may be obtained from Ms. Linda LaChanse, Program Analyst, Training and Technical Services Support Branch, Division of HIV/AIDS Prevention, National Center for HIV/STD/TB Prevention, Centers for Disease Control and Prevention (CDC), 1600 Clifton Road, NE., Mailstop E-40, Atlanta, GA 30333, telephone (404) 639-2918. Please refer to Announcement Number 602 when requesting information and when submitting your application in response to the announcement.

Respondents may obtain a copy of Healthy People 2000 (Full Report, Stock No. 017-001-00474-0) or Healthy People 2000 (Summary Report, Stock No. 017-001-00473-1) through the Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325, telephone (202) 512-1800. Single copies of CDC's Strategic Plan for Preventing Human Immunodeficiency Virus (HIV) Infection (July 8, 1992) can be obtained by calling the CDC National AIDS Clearinghouse at (800) 458-5231.

Dated: September 5, 1995.

Joseph R. Carter,

Acting Associate Director for Management and Operations, Centers for Disease Control and Prevention (CDC).

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Advisory Council for the Elimination of Tuberculosis: Meeting

In accordance with section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), the Centers for Disease Control and Prevention (CDC) announces the following council meeting.

Name: Advisory Council for the Elimination of Tuberculosis (ACET).

Times and Dates: 8:30 a.m.-5:30 p.m., September 28, 1995; 8:30 a.m.-1:30 p.m., September 29, 1995.

Place: Corporate Square Office Park, Corporate Square Boulevard, Building 11, Room 1413, Atlanta, GA 30329.

Status: Open to the public, limited only by the space available.

Purpose: This council advises and makes recommendations to the Secretary of Health and Human Services, the Assistant Secretary for Health, and the Director, CDC, regarding the elimination of tuberculosis. Specifically, the Council makes recommendations