

diskette and in ASCII file format. Survey documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing data, any data allocations, imputation, or non-response adjustment, and copies of all program code used to generate data or published statistics. All data and documentation from this survey may be posted on the BJS website, and data archived at the Inter-University Consortium for Political and Social Research (ICPSR).

#### **Award Procedures and Evaluation Criteria**

Proposals should describe the plan and implementation strategies outlined in the Scope of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be enclosed with the proposal.

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated on the basis of:

1. Demonstrated knowledge of applied survey research, including survey construction, interview techniques, data collection, data coding, entry and verification, and the production of public use data files. This includes availability of an adequate computing environment, knowledge of standard social science data processing software, and demonstrated ability to produce SPSS readable data files for analysis and report production.

2. Demonstrated ability and experience in collecting data in American Indian tribes and Alaska Native villages.

3. Knowledge of the tribal justice issues and logistical impediments to implementing surveys on American Indian reservations, tribal lands, tribal communities, or native villages. Applicants must demonstrate the ability to coordinate and facilitate trust and cooperation among tribal members participating in the survey. In addition, applicants must detail their strategy for obtaining participation from tribal respondents in remote areas with limited phone and/or postal access.

4. Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks.

#### **Application and Award Process**

- An original and two (2) copies of the full proposal must be submitted including:
- Standard Form 424, Application for Federal Assistance
- OJP Form 7150/1, Budget Detail Worksheet
- OJP Form 4000/3, Program Narrative and Assurances
- OJP Form 4061/6, Certification regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; Drug Free Workplace requirements
- OJP Form 7120-1, Accounting System and Financial Capability Questionnaire (to be submitted by applicants who have not previously received Federal Funds from the Office of Justice Programs).

These forms can be obtained online from [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm).

In addition, fund recipients are required to comply with regulations designed to protect human subjects and ensure confidentiality of data. In accordance with 28 CFR part 22, a Privacy Certificate must be submitted to BJS. Furthermore, a Screening Sheet for Protection of Human Subjects must be completed prior to the award being issued. Questions regarding Protection of Human Subjects and/or Privacy Certificate requirements can be directed to the Human Subjects Protection Officer (HSPO) at (202) 616-3282 [This is not a toll free number].

Proposals must include a project description and detailed budget. The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed time line for project activities, a description of the survey methodology to be used including defined geographic boundaries, data collection method, data entry, and data documentation procedures. The detailed budget must provide detailed cost including salaries of staff involved in the project and the portion of those salaries to be paid from the award, fringe benefits paid to each staff person, travel costs, supplies required for the project, sub-contractual agreements, and other allowable costs. The grant will be made for a period of 12 months.

Dated: November 16, 2001.

**Lawrence A. Greenfield,**

*Acting Director, Bureau of Justice Statistics.*

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#### **DEPARTMENT OF LABOR**

##### **Bureau of Labor Statistics**

##### **Federal Economic Statistics Advisory Committee; Notice of Open Meeting and Agenda**

The fourth meeting of the Federal Economic Statistics Advisory Committee will be held on December 14, 2001 in the Postal Square Building, 2 Massachusetts Avenue NE., Washington, DC.

The Federal Economic Statistics Advisory Committee is a technical committee composed of economists, statisticians, and behavioral scientists who are recognized for their attainments and objectivity in their respective fields. Committee members are called upon to analyze issues involved in producing Federal economic statistics and recommend practices that will lead to optimum efficiency, effectiveness, and cooperation among the Department of Labor, Bureau of Labor Statistics and the Department of Commerce, Bureau of Economic Analysis and Bureau of the Census.

The meeting will be held in Meeting Rooms 1 and 2 of the Postal Square Building Conference Center. The schedule and agenda for the meeting are as follows:

- 8:30 a.m. Opening Session
- 9 a.m. North American Industry Classification System
- 10:30 p.m. Seasonal Adjustment
- 1:15 p.m. American Time Use Survey (continuation)
- 1:45 p.m. Wage Rate Data and Differentials in 790/202
- 2:15 p.m. American Community Survey
- 4 p.m. Priorities for future meetings
- 4:45 p.m. Conclude (approximate time)

The meeting is open to the public. Any questions concerning the meeting should be directed to Margaret Johnson, Federal Economic Research Advisory Committee, on Area Code (202) 691-5600. Individuals with disabilities, who need special accommodations, should contact Ms. Johnson at least two days prior to the meeting date.

Signed at Washington, DC, the 19th day of November 2001.

**Lois L. Orr,**

*Acting Commissioner of Labor Statistics.*

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