cost to all firms for responding to IFBs and RFPs is approximately $218,520. The total annual cost to all firms responding to all RFQs, IFBs, and RFBs issued by the Commission is estimated to be $255,000. The costs are accepted by firms as part of the cost of doing business with commercial and governmental customers.

The total cost to the government for all collections of information by the Commission related to procurement of goods and services is estimated to be about $366,324 a year. This estimate was made by reviewing the Commission's procurement activities in fiscal year 1998. During this period, the Commission processed 744 purchase requests, and performed 75 contract actions.

C. Request for Comments

The Commission solicits written comments from all interested persons about the proposed collection of information. The Commission specifically solicits information relevant to the following topics:

—Whether the collection of information described above is necessary for the proper performance of the Commission's functions, including whether the information would have practical utility;

—Whether the estimated burden of the proposed collection of information is accurate;

—Whether the quality, utility, and clarity of the information to be collected could be enhanced; and

—Whether the burden imposed by the collection of information could be minimized by use of automated, electronic or other technological collection techniques, or other forms of information technology.

Dated: July 21, 1999.

Sadye E. Dunn,

Secretary, Consumer Product Safety Commission.

[FR Doc. 99–19175 Filed 7–26–99; 8:45 am]

BILLING CODE 6355–01–P

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Availability of Funds for National Provider of Training and Technical Assistance to State Commissions

AGENCY: Corporation for National and Community Service.

ACTION: Notice of availability of funds.

SUMMARY: The Corporation for National and Community Service (Corporation) announces the availability of between $500,000 and $850,000 for an organization selected under this Notice to provide training and technical assistance to state commissions on national and community service. The Corporation will announce competitions to select other providers of training and technical assistance later this year.

DATES: Proposals must be received by the Corporation by 3:00 p.m. Eastern time on September 10, 1999.

ADDRESSES: All proposals should be submitted to the Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, DC 20525, Attention: Cathy Harrison, Room 9814B.

FOR FURTHER INFORMATION CONTACT: Jim Ekstrom at the Corporation for National and Community Service, (202) 606–5000, ext. 414, TDD (202) 565–2799. This Notice is available on the Corporations website, http://www.nationalservice.org/research.

SUPPLEMENTARY INFORMATION:

I. Background

The Corporation for National and Community Service was established in 1993 to engage Americans of all ages and backgrounds in service to their communities. The Corporation's national and community service programs provide opportunities for participants to serve full-time and part-time, with or without stipend, as individuals or as part of a team.

AmeriCorps*State/National, VISTA, and National Civilian Community Corps engage thousands of Americans on a full-or part-time basis at over 1,000 locations to help communities meet their toughest challenges. Learn and Serve America integrates service into the academic life of nearly one million youth in all 50 states. The National Senior Service Corps utilizes the skills, talents and experience of over 500,000 older Americans to help make communities stronger, safer, healthier and smarter.

The Corporation provides assistance to organizations that carry out AmeriCorps*State/National, Learn and Serve America, and National Senior Service Corps programs. AmeriCorps*State/National programs, which involve over 40,000 Americans each year in results-driven community service, are grant programs managed by (1) State commissions that select and oversee programs operated by local organizations; (2) national non-profit organizations that identify and act as parent organizations for operating sites across the country; (3) Indian tribes; or (4) U.S. Territories. Learn and Serve America awards grants to state education agencies; state commissions; schools, colleges and universities; and nonprofit organizations to carry out school-based, community-based and higher-education service-learning programs. The National Senior Service Corps operates through grants to local organizations for Retired Senior Volunteer Programs (RSVP), Foster Grandparents and Senior Companions to provide service to their communities. For additional information on the national service programs supported by the Corporation, go to http://www.nationalservice.org.

In addition, the Corporation supports the AmeriCorps*VISTA (Volunteers in Service to America) and AmeriCorps*NCCC (National Civilian Community Corps) programs. More than 4,000 AmeriCorps*VISTA members serve to develop grassroots programs, mobilize resources and build capacity for service programs across the nation. AmeriCorps*NCCC provides an opportunity for approximately 1,000 individuals between the ages of 18 and 24 to participate in a residential program located mainly on downsized military bases.

Responsibilities of the state commissions include, but are not limited to:

- Administering a competitive process to select national service programs to be included in requests to the Corporation for funding or education awards;
- Administering grants received from the Corporation and overseeing and monitoring the performance and progress of funded programs;
- Implementing comprehensive evaluation and monitoring systems;
- Providing training and technical assistance to sub-grantees on implementing and operating high quality programs; and
- Developing and updating a unified state plan for national service that is consistent with the Corporation's broad goals and includes input from Corporation state offices and state education agencies.

II. Eligibility

Public-sector agencies, non-profit organizations, institutions of higher education, Indian tribes, and for-profit companies are eligible to apply. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4), which engages in lobbying, is not eligible to apply. Organizations that operate or intend to operate Corporation-supported programs are eligible. The Corporation will consider proposals from single

applicants, applicants in partnership and applicants proposing other approaches to meeting the requirement that are considered responsive to this Notice. Organizations may apply to provide training and technical assistance in partnership with organizations seeking other Corporation funds. Based on previous training and technical assistance competitions and the Corporation's estimate of potential applicants, the Corporation expects fewer than ten applications to be submitted in response to this Notice.

III. Period of Assistance and Other Conditions

A. Cooperative Agreements

Funding awarded under this Notice will be via cooperative agreement. Administration of cooperative agreements is controlled by the Corporation's regulations, 45 CFR part 2541 (for agreements with state and local government agencies) and 45 CFR part 2543 (for agreements with institutions of higher education, non-profit organizations and other entities). The awardee must comply with reporting requirements, including submitting quarterly financial reports and quarterly progress reports linking progress on deliverables to expenditures.

B. Use of Materials

To ensure that materials generated for training and technical assistance purposes are available to the public and readily accessible to grantees and sub-grantees, the Corporation retains royalty-free, non-exclusive, and irrevocable licenses to obtain, use, reproduce, publish, or disseminate products, including data produced under the agreement, and to authorize others to do so. To the extent practicable, the awardee will agree to make products available to the national service field as identified by the Corporation at no cost or at the cost of reproduction. All materials developed for the Corporation will be produced consistent with Corporation editorial and publication guidelines.

C. Time Frame

The Corporation expects that work under the agreement awarded through this Notice will commence on or about December 1, 1999, following the conclusion of the Corporation's selection and award process. The Corporation will make awards covering a period not to exceed three years. Applications must include a proposed budget and proposed activities for the entire award period. If the Corporation approves an application and enters into a multi-year award agreement, at the outset it will provide funding only for the first year of the award period. The Corporation has no obligation to provide additional funding in subsequent years. Funding for the second and third years of an award period is contingent upon satisfactory performance, the availability of funds and any other criteria established in the award agreement.

D. Other Corporation-Sponsored Training and Technical Assistance

In addition to supporting the training and technical assistance provider selected under this Notice, the Corporation currently supports training and technical assistance for national service programs through a network of national providers in the areas of conflict resolution, human relations and diversity, educational success, financial management, supervisory skills, training-materials development, resource center services, organizational development and program management, public safety, risk management, crew-based programming, member development and management, sustainability, and out-of-school time.

IV. Scope of Activities To Be Supported

The National and Community Service Act of 1990, as amended, states that the Corporation for National Service ''shall provide training and technical assistance, where necessary, to * * * State Commissions * * * to enable them to apply for funding under one of the national service laws, to conduct high-quality programs, to evaluate such programs, and for other purposes.'' 42 U.S.C. 12653(e). The areas in which commissions need support services include identifying and developing plans to meet state commission technical assistance needs; strategic planning; monitoring and quality assurance; sustainability; collaborating and networking with other state agencies and national service entities; designing assessment, evaluation, communication and advisory processes; and using resources effectively.

In addressing the tasks listed below the provider will be expected to deliver training that is interactive, experiential, consistent with the principles of adult learning, and sensitive to audience diversity. Further, the provider will develop training activities that take into account the different levels of knowledge and skills on the part of those being trained. Finally, in accordance with Corporation policy, the provider will ensure that all training and technical assistance is accessible to persons with disabilities as required by law.

The Corporation expects the provider selected under this Notice to integrate the following requirements into its service delivery:

1. Developing protocols and other guidelines for delivering and documenting the training and technical assistance services provided to commissions. Examples of focus areas include developing commission training and technical assistance service strategies, planning and executing training and technical assistance interventions, and helping to organize and conduct retreats.
2. Developing and maintaining a network of geographically dispersed experts, that includes staff and commissioners from state commissions and/or Corporation-funded programs. The experts should be individuals who are well experienced in the services offered by the provider. They should be listed in, and their resumes made part of, the application package (see Section V, Application Guidelines, below) to permit review and discussion of their qualifications during the Corporation's selection process.
3. Orienting and training staff and consultants on the Corporation's background and objectives.
4. Developing a plan to promote its services to commissions.
5. Using electronic communication as much as possible to facilitate the delivery of training and technical assistance services and the exchange of information within and among commissions, e.g., via electronic networks and conference calls (the provider should budget for at least two, one-hour conference calls per month per state, each involving at least 15 commissions). The Corporation is especially interested in approaches that expedite service delivery, increase communication and are cost-efficient.
6. Assisting Corporation staff in orienting newly appointed state commissioners and executive directors.
7. Delivering service in a manner that enhances the capacity of state commissions to function effectively. As one approach to meeting this objective, the provider will be expected to use transfer-of-skills methods and train-the-trainer models in delivering its services. Potential focus areas include strategic planning; program monitoring and evaluation; training and technical assistance management, to include needs assessment and resource development; and cross-program collaboration.
8. Developing and managing a peer-to-peer system that makes use of the full

range of service delivery, *i.e.*, phone consultations and other electronic communication, materials development and shipment and site visits (the provider will budget for at least 20 peer site visits per quarter). The provider will be expected to document the system's operation, to include the peer selection criteria, preparation process, and assignment procedure. To facilitate the peer-to-peer process, the provider will be expected to inventory the skills of commission executive directors and commissioners, and publish an annotated listing on the provider's website for review and use by potential commission customers. Following each peer intervention, the provider will require an after-action report outlining the issues addressed, actions taken, results achieved and follow-up actions required.

9. Developing annually, in coordination with the Corporation's program, training and technical assistance and grants staffs, and with commission executive directors, a strategic, training-and-technical-assistance plan for each state commission. The provider will be expected to deliver the services outlined in the plans in a sequence, determined through similar consultation, that provides assistance earliest to those commissions deemed to be in greatest need. This plan will be updated as needed. The provider will budget for at least 43 site visits per quarter.

10. Responding to requests for training and technical assistance from state commissions directly or by facilitating services through other training and technical assistance providers, to include the Corporation's National Service Leadership Institute. In devising responses to such requests, the provider will coordinate with the Corporation's program, training-and-technical-assistance and other staffs, as needed, as well as with commission staff, on the strategy, content, delivery mode, timing and cost-effectiveness of the response. Following delivery of the assistance, the provider will give written feedback to the Corporation and other planning entities on the outcome of the intervention and recommended follow-up action. The provider will also be expected to work with commissions to document the longer-term impact of each intervention.

11. Assisting state commissions in planning, organizing, coordinating and facilitating state-based and cluster-based (regional) training conferences designed to address training needs across service programs as well as those specific to a single service stream. The provider will budget to assist with the convening of at least one cluster-based training conference per year.

12. Assisting commissions in assessing their compliance with State Commission Administrative Performance Standards. (The performance standards, currently in draft form, are available on the Corporation's website, *http://www.nationalservice.org/research*.)

13. Developing and providing training and technical assistance designed to assist commissions in addressing areas of non-compliance with State Commission Administrative Performance Standards. The provider will budget for at least 12 interventions per year.

14. Developing curricula that commissions can request in support of one- to three-day, state-based or regional training conferences on strengthening state commissions. Potential topic areas include commission structure and function, commissioner and staff orientation and training, program support strategies, information flow, unified state planning, and identifying and applying effective practices.

15. Collaborating on training events organized by other training and technical assistance providers including the National Service Leadership Institute.

16. Soliciting an evaluation after each training and technical assistance event using an assessment instrument that is approved by the Corporation. The provider will maintain records of these evaluations and provide them to the Corporation or an authorized representative upon request. The provider will submit aggregate summaries of each training-and-technical-assistance event's evaluations as part of the required quarterly report to the Corporation. The Corporation may conduct independent assessments of the provider's performance at any time.

17. Researching and documenting, for dissemination, effective practices and lessons learned about the operation and technical elements of commissions.

18. Submitting a quarterly report that, at minimum, provides the information below. The provider will develop the capacity to submit this information electronically as stipulated by the Corporation.

a. A comparison of accomplishments with the goals and objectives for the period.

b. An annotated version of the approved budget that compares actual costs with budgeted costs by line item, and explains differences. The explanation should include, as appropriate, an analysis of cost overruns and high-cost units and a description of service requests not anticipated in your original budget.

c. A description of the services provided to include:

(1) Number of requests received by topic area and stream of service;

(2) The activity conducted to address each request (e.g., training, on-site technical assistance, phone consultation and other electronic communication and/or materials development and shipment) and mode of delivery (e.g., staff member, consultant, peer assistant and/or other provider);

(3) The number of participants in each training and technical assistance event;

(4) The cost of responding to each request based on the direct costs to the provider;

(5) Average cost per delivery mode (e.g. on-site consultations, conference calls, cluster meetings, and peer-to-peer interventions);

(6) Client feedback on the services rendered (including the aggregate evaluation of each training event);

(7) Problems encountered in delivering services with recommendations for addressing them.

d. A list of upcoming activities and events;

e. Recommended training and technical assistance focus areas as suggested by analyses of service activity and trends.

f. A discussion of developments that hindered, or may hinder, compliance with the cooperative agreement.

V. Application Guidelines

A. Proposal Content and Submission

Applicants are requested to submit one unbound, original proposal and four copies. Proposals may not be submitted by facsimile. Proposals must include the elements below. To ensure fairness to all applicants, the Corporation reserves the right to take remedial action, up to and including disqualification, in the event a proposal fails to comply with the requirements relating to page limits, line spacing, and font size.

1. A cover page listing: name, address, phone number, fax number, e-mail address and World Wide Web site (if available) of the applicant organization and contact person; a 50–75 word summary of the proposed training and technical assistance program or activity; and the total funding requested.

2. A narrative of no more than 25 double-spaced, single-sided, typed pages in no smaller than 12-point font describing:

a. Objectives, scope of activities being proposed, and deliverables projected in response to the scope-of-activities

requirements outlined in Section IV of this Notice (e.g., number and duration of training events and number of participants; number of technical assistance visits; number and type of consultations; curricular modules and other materials, etc.).

b. Detailed work plan for accomplishing the objectives to include a timeline for implementing each objective.

c. A plan for regularly evaluating performance and reporting findings and proposed improvements to the Corporation.

3. A narrative of no more than four double-spaced, single-sided, typed pages in no smaller than 12-point font describing the organization's capacity to provide training and technical assistance services nationwide, including descriptions of recent work similar to that being proposed, references that can be contacted related to that work, organizational structure and staff strengths and backgrounds (lists and resumes, along with anticipated rates of pay, of proposed staff and expert consultants shall be included in an appendix; this information is not subject to the page limits that are otherwise applicable).

4. A detailed, line-item budget with hours and costs organized by personnel, task and sub-task and related to the activities and deliverables outlined in the introductory narrative.

a. Include staff and expert-consultant hours and pay rates being proposed by task and sub-task, and indicate by task and sub-task the types and quantities of other direct costs being proposed (for example, amounts of travel; volumes of other task-related resources, such as communications, postage, etc.). Costs in proposed budgets must consist solely of costs allowable under applicable cost principles found in OMB Circulars.

b. Provide a budget narrative that includes an explanation of the basis for the cost estimates. The organization of the budget narrative should parallel that of the line-item budget. Each of the elements and sub-elements that comprise the totals of the individual budget lines must be fully explained in the narrative. The narrative should show how each cost was derived, using equations to reflect all factors considered. The anticipated unit cost (with derivation) of the various deliverables (such as training events and technical assistance interventions) should be provided.

c. Identify other funding sources, if any, which will be used to support the proposed training and technical assistance services. Applicants should be mindful that a demonstrated commitment to providing services in the most cost-effective manner possible will be a major consideration in the evaluation of proposals. (Provider match is not required.)

B. Selection Criteria

The Corporation will assess applications based on the criteria listed below.

1. Quality (30%)

The Corporation will consider the quality of the proposed activities based on:

a. Demonstrated understanding of the needs of state commissions, Corporation-funded programs, and the Corporation itself.

b. Descriptions of proposed training and technical assistance techniques, including procedures for testing new curricula and training activities before offering them on a large scale.

c. The degree to which the objectives outlined in the proposal's introductory narrative are addressed through the work plan.

2. Organizational and Personnel Capacity (30%)

The Corporation will consider the organizational capacity of the applicant to deliver the proposed services based on:

a. Demonstrated organizational experience in delivering high-quality training and technical assistance, particularly in the area(s) under consideration, in a flexible, responsive, collaborative and creative manner.

b. Background of the organization's leadership and staff/consultants proposed for the project.

c. Demonstrated ability to manage a federal grant or apply sound fiscal management principles to grants and cost accounting.

d. Demonstrated ability to provide training and technical assistance services nationwide on a cost-effective basis.

3. Evaluation (10%)

The Corporation will consider how the applicant:

a. Proposes to assess its services and products delivered under the award.

b. Plans to use assessments of its services and products to modify and improve subsequent services and products.

4. Budget (30%)

The Corporation will consider the budget based on:

a. Scope of the proposed training and technical assistance activity (e.g., the number of states, programs and individuals the proposed activities are intended to reach);

b. Cost-effectiveness of the proposed activity, in part, in consideration of the scale and comprehensiveness of the services proposed for the funding requested.

Authority: 42 U.S.C. 12653(e).

CFDA No. 94.009 Training and Technical Assistance.

Dated: July 20, 1999.

William H. Bentley,

Director, Department of Evaluation and Effective Practices, Corporation for National and Community Service.

[FR Doc. 99–19140 Filed 7–26–99; 8:45 am]

BILLING CODE 6050–28–U

DEPARTMMENT OF DEFENSE

Office of the Secretary

Proposed Collection; Comment Request

AGENCY: Officer of the Secretary of Defense (Personnel and Readiness).

ACTION: Notice.

In compliance with section 3506(c)(2) of the Paperwork Reduction Act of 1995, the Office of the Under Secretary of Defense (Personnel and Readiness) announced the following proposed renewal of a public information collection and seeks public comment on the provisions thereof. 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 burden of the proposed information collection; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents, including through the use of automated collection techniques or other forms of information technology.

DATES: Consideration will be given to all comments received by September 27, 1999.

ADDRESSES: Written comments and recommendations on the proposed information collection should be sent to the Office of the Under Secretary of Defense (Personnel and Readiness) (Force Management Policy/Military Personnel Policy/Compensation), ATTN: Lt Col Joseph L. Brown, 4000 Defense Pentagon, Washington, DC 20301–4000.

FOR FURTHER INFORMATION CONTACT: To request more information on this