

**2. Work Plan (20 Points)**

Does the applicant describe activities which are realistic, achievable, time-framed and appropriate to complete this program?

**3. Ability to carry out the proposal (20 Points)**

Does the applicant demonstrate the capability to achieve the purpose of this proposal?

**4. Personnel (20 Points)**

Are the personnel (including their qualifications, training, availability, and experience) adequate to carry out the proposed activities?

**5. Administrative and Accounting Plan (15 Points)**

Is there a plan to account for, prepare reports, monitor and audit expenditures under this agreement, manage the resources of the program, and produce, collect and analyze performance data?

**6. Budget (Not Scored)**

Is the budget for conducting the activity itemized and well-justified, and consistent with stated activities and planned program activities?

**V.2. Review and Selection Process**

Applications will be reviewed for completeness by the Procurement and Grants Office (PGO) staff, and for responsiveness by the National Center for HIV, STD and TB Prevention (NCHSTP). Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance through the review process. Applicants will be notified that their application did not meet submission requirements.

An objective review panel will evaluate complete and responsive applications according to the criteria listed in the "Criteria" section above.

**VI. Award Administration Information****VI.1. Award Notices**

Successful applicants will receive a Notice of Grant Award (NGA) from the CDC Procurement and Grants Office. The NGA shall be the only binding, authorizing document between the recipient and CDC. The NGA will be signed by an authorized Grants Management Officer, and mailed to the recipient fiscal officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review by mail.

**VI.2. Administrative and National Policy Requirements**

45 CFR Part 74 and Part 92

For more information on the Code of Federal Regulations, see the National Archives and Records Administration at the following Internet address: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

The following additional requirements apply to this project:

- AR-10 Smoke-Free Workplace Requirements
- AR-12 Lobbying Restrictions

Additional information on these requirements can be found on the CDC Web site at the following Internet address: <http://www.cdc.gov/od/pgo/funding/ARs.htm>.

**Technical Reporting Requirements**

Provide CDC with original plus two copies of:

1. Semi-annual progress reports not more than 30 days after the end of the budget period.
2. Interim progress report, no less than 90 days before the end of the budget period. The progress report will serve as your non-competing continuation application, and must contain the following elements:
  - a. Current Budget Period Activities Objectives.
  - b. Current Budget Period Financial Progress.
  - c. New Budget Period Program Proposed Activity Objectives.
  - d. Detailed Line-Item Budget and Justification.
  - e. Additional Requested Information.
  - f. Measures of effectiveness.
3. Financial status report, no more than 90 days after the end of the budget period.
4. Final financial and performance reports, no more than 90 days after the end of the project period.

Send all reports to the Grants Management or Contract Specialist identified in the "Agency Contacts" section of this announcement.

**VII. Agency Contacts**

For general questions about this announcement, contact: Technical Information Management Section, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341, Telephone: 770-488-2700.

For program technical assistance, contact: Jonathan Mermin, MD, MPH, Global Aids Program [GAP], Uganda Country Team, National Center for HIV, STD and TB Prevention, Centers for Disease Control and Prevention [CDC], PO Box 49, Entebbe, Uganda. Telephone: +256-41320776 E-mail: [jhm@cdc.gov](mailto:jhm@cdc.gov).

For financial, grants management, or budget assistance, contact: Shirley Wynn, Grants Management Specialist, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Atlanta, GA 30341-4146, Telephone: 770-488-1515, E-mail address: [zbx6@cdc.gov](mailto:zbx6@cdc.gov).

Dated: June 18, 2004.

**William P. Nichols,**

*Acting Director, Procurement and Grants Office, Centers for Disease Control and Prevention.*

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**BILLING CODE 4163-18-P**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES****Administration for Children and Families**

**[ACYF/FYSB 2004-EV-0022A]**

**Notice of Correction for the FY04 Discretionary Grants Family Violence Prevention and Services—Domestic Violence/Runaway and Homeless Youth Collaboration on the Prevention of Adolescent Dating Violence Program Announcement; HHS-2004-ACF-ACYF-EV-0022; CFDA# 93.592**

**AGENCY:** Administration on Children, Youth, and Families, ACF, DHHS.

**ACTION:** Notice of correction.

**SUMMARY:** This notice is to inform interested parties of corrections made to the Domestic Violence/Runaway Homeless Youth Program Announcement published on Tuesday, June 1, 2004. The following corrections should be noted:

*Under Eligible Applicants the paragraph should read as follows:* Eligible applicants are: Local public agencies and non-profit community-based organizations, faith-based and charitable organizations who are recipients, or have been recipients, of grant awards for Basic Center, Transitional Living and Street Outreach Family and Youth Services Bureau-funded projects; and non-profit domestic violence advocacy organizations, and domestic violence State Coalitions who are or have been recipients of Family Violence Prevention and Services grant awards.

**FOR FURTHER INFORMATION CONTACT:** ACYF Operations Center at (866) 796-1591 or [fysb@dixongroup.com](mailto:fysb@dixongroup.com).

Dated: June 16, 2004.

**Joan E. Ohl,**

*Commissioner, Administration on Children, Youth and Families.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Statement of Organization, Functions, and Delegations of Authority

This notice amends Part K of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (HHS), Administration for Children and Families (ACF) as follows: Chapter KC, the Administration on Developmental Disabilities (ADD) (65 FR 18337-38), as last amended April 7, 2000. This notice incorporates the provisions governing election assistance for individuals with disabilities in the Help America Vote Act (HAVA) of 2002, Pub. L. 107-252, 116 Stat 1666 (2002). The authority to administer HAVA was delegated to the Assistant Secretary, ACF by the Secretary on February 9, 2004, and subsequently redelegated to the Commissioner, Administration on Developmental Disabilities by the Assistant Secretary, ACF on April 2, 2004. In addition, the notice establishes the Office of Programs and the Office of Operations, eliminates the Deputy Commissioner position, and moves the Administration and Planning Staff and their functions to the newly established Office of Operations.

This Chapter is amended as follows:

#### 1. Chapter KC, Administration on Developmental Disabilities

A. Delete KC.00 Mission in its entirety and replace with the following:

KC.00 Mission. The Administration on Developmental Disabilities advises the Secretary, through the Assistant Secretary for Children and Families, on matters relating to individuals with developmental disabilities and their families. ADD serves as the focal point in the Department to support and encourage the provision of quality services to individuals with developmental disabilities and their families. ADD assists states, through the design and implementation of a comprehensive and continuing state plan, in increasing the independence, productivity and community inclusion of individuals with developmental disabilities. These state plans make optimal use of existing federal and state

resources for the provision of services and supports to these individuals and their families to achieve these outcomes. ADD works with the states to ensure that the rights of all individuals with developmental disabilities are protected.

ADD administers two formula grant programs, the State Developmental Disabilities Councils and the Protection and Advocacy Systems, and two discretionary grant programs, University Affiliated Programs and Projects of National Significance, including Family Support. These programs support the provision of services to individuals with developmental disabilities and their families. In concert with other components of ACF as well as other public, private, and voluntary sector partners, ADD develops and implements research, demonstration and evaluation strategies for discretionary funding of activities designed to improve and enrich the lives of individuals with developmental disabilities. In addition, ADD serves as a resource in the development of policies and programs to reduce or eliminate barriers experienced by individuals with developmental disabilities through the identification of promising practices and dissemination of information. ADD supports and encourages programs or services, which prevent developmental disabilities and manages initiatives involving the private and voluntary sectors that benefit individuals with developmental and other disabilities and their families.

ADD is responsible for administering three grant programs under the voter accessibility provisions of HAVA. Two are formula grants, one to states and local governments and one to protection and advocacy systems, and the other is a discretionary grant for training and technical assistance.

B. Delete KC.10 Organization in its entirety and replace with the following:

KC.10 Organization. The Administration on Developmental Disabilities is headed by a Commissioner who reports directly to the Assistant Secretary for Children and Families. The Administration on Developmental Disabilities consists of:

- Office of the Commissioner (KCA).
- Office of Programs (KCB).
- Office of Operations (KCC).

C. Delete KC.20 Functions, paragraph A in its entirety and replace with the following:

KC.20 Functions. A. The Office of the Commissioner (OC) serves as the principal advisor to the Assistant Secretary for Children and Families, the Secretary, and other elements of the Department for individuals with

developmental disabilities. The Office provides executive direction and management strategy to ADD's components and establishes goals and objectives for ADD programs.

In coordination with the ACF Office of Public Affairs, the Office of the Commissioner develops a strategy for increasing public awareness of the needs of individuals with developmental disabilities and programs designed to address them.

D. Delete KC 20 Functions, paragraph B in its entirety and replace with the following:

B. Office of Programs is responsible for the coordination, management, and evaluation of the State Developmental Disabilities Councils Program and the Protection and Advocacy Grants Program, including the development of procedures and performance standards that ensure compliance with the Developmental Disabilities Assistance and Bill of Rights (DD) Act and improve the outcomes of Developmental Disabilities Councils and Protection and Advocacy Systems in increasing the independence, productivity and community inclusion of persons with developmental disabilities.

The Office administers two formula grants under HAVA that improves accessibility to individuals with disabilities, including the blind and visually impaired, to polling places, including the path of travel, entrances, exits and voting facilities. The Office also administers a training and technical assistance grant under HAVA that supports training, demonstration, and evaluation of the use of new voting systems and technologies by individuals with disabilities.

The Office conducts routine and special analyses of state plans under the Basic State Grants Program, including an examination of priority area activities, to assure consistent application of ADD program goals and objectives. The Office conducts reviews of programs to ensure compliance with the DD Act to improve program outcomes; and identify and disseminate information regarding excellence in advancing the independence, productivity and community inclusion of people with developmental disabilities.

The Office initiates, executes, and supports the development of interagency, intergovernmental, and public-private sector agreements, committees, task forces, commissions, or joint funding efforts as appropriate.

The Office provides program and administrative guidance to regional offices on matters related to the implementation of the DD Act; and