

Dates: November 23, 2003 to December 26, 2003.

[Permit Application No. 2004-016]

2. Applicant

Terry J. Wilson, Department of Geological Sciences, Ohio State University, 155 S. Oval Mall, Columbus, OH 43210.

Activity for Which Permit is Requested: Enter Antarctic Specially Protected Areas. The applicant proposes to enter Cape Crozier (ASPA #124) and Beaufort Island (ASPA #105) for the purpose of visiting the previously installed GPS monuments that were deployed to detect motion of the bedrock due to tectonism or post-glacial rebound. GPS receivers will be installed then later removed and local GPS surveys will be conducted in an area within approximately 50 meters of the monument.

Location: Cape Crozier, Ross Island (ASPA #124), and Beaufort Island, Ross Sea (ASPA #105).

Dates: November 03, 2003 to January 31, 2007.

Nadene G. Kennedy,
Permit Officer, Office of Polar Programs.
[FR Doc. 03-25462 Filed 10-7-03; 8:45 am]
BILLING CODE 7555-01-M

NATIONAL SCIENCE FOUNDATION

Proposal Review Panel in Advanced Computational Infrastructure and Research Notice of Meeting

In accordance with the Federal Advisory Committee Act (Pub. L. 92-463, as amended), the National Science Foundation announces the following meeting. This meeting was originally scheduled for September 18 and 19, 2003 and had to be cancelled due to Hurricane Isabel.

Name: Proposal Review Panel in Advanced Computational Infrastructure & Research (#1185).

Date & Time: October 23, 2003; 8 a.m.-5 p.m.—October 24, 2003; 8 a.m.-4 p.m.

Place: ACCESS Center, 901 N. Stuart Street, 8th Floor, Arlington, VA 22203.

Type of Meeting: Open.

For Further Information Contact: Richard Hilderbrandt, Program Director, Division of Advanced Computational Infrastructure and Research, Suite 1112, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230, Tel: (703) 292-8963, e-mail: rhilderb@nsf.gov.

Purpose of Meeting: To perform a reverse site visit to review and provide advice and recommendations on ACI program plans and review progress reports for NPACI, NCSA and PSC as part of the PACI activity.

Agenda: To review and evaluate annual reports and program plans.

Dated: October 3, 2003.

Susanne Bolton,
Committee Management Officer.
[FR Doc. 03-25499 Filed 10-7-03; 8:45 am]
BILLING CODE 7555-01-M

NUCLEAR REGULATORY COMMISSION

[Docket No. 40-7580-MLA-3; ASLBP No. 04-816-01-MLA]

Fansteel Inc.; Designation of Presiding Officer

Pursuant to delegation by the Commission, see 37 FR 28710 (Dec. 29, 1972), and the Commission's regulations, see 10 CFR 2.1201, 2.1207, notice is hereby given that (1) a single member of the Atomic Safety and Licensing Board Panel is designated as Presiding Officer to rule on petitions for leave to intervene and/or requests for hearing; and (2) upon making the requisite findings in accordance with 10 CFR 2.1205(h), the Presiding Officer will conduct an adjudicatory hearing in the following proceeding: Fansteel Inc., Muskogee, Oklahoma (Materials License Amendment).

The hearing will be conducted pursuant to 10 CFR part 2, subpart L, of the Commission's Regulations, "Informal Hearing Procedures for Adjudications in Materials and Operator Licensing Proceedings." This proceeding concerns a request for hearing submitted on September 10, 2003, by the State of Oklahoma. The request was filed in response to an August 5, 2003 notice of consideration and opportunity for a hearing regarding a July 24, 2003 amendment request from Fansteel Inc., to amend its 10 CFR part 40 source material license, which was published in the *Federal Register* on August 11, 2003 (68 FR 47621). The requested license amendment would authorize decommissioning of the Fansteel Inc. facility located in Muskogee, Oklahoma in accordance with a January 14, 2003 site decommissioning plan (as amended on May 8, 2003).

The Presiding Officer in this proceeding is Administrative Judge Alan S. Rosenthal. Pursuant to the provisions of 10 CFR 2.722, 2.1209, Administrative Judge Richard F. Cole has been appointed to assist the Presiding Officer in taking evidence and in preparing a suitable record for review.

All correspondence, documents, and other materials shall be filed with Judges Rosenthal and Cole in accordance with 10 CFR 2.1203. Their addresses are:

Alan S. Rosenthal, Administrative Judge, Presiding Officer, Atomic Safety and Licensing Board Panel, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

Richard F. Cole, Administrative Judge, Special Assistant, Atomic Safety and Licensing Board Panel, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

Issued at Rockville, Maryland, this 2nd day of October, 2003.

G. Paul Bollwerk, III,
Chief Administrative Judge, Atomic Safety and Licensing Board Panel.
[FR Doc. 03-25495 Filed 10-7-03; 8:45 am]
BILLING CODE 7590-01-P

OFFICE OF MANAGEMENT AND BUDGET

Office of Federal Financial Management Policy Directive on Use of Grants.gov FIND

AGENCY: Office of Management and Budget.

ACTION: Notice of issuance of final policy directive.

SUMMARY: The Office of Federal Financial Management (OFFFM) is issuing a policy directive requiring Federal agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements. The policy directive includes an attachment which contains the government-wide standard set of data elements to be used by Federal agencies when posting synopses at <http://www.Grants.gov> or such Web site/Internet address designated by the Office of Management and Budget (OMB). The purpose of the Grants.gov FIND module is to provide potential applicants with (1) enough information about any funding opportunity to decide whether they are interested in viewing the full announcement; (2) information on one or more ways to obtain the full announcement (e.g., an Internet site, e-mail address or telephone number); and (3) one common Web site for all Federal grant opportunities searchable by key word, date, Catalog of Federal Domestic Assistance (CFDA) number or specific agency name. The Federal agencies jointly developed the standard data elements to be used for posting the synopses information as part of their grant streamlining efforts to implement the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107).

FOR FURTHER INFORMATION CONTACT:

Office of Federal Financial Management, Office of Management and Budget, 725 17th Street, NW., Washington, DC 20503; telephone: (202) 395-3993; fax: (202) 395-3952.

SUPPLEMENTARY INFORMATION:**I. Background**

In a *Federal Register* notice [68 FR 37379], published on June 23, 2003, the Office of Management and Budget (OMB) finalized a standard set of data elements for use by Federal agencies to electronically post synopses of announcements of funding opportunities under programs that award discretionary grants and cooperative agreements at <http://www.Grants.gov>, the current Web site for the Grants.gov FIND module. Also on June 23, 2003, another *Federal Register* notice [68 FR 37385] proposed an OFFM policy to establish the requirement for agencies to post funding opportunity synopses in the Grants.gov FIND module.

We received comments from seven Federal agencies on the proposed policy. We considered all comments in developing this final OFFM policy directive. Comments on the policy supported establishing the requirement for agencies to post synopses of funding opportunities in the Grant.gov FIND module. The following paragraphs summarize the comments and our responses.

II. Comments and Responses

Comment: One commenter noted a discrepancy in one of the FIND data elements. Specifically, the "Additional information on eligibility" data element notes that it is "Required if agency selects either category 25 or category 99 in the 'Eligible applicants' field" data element. The commenter notes there is no category 25 in the June 23, 2003, published standard [68 FR 37379].

Response: Agree. The commenter has correctly noted a shortcoming in the FIND data elements published on June 23, 2003. The full set of codes is available in the attachment to this policy and on the Grants.gov Web site. To clarify in this response, code 25 is for "Others (see text field entitled 'Additional information on eligibility' for clarification)".

Comment: One commenter recommended that the policy be changed to ensure the policy applies to postings of an initial announcement and any modification of the announcement.

Response: Agree. Section 4(a), "Applicability" of the policy directive, and the Grants.gov FIND Data Elements/Format have been revised to reflect that

postings include initial announcements and modifications to announcements.

Comment: A commenter recommended there be a separate FIND template for modifications of announcements. In accordance with the OMB announcement format policy, agencies should only have to provide the date of the announcement and identify what has been modified.

Response: The Grants.gov instructions for input to the FIND module have been clarified to be consistent with the standard announcement format notice [68 FR 37376], Overview Information, Announcement Type. For a modification entry, only the date of the previous announcement synopsis and information that has been changed need to be entered. A separate FIND template for a modification is not necessary because the current FIND module accommodates any modifications.

Comment: The commenter recommended that Section 4, "Policy" which references the uniform resource locator (URL), be amended to add, "or such web/Internet address as may be identified by the Grants.gov Project Management Office." It is suggested that this would alleviate revising the policy directive in the event the URL changed.

Response: Agree. Language has been revised to reflect "or such Web site/Internet address as may be identified by the Office of Management and Budget (OMB)" since this policy is issued by OMB.

Comment: A commenter indicated that the second sentence of the introductory paragraph appears to make Grants.gov FIND (the terminology that will supersede "FedGrants.gov") the primary location for publication of the complete funding opportunity, since it states that agencies are required to post funding opportunities for all discretionary grant and cooperative agreement programs at that site. Their understanding is that the posting requirement is for the synopsis with a link to the full announcement (unless uploaded in Grants.gov FIND) and that agencies will continue to post their full announcements at a location(s) consistent with any applicable statutory requirements and policies. This needs to be clarified.

Response: Agree in part. Grants.gov has a search mechanism to be used to locate synopses and link to full announcements. As such, Grants.gov will continue to be the site used to post synopses and, for some agencies, full announcements unless, or until, another web/Internet site has been identified by OMB.

The policy has been revised to state that the synopsis should be posted with

URL links through which the full announcement can be obtained. However, when agencies post the full announcement at Grants.gov, a URL link from the synopsis to the full announcement is not necessary because the synopsis and full announcement share the same URL; in this event, the synopsis must indicate that the full announcement can be found at Grants.gov FIND.

Comment: Two commenters indicated that under Section 4(a), "Applicability," the intent was to post synopses of funding opportunities, not grant awards.

Response: Agree. The language in the policy, Section 4(a), "Applicability," has been changed to "funding opportunity announcements and modifications to the announcements."

Comment: With respect to Section 4(a), "Applicability," several commenters recommended that limited eligibility and sole source funding opportunities be considered exceptions to the policy. One commenter wanted to add the word "competitive" before the terms "discretionary grants and cooperative agreements." In addition, a commenter wanted to add the word "grant awards" after "discretionary."

Response: Agree with "single-source" funding opportunities ["sole source" is an acquisition term with a definition that does not apply to grants] being excepted because a single-source award is not considered a true funding opportunity for anyone other than the intended recipient. As such, a third exception has been added to Section 4(a), indicating that synopses of single-source announcements will not need to be posted. Since an exception has been added for single-source awards, which are not competitive, adding the word "competitive" would be unnecessary.

An exception, however, was not added for limited eligibility announcements because limited eligibility announcements are, in fact, true funding opportunities which often include a competitive component. As such, these announcements must be posted to Grants.gov FIND in order to provide the public maximum opportunity to view potential funding opportunities, thereby maintaining transparency consistent with the customer service mandates prescribed in Public Law 106-107. Furthermore, this requirement should not be burdensome to agencies because most agencies use systems which automatically extract from the full announcement the information needed to develop and post the synopses to Grants.gov FIND. Inserting "grant awards" has not been added since the intent is to post announcements and not

awards. As previously indicated, the policy has been changed to reflect the posting of funding opportunities rather than awards in Grants.gov FIND.

Comment: One commenter expressed concern about having funding opportunity announcements that are targeted for a set of pre-cleared potential applicants (in terms of top-secret or sensitive work associated with national security) included as synopses in Grants.gov FIND and requested another exception be added to meet this need.

Response: Disagree. The policy in Section 4 already states that "agencies should continue to post their full announcement at location(s) consistent with any applicable statutory requirements and policy." If such requirements prohibit an agency from the public posting of a funding opportunity announcement, then there would be no requirement for a synopsis to be posted in Grants.gov FIND.

Comment: One commenter thought the exception at Section 4a (2), is too restrictive and did not address the "nature of overseas awards." In addition, the commenter thought the definition of the exception stating, "A program with 100 percent of potential eligible applicants who live outside the United States, and who demonstrate lack of Internet access, and the agency has requested a waiver from OMB," is very narrow and potentially burdensome and questioned how it could be applied. In addition the commenter agreed with the policy, but suggested the policy should reflect flexibility with respect to posting announcements for overseas recipients and the second exception should be removed altogether.

Response: Agree in part. Reference to lack of internet access and requiring agencies to request a waiver from OMB has been eliminated from the policy directive. Instead, the policy exception has been revised to state, "announcements of funding opportunities for awards less than \$25,000 for which 100 percent of potential eligible applicants live outside of the United States." It should be noted that while the exceptions to the policy do not require agencies to post synopses, agencies are not precluded from the option of posting a synopsis in Grants.gov FIND. The second option was therefore modified, but not eliminated.

Comment: One agency commenter was concerned about the effective date of postings in Grants.gov FIND. Specifically, the commenter was concerned that when a funding announcement is published that may result in the award of a contract, grant

or cooperative agreement, the proposed three-day requirement is in conflict with the Federal Acquisition Regulation (FAR) 5.203(a) which requires agencies to publish a notice of solicitation at least fifteen days prior to the issuance of the solicitation (with certain exceptions).

Response: No change. The requirements to post the synopsis within three days of posting the full announcement represents the latest timeframe during which the synopsis must be posted. Agencies have the flexibility to post the synopsis prior to this timeframe to meet statutory or regulatory requirements.

Comment: Four commenters recommended changes to the policy regarding reference to the Administrative Procedures Act and suggested the reference be removed and be replaced with "statutory or regulatory requirements." Also, one commenter recommended that the word "some" be inserted before "agencies" in reference to "agencies may need to announce the funding opportunity in the **Federal Register**." As noted by the commenter, not all agencies are required to publish in the **Federal Register**.

Response: Agree. The reference to the Administrative Procedures Act has been replaced with "statutory or regulatory requirements." In addition, the word "some" has been inserted in front of "agencies."

Comment: One commenter noted that "the notice is still vague about whether agencies can post grant opportunity announcements solely at Grants.gov, and therefore, bypass the **Federal Register**." The commenter asked whether or not it was acceptable to post the full information on agency Web sites with a link from Grants.gov FIND.

Response: No change. The policy indicates that agencies must post synopses of funding opportunities in Grants.gov FIND, which, in turn, states methods through which an agencies' full announcement can be accessed. The policy indicates that agencies may also put an "availability notice" of the funding opportunity in the **Federal Register**, which identifies the funding opportunity availability and contact information, for those that do not have Internet access. However, the policy indicates that the agency will have to follow its own statutory or regulatory requirements with regard to publishing in the **Federal Register**. And in response to a similar comment on the Grants.gov FIND Notice of Standard Data Elements [68 FR 3780, IIA. Comments and Responses], OMB responded as follows: Grants.gov FIND and the **Federal Register** are complementary. The Grants.gov FIND's primary purposes are

to provide: (1) A synopsis of each funding opportunity with the minimum information people need in order to quickly decide whether they want to review the full announcement for that opportunity; and (2) a way to access the full announcement electronically. The **Federal Register** is one place an agency may locate the full announcement to which the synopsis links electronically. Whether a given opportunity that is synopsized in Grants.gov FIND will have its full announcement published in the **Federal Register**, on the agency's web site, or at Grants.gov FIND, is a question for the agency and their program offices.

Comment: An agency commented that it is not required to obtain a Catalog of Federal Domestic Assistance (CFDA) number, since many of its announcements are advertised as "Broad Agency Announcements," which may result in contracts, grants or cooperative agreements.

Response: Agree. The Grants.gov FIND Notice of Standard Data Elements [68 FR 37382], states the following with respect to the CFDA element, "Is agency input required?" At least one entry is required (may list more than one), if the Federal agency is subject to the requirement in 31 U.S.C. Chapter 61, to report to the CFDA. Federal agencies that have programs that are not domestic assistance, and therefore, are not listed in the CFDA, may arrange with Grants.gov to insert an alternate number that will allow listing of the funding opportunity. Consistent with this approach, language has been added to clarify that agencies should work with Grants.gov to obtain an alternate number in situations where the CFDA does not apply.

Linda M. Springer,
Controller.

To the Heads of Executive Departments and Agencies

Subject: Requirement to Post Funding Opportunity Announcement Synopses at Grants.gov and Related Data Elements/Format.

1. *Purpose.* This policy directive establishes a government-wide requirement for Federal agencies to electronically post synopses of announcements of funding opportunities under financial assistance programs that award discretionary grants and cooperative agreements, using a standard set of data elements. The purpose of the synopsis is to provide potential applicants (1) enough information about the funding opportunity to decide whether they are interested in viewing the full

announcement; (2) one or more ways (e.g., an Internet site, e-mail address or telephone number) to get the full announcement with the detailed information; and (3) one common Web site to search for all Federal grant opportunities by key word, date, Catalog of Federal Domestic Assistance (CFDA) number, specific agency or across agencies. The attached data elements are the government-wide standard developed for Federal programs that award discretionary grants and cooperative agreements.

2. *Authority.* The policy directive is part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107). This policy is also designed to further implement the Grants.gov initiative, one of the 24 electronic government (E-Gov) initiatives under the President's Management Agenda.

3. *Background.* Public Law 106-107, requires the Office of Management and Budget (OMB) to direct, coordinate, and assist Executive Branch departments and agencies in establishing an interagency process to streamline and simplify Federal financial assistance procedures for non-Federal entities. The law also requires executive agencies to allow applicants to electronically apply for and report on the use of funds from any Federal financial assistance program administered by the agency.

The posting of standard synopses in an electronic environment provides government customers the opportunity to locate funding opportunities in one place and to decide whether or not to apply for the opportunity. Establishing data standards for the electronic format of the synopses and the posting of synopses on the Internet serve to implement Public Law 106-107 and the President's Management Agenda.

4. *Policy.* The data elements/format attached to this policy directive are the government-wide standard for posting

synopses at <http://www.Grants.gov> or such Web site/Internet address that may be identified by OMB, for programs that award discretionary grants and cooperative agreements. Agencies should continue to post their full announcement at location(s) consistent with any applicable statutory requirements and policy. All Federal agencies are required to post synopses of announcements of funding opportunities for programs that award discretionary grants and cooperative agreements at the Grants.gov FIND module and are also encouraged to post other types of Federal funding opportunities at Grants.gov FIND. The synopsis shall be posted with universal resource locator (URL) links through which the full announcement can be obtained. A URL link from the synopsis to the full announcement is not necessary for full announcements posted to Grants.gov because the synopsis and full announcement share the same URL. However, in this event the synopsis must indicate that the full announcement can be found at Grants.gov FIND.

a. *Applicability.* All Federal agencies will be required to post synopses of their discretionary grant and cooperative agreement funding opportunity announcements and modifications to the announcements at Grants.gov or a Web site/Internet address identified by OMB, using the standard data elements/format, except for:

- (1) Programs that only publish funding opportunities in the Catalog of Federal Domestic Assistance (CFDA).
- (2) Announcements of funding opportunities for awards less than \$25,000 for which 100 percent of eligible applicants live outside of the United States.
- (3) Single source announcements of funding opportunities issued by an agency which are specifically directed to a known recipient.

b. *Effective Date.* This policy directive is effective thirty days from this date of publication, and all agencies shall post announcement synopses at the Grants.gov FIND module beginning November 7, 2003. A synopsis of the Federal funding opportunity shall be posted at Grants.gov FIND no later than three business days after release of the full announcement.

c. *Exemptions.* Requests for exemptions must be directed to OMB, Office of Federal Financial Management (OFFM).

5. *Agency Responsibilities.*

a. Issue any needed direction to offices that award discretionary grants and cooperative agreements on the requirement to post a synopsis at the Grants.gov FIND module, including the standard data elements/format. Synopses must follow the format to ensure all required data elements are included.

b. Ensure the synopsis posted at the Grants.gov FIND Module will have full instructions regarding where to obtain the full announcement for the funding opportunity. To further satisfy statutory, regulatory, or the agency's policy requirements, some agencies may need to announce the funding opportunity in the **Federal Register**.

c. Obtain a Catalog of Domestic Assistance (CFDA) number for all programs that post a synopsis at Grants.gov. For those programs that do not have an assigned CFDA number, the program office or agency must contact the Grants.gov Program Management Office to obtain an alternate identifier to be used in the synopsis posted at the Grants.gov FIND module.

6. *Information Contact.* Direct any requests for exemption or questions about the policy to the Office of Federal Financial Management (OFFM), 202-395-3993.

Linda M. Springer,
Controller.

GRANTS.GOV FIND DATA ELEMENTS/FORMAT

Data element	Description	Is agency input required?
Federal agency user identification.	User ID of Federal agency representative who is authorized to post information to the FedGrants.gov site.	One entry required.
Federal agency user password.	Password of Federal agency representative who is authorized to post information in the FedGrants.gov site.	One entry required.
Announcement type	Type of announcement to which the synopsis relates: Initial announcement Modification to previously issued announcement.	One entry required Modification requires date and only changes made to the initial announcement.
Funding opportunity title	The Federal agency's title for the funding opportunity (including program subcomponent names, as the agency deems appropriate).	One entry required.
Funding opportunity number	The number, if any that the Federal agency assigns to the announcement. For a modification of a previously issued announcement, use the funding opportunity number of the earlier announcement.	Optional for initial announcement, if a number is not assigned, FedGrants.gov will assign one. Agency input is required for modification.

GRANTS.GOV FIND DATA ELEMENTS/FORMAT—Continued

Data element	Description	Is agency input required?
Catalog of Federal Domestic Assistance (CFDA) number.	Number(s) of the CFDA listing(s) for program(s) included in the announcement (e.g., 12.300).	At least one entry required (may list more than one) if the Federal agency is subject to the requirement in 31 U.S.C. chapter 61, to report to the CFDA. Federal agencies that have programs not listed in the CFDA, may arrange with FedGrants.gov to insert an alternative number that will allow listing of the funding opportunity.
Federal agency name	Name of the Federal organization responsible for the announcement, including agency name and as applicable, specific subcomponent (e.g., department, bureau, directorate, or division).	Optional. If an name office name is not provided, FedGrants.gov will insert the office name provided when the agency initially registered and obtained a user ID and password.
Federal agency contact for electronic access problems.	Should list name of person (e.g., webmaster) to whom potential applicants should refer questions if they cannot link from FedGrants.gov to the full announcement (this person is distinct from the programmatic and other agency contacts who are listed in the full announcement).	At least one entry required. May list more than one.
E-mail address for Federal agency contact for electronic access problems.	E-mail address of Federal agency contact who can help with electronic access problems.	Required. May list only one.
Telephone number for Federal agency contact for electronic access problems.	Telephone number of Federal agency contact who can help with electronic access problems.	Required. May list only one.
Funding opportunity description.	A concise description of the funding opportunity, designed to contain sufficient information for potential applicants to decide whether they are interested enough to read the full announcement.	Required.
Funding instrument type	Types of instruments that may be awarded (codes provided for system-to-system interface): Grant (G) Cooperative Agreement (CA) Procurement Contract (PC) Other (O) Note that if your announcement states that you may award procurement contracts, as well as assistance instruments, the announcement must be posted to both the procurement and assistance modules of Grants.gov FIND.	Required. Select all that apply (up to 4 codes).
Category of funding activity	Designed to allow potential applicants to narrow their search to programs in the CFDA categories of interest to them. Note that the terms are defined in the CFDA. List all categories that apply (codes provided for system-to-system interface): Agriculture (AG) Arts (AR-see "Cultural Affairs" in CFDA) Business and Commerce (BC) Community Development (CD) Consumer Protection (CP) Disaster Prevention and Relief (DPR) Education (ED) Employment, Labor and Training (ELT) Energy (EN) Environment (ENV) Food and Nutrition (FN) Health (HL) Housing (HO) Humanities (HU-see "Cultural Affairs" in CFDA) Income Security and Social Services (ISS) Information and Statistics (IS) Law, Justice and Legal Services (LJL) Natural Resources (NR) Regional Development (RD) Science and Technology and other Research and Development (ST) Transportation (T) Other (O-see text field entitled "Explanation of other category of funding activity" for clarification.)	At least one entry required and may list as many as needed. There is no default value. If the category of funding activity does not clearly fit in any listed category, must select, "Other."
Explanation of "other" category of funding activity.	A text description of "Other" category or categories of funding activity applicable to the funding opportunity.	Required if an agency selects "other" as a category of funding activity, either by itself or in combination with one or more other categories.

GRANTS.GOV FIND DATA ELEMENTS/FORMAT—Continued

Data element	Description	Is agency input required?
Estimated total program funding.	The total amount of funding the agency expects to make available for awards under this announcement.	Optional. Default, if agency does not provide input, is "not available." However, agencies should provide this information whenever possible.
Expected number of awards	The number of individual awards the agency expects to make under this announcement.	Optional. Default, if agency provides no input, is "not available." However, agencies are strongly encouraged to provide this information whenever possible.
Ceiling, if any, on amount of individual award.	The maximum dollar amount for an individual award under this announcement that the awarding agency will not exceed.	Required. Enter a number or "none."
Floor, if any, on amount of individual award.	Any minimum dollar amount for an individual award under this announcement (i.e., if the awarding agency will not make smaller awards under any circumstances).	Required. Enter a number or "none."
How to get full announcement.	Hypertext stating where to get the full announcement, if it is available on the Internet. This field should include the descriptor that precedes the URL for the full announcement (e.g., "Click on the following link to see the full text of the announcement for this funding opportunity").	Required.
Electronic link to full announcement.	The URL for the full announcement, unless the announcement is uploaded in Grants.gov FIND.	Agency input is optional because there will be no URL if the agency uploads the announcement in Grants.gov FIND and does not also post it on the Internet.
Eligible applicants	<p>Designed to help potential applicants narrow their searches to programs where they are most likely to be eligible, although they still must read the full announcement for details because eligibility may be further limited to certain subsets of applicants within categories below (codes provided for system-to-system interface). 99-Unrestricted (i.e., open to any type of entity below), subject to any exceptions listed in the text field entitled "Additional information on eligibility."</p> <p>Government Codes:</p> <ul style="list-style-type: none"> 00—State governments 01—County governments 02—City or township governments 04—Special district governments 05—Independent school districts 06—State controlled institutions of higher education 07—Native American tribal governments (Federally recognized) 08—Public Housing Authorities/Indian housing authorities <p>Non-Government organizations:</p> <ul style="list-style-type: none"> 11—Native American tribal organizations (other than Federally recognized tribal governments) 12—Nonprofits with 501(c)(3) IRS status, other than institutions of higher education. 13—Nonprofits without 501(c)(3) IRS status, other than institutions of higher education 20—Private institutions of higher education 21—Individuals 22—For-profit organizations other than small businesses 23—Small businesses 25—Others (see text field entitled "Additional information on eligibility" for clarification) 	Required to either select "99" for unrestricted or select all others that apply.
Additional information on eligibility.	Explanatory information to provide any needed clarification of the meaning of "unrestricted" (e.g., all but foreign entities) to identify types of recipients meant by "all others," or to provide further information about limitations for any other categories (e.g., for categories 6 and 20, a limitation to historically Black colleges and universities).	Required if agency selects either category 25 or category 99 in "eligible applicants" field. If agency selects category 99 and there are no further limitations, enter "no restrictions." Optional for additional information related to any category other than 99 or 25.
Cost sharing or matching requirement.	Answer to question: Is cost sharing or matching required? (Y or N).	Required.

GRANTS.GOV FIND DATA ELEMENTS/FORMAT—Continued

Data element	Description	Is agency input required?
Due date for applications	Date when applications are due (or latest date when applications accepted, if announcement has multiple due dates or is a general announcement that is open for a specified period with applications accepted at any time during that period). Note: This field is to contain the date when pre-applications, rather than applications, are due if an applicant must submit a pre-application to be considered for an award.	Required, if Explanation of application due dates' field is not completed. Optional otherwise.
Explanation of application due dates.	Used by agencies wanting to post more information about due date(s) for potential applicants. For example, the field may be used to describe programs with multiple due dates or ones where applications are accepted at any point within a broad time window. The field also may be used to add information about the time when applications are field due (e.g., 5 p.m. EDT on the date given in the "Due date for applications" field).	Optional (Note: "Due date for applications" field is required if this "Explanation of application due dates" text is not completed).
Date of Grants.gov FIND posting.	Month, day, and year when the agency wants the synopsis posted on Grants.gov FIND (e.g., some agencies may build in delays to allow announcements to appear first in the FEDERAL REGISTER or at agencies Internet site. Format is MMDDCCYY).	Required.
Date for Grants.gov FIND to archive.	Month, day and year when the agency wants the synopsis archived. Format is MMDDCCYY.	Optional. Default, if agency provides no input, is 30 days after the date given in the "Due date for applications" field.

[FR Doc. 03-25488 Filed 10-7-03; 8:45 am]
BILLING CODE 3110-01-P

SECURITIES AND EXCHANGE COMMISSION

Submission for OMB Review; Comment Request

Upon written request, copies available from:
Securities and Exchange Commission,
Office of Filings and Information Services,
Washington, DC 20549.

Extension:

- Form T-6—OMB Control No. 3235-0391—
SEC File No. 270-344;
- Form 11-K—OMB Control No. 3235-
0082—SEC File No. 270-101;
- Form 144—OMB Control No. 3235-0101—
SEC File No. 270-112.

Notice is hereby given that pursuant to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*) the Securities and Exchange Commission ("Commission") has submitted to the Office of Management and Budget the requests for extension of the previously approved collections of information discussed below.

Form T-6 (OMB Control No. 3235-0391, SEC File No. 270-344) is a statement of eligibility and qualification for a foreign corporate trustee under the Trust Indenture Act of 1939. Form T-6 provides the basis for determining if a trustee is qualified. Form T-6 is filed on occasion. The information collected must be filed with the Commission and

is publicly available. Form T-6 takes approximately 17 burden hours to be prepared and is filed by 15 respondents. It is estimated that 25% of the 255 total burden hours (64 hours) is prepared by the filer. The remaining 75% of burden hours is prepared by outside counsel.

Form 11-K (OMB Control No. 3235-0082; SEC File No. 270-101) is the annual report designed for use by employee stock purchase, savings and similar plans to facilitate their compliance with the reporting requirement. The Form 11-K is necessary to provide employees with information, including financial information, with respect to the investment vehicle or plan itself. Also, Form 11-K provides employees with the necessary information to assess the performance of the investment vehicle in which their money is invested. Form 11-K is filed on occasion. The information collected must be filed with the Commission and is publicly available. Form 11-K takes approximately 30 burden hours to prepare and is filed by 2,300 respondents for a total of 69,000 burden hours.

Form 144 (OMB 3235-0101; SEC File No. 270-112) is used to report the sale of securities during any three-month period that exceeds 500 shares or other units or has an aggregate sales price in excess of \$10,000. Form 144 operates in conjunction with Rule 144. If the information collection was not required, the objectives of the rule could not be

met. The information collected must be filed with the Commission and is publicly available. Form 144 takes approximately 2 burden hours to prepare and is filed by 18,096 respondents for a total of 36,192 total burden hours.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid control number.

Written comments regarding the above information should be directed to the following persons: (i) Desk Officer for the Securities and Exchange Commission, Office of Information and Regulatory Affairs, Office of Management and Budget, Room 10202, New Executive Office Building, Washington, DC 20503; and (ii) Kenneth A. Fogash, Acting Associate Executive Director/CIO, Office of Information Technology, Securities and Exchange Commission, 450 Fifth Street, NW., Washington, DC 20549. Comments must be submitted to OMB within 30 days of this notice.

Dated: October 2, 2003.

Margaret H. McFarland,
Deputy Secretary.

[FR Doc. 03-25511 Filed 10-7-03; 8:45 am]
BILLING CODE 8010-01-P



Federal Register

Monday,
June 23, 2003

Part VI

Office of Management and Budget

Office of Federal Financial Management;
Policy Directive on Financial Assistance
Program Announcements; Standard Data
Elements and Government-Wide Guidance
for Electronically Posting Synopses at
Grants.gov FIND; Notices

OFFICE OF MANAGEMENT AND BUDGET

Office of Federal Financial Management Policy Directive on Financial Assistance Program Announcements

AGENCY: Office of Management and Budget.

ACTION: Notice of issuance of final policy directive.

SUMMARY: The Office of Federal Financial Management (OFFM) is issuing a policy directive to establish a standard format for Federal agency announcements of funding opportunities under programs that award discretionary grants or cooperative agreements. The purpose of the standard format is to have information organized in a consistent way in announcements for the hundreds of Federal programs that make financial assistance awards. A government-wide format will help potential applicants more easily and quickly find the information they need about Federal opportunities. The Federal awarding agencies jointly developed this format as part of their grant streamlining efforts to implement the Federal Financial Assistance Management Improvement Act of 1999.

FOR FURTHER INFORMATION CONTACT: Elizabeth Phillips, Office of Federal Financial Management, Office of Management and Budget, 725 17th Street, NW., Washington, DC 20503; telephone 202-395-3053; fax 202-395-3952; e-mail ephillip@omb.eop.gov.

SUPPLEMENTARY INFORMATION:

I. Background

In a *Federal Register* notice [67 FR 52548] published on August 12, 2002, the Office of Management and Budget (OMB) proposed a standard format for announcements of funding opportunities under Federal programs that make discretionary awards of grants or cooperative agreements. The OMB notice also proposed an OFFM policy letter to establish the announcement format as the government-wide standard for Federal agency use. We received comments from 22 organizations: two State governments; one local government; five universities; one association of academic institutions; a group of universities that participate with Federal agencies in a demonstration program on research administration; a non-profit organization; two organizations representing non-profit entities; an association of auditors; and eight Federal agencies. We considered all

comments in developing the final announcement format and OFFM policy letter.

We will continue to consider these comments separately from this notice because some raise questions that are beyond the scope of the announcement format and associated policy letter. Most of those comments concern electronic business practices to be used in conjunction with announcements, and these will be considered as the Grants.gov (formerly called E-Grants) Program Management Office develops the Government-wide portal for electronic grants transactions. We also received comments related to another *Federal Register* notice published on the same day [67 FR 52554], which proposed data elements for electronically posting synopses of announcements at Grants.gov FIND (formerly called FedBizOpps). Those comments are mentioned here to the extent that changes to the announcement format could affect the Grants.gov FIND proposal. Comments that are specific to the Grants.gov FIND data elements are addressed in the *Federal Register* notice establishing the final data elements, which immediately follows this notice.

Comments on this notice strongly supported the overall proposal to create a government-wide standard format. The following paragraphs summarize the major comments and our responses. The comments are grouped by the portion of the OFFM policy letter or announcement format to which they apply. In addition to the changes to the policy letter and format that are described in the following paragraphs, we made other changes to increase readability or to maintain consistency with other streamlining initiatives that are taking place in parallel with this effort.

II. Comments and Responses

A. Comments on the Office of Federal Financial Management (OFFM) Policy Letter

Comment: Three commenters recommended that we require use of the standard announcement format in agency programs that either: (1) announce their funding opportunities in the *Federal Register*; or (2) do not have announcements separate from their *Catalog of Federal Domestic Assistance* (CFDA) listings. The commenters suggested that exempting those programs from the requirement to use the standard format could discourage agencies from publishing funding opportunities more broadly.

Response: No change. The proposed policy letter did not exempt programs that announce opportunities in the *Federal Register* from the requirement to use the standard format. It applies the requirement equally to all discretionary assistance programs that issue funding opportunity announcements separate from their CFDA listings, including programs that publish announcements in the *Federal Register*.

In contrast, the proposed policy letter distinguishes agency programs that do not issue separate announcements and rely on their CFDA listings to disseminate information to prospective applicants. We understand that the specific recipient communities for these programs are accustomed to doing business in this way. The policy letter therefore continues to exempt those programs from the requirement to use the standard announcement format. Those programs will continue to be subject to the CFDA's standard formatting requirements.

Comment: One commenter suggested that all funding opportunities be available on the Internet and hyperlinked to Grants.gov FIND.

Response: Agree. We modified the OFFM policy letter to require agencies to post on the Internet funding opportunity announcements that are open to domestic applicants. An agency either will upload its announcement to Grants.gov FIND or provide an Internet address that Grants.gov FIND may use to link from the synopsis to the full announcement.

Comment: One commenter indicated that the mechanism we use to require agencies to adopt the standard announcement format will affect whether the agencies adopt it uniformly and in a timely manner. The commenter urged us to require agencies to implement the new requirement at the same time, preferably through amendments to OMB Circulars A-102 and A-110.

Response: No change. Agencies will be required to adopt the common format by means of the OFFM policy letter. We expect all agencies to issue announcements using the standard format no later than 12 months after the effective date of the policy letter, which gives any agency that must amend a regulation to implement the new requirement sufficient time to do so. Amendments to OMB circulars are not prerequisites for implementing the requirement to use the standard announcement format and would only delay implementation.

B. Comments on Announcement Format

1. General

Comment: Two commenters indicated that announcement writers' formatting and writing styles, such as the use of headlines and more space between areas of text, could make announcements more user-friendly and effective. They recommended that we try to eliminate stylistic differences by further standardizing and improving the announcement format, perhaps through a government-wide form or template that also would ensure compliance with format and content requirements.

Response: No change. The OFFM policy letter is sufficient to ensure compliance with the broad format and content requirements of the standard announcement format. A form or template is not needed for that purpose. Individuals within the agencies necessarily must write the detailed content for inclusion in the standard format, to describe agency-specific and program-specific requirements and business rules. It is beyond the scope of this effort to try to regulate the writing styles and abilities of those individuals.

2. Overview Information

Comment: Seven commenters recommended that we increase standardization by requiring every Federal agency announcement to present overview information in the same sequential order. The commenters differed on what the basis should be for determining the standard order (e.g., parallelism with the full text of the announcement or with the Grants.gov FIND synopses, as discussed in comments and responses following this one). Some of the commenters also recommended that funding opportunity announcements that are issued in the **Federal Register** should be required to present overview information in the same order as announcements appearing in other places.

Response: Agree in part. These comments raise four related issues described in the following paragraphs. We significantly revised the overview segment of the format to incorporate changes discussed below and to provide a clearer explanation of the use of overviews, since we could infer from some comments that this section in the proposed format was confusing.

The first issue is whether Federal agencies should be required to include an overview in every announcement. As proposed in August, the announcement format stated that agencies must display prominently certain key information in a location preceding the full text of the announcement. In that sense, it required

every announcement to include overview information. The final format retains that requirement for presentation of certain key information before the full text.

The second issue is whether to mandate a standard way that each announcement must present the overview information. The proposed format gave agencies three options: to include the overview information in an Executive Summary, to display it on the cover and/or inside cover of the announcement, or to integrate it into the standard format of a **Federal Register** notice. Due to the widely varying nature of Federal programs that will use the standard announcement format, the final format retains the three options.

The third issue is whether to specify a standard set of information that each overview must contain. The proposed format had four overview elements labeled as "required"—the agency name, funding opportunity title, CFDA number, and key dates (such as application due dates). It listed three additional elements as optional—the program name, funding opportunity number, and CFDA title. It also gave examples of other information an agency might wish to include if it used an Executive Summary. We proposed the format with that approach after Federal agencies prepared some sample program announcements to test the viability of mandating a single set of overview elements for all announcements. The tests revealed that rigid use of a single prescription would make many program announcements harder to read and use, especially short announcements that were significantly lengthened by including a full set of overview information. Therefore, the final announcement format continues to specify some items of overview information that are required and suggest additional items that are optional.

The fourth issue is whether to specify a standard sequential order for the overview information. We revised the final announcement format to specify a standard order of presentation for required elements. We also added guidance advising agencies to present any optional elements in an order that parallels the organization of the full text of the announcement. This sequential order is the standard, whether the overview information is presented in an executive summary, on the cover or inside cover, or in the Supplementary Information section of a **Federal Register** notice. Grants.gov FIND will present synopsis information in an order paralleling this structure, to the extent that synopsis data elements are

identical or similar to elements in the announcement overview.

Comment: Two commenters suggested making the overview section of the announcement identical, both in content and in sequential order, to the Grants.gov FIND synopsis of the funding opportunity.

Response: Agree in part. The Grants.gov FIND synopsis and the announcement overview should not be identical in *content*. The content of each should match its intended purpose and their purposes are not the same. The Grants.gov FIND synopsis should present only the minimum information a person needs in order to decide whether to review the full announcement. A full announcement's overview section, in contrast, is for people who have decided to review the full announcement and may be preparing applications. It therefore should have certain information elements that are not needed at Grants.gov FIND and also should include more detailed information about elements shared with Grants.gov FIND (e.g., how much cost sharing is required). However, we did identify one new Grants.gov FIND data element—whether an announcement is for a new funding opportunity or modifies a previously announced opportunity—that is appropriate for the overview section of the full announcement. We therefore added it to the overview section.

While the content of the Grants.gov FIND and the announcement overview should not be identical, we agree that it would be helpful to make the *order* of presentation parallel in cases where they present identical or similar information. The order at Grants.gov FIND therefore will parallel the order in the overview.

Comment: One commenter suggested making the sequential order of the announcement's overview section identical to that of the full announcement text.

Response: Agree in principle. For elements of overview information that have corresponding sections in the full announcement text, we revised the format to make the order of overview presentation parallel that of the full text. This is not possible for other overview information, such as the agency name, that does not appear as a separate element in the full text.

Comment: Four commenters indicated that it would be helpful to add a "keywords" section relating to specific areas of funding, such as scientific and engineering research areas, to help people more quickly narrow their searches to announcements of interest.

Response: No change. It is extremely difficult to identify a single and unchanging set of keywords that can properly categorize the many overlapping areas across the broad spectrum of Federal programs. The use of a set of keywords that inadequately categorizes opportunities could lead a potential applicant to forego reading an announcement and thereby miss a relevant opportunity. A better approach is for program officials to ensure that each full announcement describes program areas using the current terminology that performers for that program—e.g., principal investigators for a research program—would use, so potential applicants' full text searches will find opportunities of interest (note also that Grants.gov FIND synopses of funding opportunities will have full text search capabilities). We will consider adding keywords in future enhancements of the announcement format, if an appropriate set can be identified.

Comment: One research institution suggested adding an activity type classification that identifies the funding opportunity to facilitate classification of projects in the OMB Circular A-133 Schedule of Federal Expenditures and identification of R&D expenditures in the National Science Foundation (NSF) expenditure survey.

Response: No change. The information needed by a potential applicant differs significantly from the information required for either OMB Circular A-133 or the NSF expenditure survey. The CFDA number is the key for OMB Circular A-133, and the announcement format includes that number. For the NSF expenditure survey of research funding, one has the same complication described in the response to the previous comment; a recipient ultimately reports data based on researchers' actual disciplines, which frequently cannot be predicted at the time of announcement.

Comment: One commenter suggested that the overview element entitled "Agency Name" should not include the agency mailing address and zip code.

Response: Agree. The agency mailing address does not serve a purpose in the overview. In the full text of the announcement, mailing addresses are provided in the appropriate contexts (e.g., where to submit a hard-copy application).

Comment: Four commenters recommended that the agency contact information in Section VII (including name, mailing address, e-mail address, and telephone and fax numbers) also appear in the overview section.

Response: No change. We did not include that information in the overview section because a person generally should not contact the agency after reading only the overview. If he or she has questions after reviewing the full announcement, it would be more appropriate to contact the agency at that time for clarification or further information.

Comment: Seven commenters suggested that we include additional information in the overview to help a potential applicant decide whether to review the full text of the announcement. The suggestions include information about eligible organizations; eligible expenses; whether funding will be for one year or a multi-year period; the total amount expected to be awarded; the anticipated number and average dollar amount of individual awards; types of funding instruments; geographic restrictions; cost-sharing requirements; and limits on numbers of proposals.

Response: Agree in part. We added the total amount expected to be awarded, anticipated amounts and/or numbers of awards, cost sharing, types of funding instruments, and limits on numbers of applications as examples of information that an agency might appropriately include in an overview in addition to the required elements. The proposed format already included eligible organizations as an example. We have not included the other suggested information elements for two reasons. First, an overview's primary purpose is to provide a high-level summary to help a potential applicant quickly decide whether to read the details of the full announcement. Second, the level of detail that an overview provides is much less than the level in the full announcement; trying to treat some of the suggested information in a shorthand fashion easily could mislead rather than aid the reader.

Comment: One commenter suggested that we change the description of the overview information element under the heading "Funding Opportunity Number—Optional." The description in the proposed format read: "Your agency may wish to assign identifying numbers to announcements." The commenter suggested changing it to: "Required if agency has assigned one. If your agency has assigned an identifying number to an announcement, list it here so that the announcement will be easier to locate on an agency or department web site by number."

Response: Agree with the substance of the comment and modified the language to require the information, if applicable.

Comment: One commenter said that if we use both a CFDA number and agency-based Funding Opportunity Number, we should explain the difference between the two and provide clear directions about when to use which number, or when both are required.

Response: No change to the announcement format. An agency must include the CFDA number in the announcement so that a potential applicant may consult the CFDA to obtain further information about the program. Because an agency may issue multiple announcements of funding opportunities under a given CFDA number, it may assign a number to each funding opportunity to: (1) Associate each incoming question or application with the specific announcement to which it relates; and (2) allow potential applicants to align any published changes to an announcement with the original announcement.

Comment: One commenter suggested the CFDA number and title are not necessary in the overview because that information is useful when preparing an application but not for preliminary review to determine interest in the announced opportunity as a potential source of funding.

Response: No change. The CFDA number serves the purposes described in the response to the comment immediately preceding this one.

Comment: One commenter indicated that it is reasonable to mandate an executive summary but the "cover and/or inside cover" seems redundant in relation to what is provided elsewhere in the overview.

Response: The executive summary and the cover/inside cover are not redundant. Rather, they are two alternative ways that an agency may present the overview information (i.e., an agency could use one or the other, but would not use both). We revised the format to clarify that distinction.

Comment: One commenter asked us to clarify in the "dates" section whether the due date is the day the proposal must arrive at the agency or whether it is the postmark date.

Response: No change at this time. This announcement format is an interim product of the grants streamlining effort under the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107). We are issuing it now so that potential applicants can begin to realize the benefits of a standard format while we continue to consider other suggestions contained in the public comments we received under Pub. L. 106-107. One of those suggestions was to establish a uniform approach to

defining what constitutes a late application. Future updates to the format will reflect any changes we make as a result of that suggestion.

3. Full Text of Announcement

i. General Comments

Comment: Four commenters recommended increased use of data elements and table-driven formats, rather than text, to make it easier to locate data needed for electronic systems. The commenters noted that this approach would allow for system-to-system exchanges, set the standards for maintaining them, and help ensure consistent data for funding opportunities. They suggested that pre-loading data (e.g., agency, program, CFDA number, deadline dates, and addresses) can streamline application preparation, simplify life cycle management, reduce data entry, and lessen the possibility of data entry error. As a specific example, one commenter suggested that the table of application components shown as an illustration in Section IV.3 be required (or be communicated as bullets) along with due dates.

Response: No change at this time. We appreciate the comment and the long-term potential of electronic capabilities, particularly as technology advances and more potential applicants acquire the capability for system-to-system connectivity. We therefore will consider increased use of tables and data elements as we prepare future updates of the announcement format.

Comment: Two commenters suggested that we instruct agencies to avoid use of cross-references whenever possible. For on-line announcements, any cross-references should be hyperlinked to the referenced information.

Response: We modified the announcement format to recommend that agencies provide hyperlinks to cross-referenced sections.

Comment: One commenter stated that some items of information identified for inclusion at the agency's option are important enough to be required for all announcements. The commenter mentioned a number of different items including information on: the level of funding available; the expected number of awards; application submission, with clear references or hyperlinks to any general requirements that apply to multiple opportunities; performance standards and goals; any eligibility and co-pay requirements for beneficiaries; and details of local match funds.

Response: Agree in part. We revised Section III.3 to clarify that the section must include any eligibility criteria for

beneficiaries' eligibility. Section IV.2 already requires the information on application submission; for requirements applicable to multiple programs, that section must state the requirements or provide a reference to another source for the information.

We added a second reference to two other suggested items of information but retained them as agency options. Section II of the format listed information about the level of funding and expected number of awards as examples of information a program office might include in that section. In light of the comment, we revised the final format to also give them as examples of information that an agency could include in its overview.

The final format does not include requirements for the other suggested information elements. It is neither practical nor desirable to lengthen the format by trying to make it a comprehensive list of requirements for all Federal agency programs. The format is intended primarily as a framework to be used by program officials who prepare announcements, as they are in the best position to judge what information is needed by potential applicants for their programs. The framework will help them organize the information so that potential applicants can find similar information in the same parts of all announcements.

ii. Specific Sections of the Announcement

Comment: One commenter suggested that Section II, "Award Information," include the earliest anticipated start date.

Response: No change. We expect that agencies will continue to provide information about "earliest anticipated start dates" when doing so is appropriate, given the agencies' business practices for the particular funding opportunities.

Comment: Two commenters suggested revising Section II as it relates to the information an agency supplies about its anticipated "substantial involvement" in cooperative agreements. One commenter recommended that an agency's inclusion of details on its anticipated involvement should be optional. In contrast, the other commenter thought it important for the announcement to include this information—and not refer potential applicants to other sources—because it is too important to their decisions about whether to apply.

Response: No change. The section's use of "should," rather than "must," already makes inclusion of the information an agency option, as

recommended by the first commenter. We believe that agencies will provide this detail when they judge that it is relevant to potential applicants, both in deciding whether to apply and in preparing applications. As for allowing announcements to reference other sources for that information, doing so avoids lengthening announcements by having to fully restate information that appears elsewhere.

Comment: One commenter suggested including information concerning the eligibility requirements (if any) of the principal investigator in Section II, "Award Information."

Response: No change. Section III, "Eligibility Information," already states that the agency should address any factors affecting the eligibility of principal investigators or project directors.

Comment: One commenter suggested that the term "cost sharing" in Section III.2 may confuse readers and asked that we replace it with the term "local match." The commenter stated that most non-profits use "local match" to refer to the type of requirement described in the announcement format and that, in some States, "cost sharing" refers to co-payments by beneficiaries.

Response: Agree in principle. In response to this comment, we expanded the title of the section to "cost sharing or matching." The revised section title includes both terms currently used in OMB Circulars A-102 and A-110, the circulars containing the government-wide guidance on this subject for awards to States, local and tribal governments, institutions of higher education, and other nonprofit organizations. In the full text of that section, we expect that each program office will use the term that conforms best with what is predominately used by their potential applicants.

Comment: Two commenters asked for additional coverage in Section III.2 on preferences for the type of cost sharing or matching. The commenters noted that OMB Circulars A-102 and A-110 allow recipients to meet matching or cost-sharing requirements either by providing cash or in-kind contributions but added that some agencies have additional requirements on the types of cost sharing or matching that they will accept. One commenter asked that the announcement be clear about any agency requirement and how it affects the evaluation of an application. The other commenter suggested that the format require Federal agencies to describe whether cost sharing at a particular level is required by statute or, although required, is negotiable. The second commenter also questioned

whether an agency, in the absence of a statute, has the authority to express a preference for the way in which an applicant/recipient may meet a cost-sharing or matching requirement.

Response: Agree in part. The format already distinguishes between cost sharing in Section III.2 as an eligibility criterion (i.e., required for an application to be eligible, and not negotiable) and in Section V.1 as a review criterion. In response to the comments, we added statements in Sections III.2 and V.1 indicating the need to clearly state any restrictions on the allowability of cash or in-kind contributions. Section III.2 includes cost sharing imposed by statute, regulation, or administrative decision of the agency; the question of an agency's statutory or regulatory authority with respect to types of cost sharing for any particular program is beyond the scope of the announcement format and appropriately is raised with the agency.

Comment: One commenter asked that we clarify in Section III.3 whether "limiting the number of applications an applicant may submit" pertains to the organization, the individual principal investigator, or both.

Response: We revised this section to require agencies to address how any limitation on the number of applications applies.

Comment: One commenter suggested revising the full text of the announcement format to include the agency's World Wide Web address and an electronic link where one could get a copy of the application and other materials.

Response: The format's Section IV.1 already addresses the use of an Internet address.

Comment: One commenter suggested that we replace "should" with "must" in the sentence of Section IV.1 that says the agency should provide a way for potential applicants to request paper copies of materials that they would need in order to apply, in addition to any Internet address where a potential applicant could get the materials.

Response: No change. The guidance is sufficient for program officials to exercise judgment, based on the level of electronic sophistication in the communities of potential applicants for their particular programs.

Comment: One commenter suggested that the format clearly state Institutional Review Board (IRB) requirements for human subjects and, if possible, make them uniform.

Response: Agree in part. Although the final bullet in Section IV.2 of the proposed format already mentions human subjects requirements, we added

them to the second paragraph of that section as well, as an example of a requirement with which an applicant may have to assure compliance. Establishing uniform, government-wide procedures for doing so, however, is beyond the scope of the announcement format.

Comment: One commenter asked that we add to Section IV.2 information about pre-award survey requirements, such as any certifications or independent assurances that the applicant has established proper financial management systems to administer Federal awards, because of their importance in determining applicant eligibility.

Response: No change. Government-wide guidance is not needed because agencies usually require pre-award surveys only in individual cases, after receiving and reviewing applications. Should there be a program where pre-award surveys are commonly done, the program office can include information about them in the appropriate section of the announcement format.

Comment: One commenter suggested replacing "should" with "must" in the first sentence of Section IV.2, which says that the agency should identify in that section the required content of an application and the forms or formats that an applicant must use to submit it.

Response: We made the suggested change.

Comment: One commenter noted confusing and seemingly contradictory guidance in Section IV.3, which initially says that the announcement "must" identify due dates for applications but states in the next paragraph that the announcement "should" state or provide reference to the deadline. The commenter observed that the announcement must state the due date and that a potential applicant should not have to look elsewhere for this critical information.

Response: We revised the second paragraph to eliminate "should."

Comment: One commenter noted that Section IV.3 does not address the permissibility or impact of submitting a partial application.

Response: No change. Section IV.3 already calls for the announcement to identify submissions that are required, give deadlines for their submission, and explain the effect of missing a deadline (e.g., whether late applications are neither reviewed nor considered or are reviewed and considered under some circumstances). An announcement that includes this information addresses the effect of submitting a partial application.

Comment: One commenter indicated that the announcement format should include submission and contact information for State comments under Executive Order (E.O.) 12372. The commenter suggested that this should include: a requirement to give the Internet address for the OMB's State Single Point of Contact (SPOC) list; information on requirements, with applicable citations, for State Governors' involvement in the application submission process for Federal programs that have such requirements; and language encouraging applicants to contact their State's SPOC as early in the application development process as possible.

Response: No change. Section IV.4 already is a separate section dedicated specifically to E.O. 12372 requirements, in recognition of their importance to States. We believe the guidance in that section is sufficient to accomplish the commenter's objectives.

Comment: One commenter suggested that we move the material in Section IV.5, "Funding Restrictions" to Section III on eligibility because restrictions on costs can make an applicant ineligible.

Response: We agree that the material in Section IV.5 relates to Section III on eligibility, as well as Section IV on application and submission information. We therefore revised Section III.1 to say that the agency must identify in that section (either directly or by cross-reference to Section IV.5) any funding restrictions that could affect the eligibility of an applicant or project.

Comment: One commenter requested inclusion in Section IV.5 of the contemplated geographic code applicable to the eventual award as well as disclosure of the legislative, statutory history, or other impediments affecting award implementation (e.g., earmarks).

Response: No change. Government-wide guidance is not needed on these subjects because they arise in few announcements. Should an agency need to inform potential applicants about geographic codes or legislative restrictions, it can include information about them in the appropriate section of the announcement format.

Comment: An interagency team working on a parallel grants streamlining initiative recommended that we include language in the announcement format to address the allowability of pre-award costs.

Response: We added a sentence to Section IV.5 to address pre-award costs.

Comment: One commenter, based on difficulties with agency electronic systems, suggested that we add a requirement in Section IV.6 for agencies

to specify any legitimate circumstances in which submissions received after a published deadline date would be accepted because of technical problems. The commenter also recommended that we require agencies to have back-up systems for their electronic systems.

Response: No change. Section IV.3 already deals with the effect of missing a deadline and whether it varies based on the means of submission. The portion of the comment dealing with back-up systems is an electronic business process issue that is beyond the scope of the announcement format.

Comment: Two commenters recommended that Section V.2 address whether and how an applicant can receive a copy of the reviews of its application, especially when its application was not successful.

Response: As noted in a response to a previous comment, the announcement format is an interim product that we plan to update in the future to incorporate results of continued interagency deliberations on a number of pre-award issues. Feedback to unsuccessful applicants is one of the policy issues we will review for possible inclusion in future issuances of the format. In light of the comment, however, we added language in Section V.3 indicating that the section appropriately could include information about anticipated dates for notifying unsuccessful, as well as successful, applicants.

Comment: One commenter suggested that we move the discussion of "other" selection criteria from Section V.2 to Section V.1 and further revise Section V.2 to state whether reviews will be blind or double blind, if applicable.

Response: No change. "Other" selection criteria are appropriately included in Section V.2, which addresses selection criteria (Section V.1 addresses evaluation criteria, which are not the same thing). Section V.2 lets agency program officials describe the nature of the review.

Comment: Three commenters suggested that we require agencies to provide the information in Section V.3 on anticipated announcement and award dates.

Response: No change. Agency business practices vary widely and some current practices do not always permit the agency to provide this information at the time it issues a funding opportunity announcement. With the guidance in Section V.3, we believe that agencies will provide this information when they can do so.

Comment: One commenter suggested replacing "should" with "must" in the first sentence of Section VI.1, which

says that the agency should identify in that section what a successful applicant can expect to receive following selection (e.g., a notification letter prior to the official award document that authorizes the recipient to begin performance).

Response: We made the suggested change.

Comment: Two commenters suggested we add to Section VI on award administration language addressing any special requirements on intellectual property, data sharing, or security requirements (e.g., access to research information, materials, or facilities).

Response: We added these items as examples in the discussion of special award terms and conditions in Section VI.2.

Comment: Two commenters suggested that Section VI.3 on post-award reporting should be required, rather than optional.

Response: We agree and revised the section accordingly.

Dated: June 17, 2003.

Linda M. Springer,
Controller.

To the Heads of Executive Departments and Establishments

Subject: Format for Financial Assistance Program Announcements

1. *Purpose.* This policy letter establishes a government-wide funding opportunity announcement format for Executive Branch departments and agencies to use in programs that make discretionary awards of grants or cooperative agreements. Program announcements include all paper and electronic issuances that Federal departments and agencies use to announce funding opportunities, whether they are called "program announcements," "notices of funding availability," "broad agency announcements," "research announcements," "solicitations," or something else.

2. *Authority.* This policy letter is issued to implement the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107).

3. *Background.* The Federal Financial Assistance Management Improvement Act of 1999 required the Office of Management and Budget (OMB) to direct, coordinate, and assist Executive Branch departments and agencies in establishing an interagency process to streamline and simplify Federal financial assistance procedures for non-Federal entities. It also required each Executive agency to develop, submit to the Congress, and implement a plan for that streamlining and simplification.

Twenty-six Executive Branch agencies jointly submitted a plan to the Congress in May 2001, as the Act required. The plan described the interagency process through which the agencies would review current policies and practices and seek to streamline and simplify them. The process involved interagency work groups under the auspices of the Grants Management Committee of the

Chief Financial Officers Council. The plan also identified substantive areas in which the interagency work groups had begun their review.

One of the substantive areas that the agencies identified in the plan was the form and content of program funding announcements. The agencies stated in the May 2001 plan that their preliminary analysis suggested a potential for developing a more consistent announcement format across the many Federal agencies and programs. A standard announcement format with information content organized in a consistent way lets applicants quickly and efficiently find the information they need, in order to decide whether a particular funding opportunity is of interest and to prepare an application. An interagency work group developed the format attached to this policy letter and recommended that the OMB's Office of Federal Financial Management issue it as the standard for all programs that use discretionary grants or cooperative agreements.

4. Policy.

a. The format attached to this policy letter is the government-wide standard format to be used by agencies when publishing announcements for funding opportunities under programs that make discretionary awards of grants or cooperative agreements, with the exception of:

(1) funding opportunities under which domestic entities are not eligible recipients; and

(2) programs that do not issue separate announcements apart from the program description in the *Catalog of Federal Domestic Assistance* (CFDA). For those excepted programs, the format will continue to conform to the guidance in OMB Circular A-89 for program information in the CFDA.

b. An agency, at its discretion, may extend the use of the attached format to programs that use forms of financial assistance other than grants and cooperative agreements.

5. *Responsibilities.* Executive Branch departments and agencies must:

a. Issue any needed direction to offices that award grants or cooperative agreements under discretionary programs, in order to establish the attached format as the standard for those programs' announcements. All announcements must include information elements that are marked "required" in the format, in the sequence provided. An announcement for a given program may use elements that are marked "optional," as appropriate for the program. Whether or not the announcement includes any "optional" elements, the information that is included must be organized to conform with the standard format.

b. Post on the Internet all announcements of funding opportunities under which domestic entities are eligible recipients (note that publication in the *Federal Register* meets this requirement, since it is available on the Internet).

c. Request exceptions from this OFFM policy letter for any program announcement(s) with information organized in a way that deviates from the standard format.

6. *Information Contact.* Direct any questions regarding this policy letter to Beth Phillips, OFFM, 202-395-3993.

7. *Effective Date.* The policy letter is effective 30 days after issuance. All implementing actions other than regulatory revisions must be completed by the Executive departments and agencies within 3 months of the effective date; regulatory revisions must be completed within 12 months.

Dated: June 17, 2003.

Linda M. Springer,
Controller.

Announcement Format of Federal Funding Opportunity

This document is a uniform format for Federal agencies' announcements of funding opportunities under which discretionary awards of grants or cooperative agreements may be made. The format has two parts, the first part provides overview information, and the second part includes the full text of the announcement.

Overview Information

a. Required Overview Content

The agency must display prominently the following information, in the sequential order shown, in a location preceding the full text of the announcement:

- *Federal Agency Name(s)—Required.* Include the name of your department or agency and the specific office(s) within the agency (e.g., bureau, directorate, division, or institute) that are involved in the funding opportunity.
- *Funding Opportunity Title—Required.* If your agency has a program name that is different from the Funding Opportunity Title, you also could include that name here.
- *Announcement Type—Required.* Indicate whether this is the initial announcement of this funding opportunity or a modification of a previously announced opportunity. If it modifies a previous announcement, provide the date of that announcement and identify the portions that are being modified. Note that a modification does not need to include all of the sections of the full announcement text.
- *Funding Opportunity Number—Required, if applicable.* Your agency may wish to assign identifying numbers to announcements. If you assign a number, you must include it. If it modifies a previous announcement, provide the number of that announcement.
- *Catalog of Federal Domestic Assistance (CFDA) Number(s)—Required.* You also may wish to include the program name listed in the CFDA for each CFDA number that you give.
- *Dates—Required.* Include key dates that potential applicants need to know. Key dates include due dates for applications or Executive Order 12372 submissions, as well as any letters of intent or pre-applications. For any announcement issued before a program's application materials are available, key dates also include the date on which those materials will be released.

b. Optional, Additional Overview Content

Following the required overview information described above, the agency may present other information. Present any optional overview information in a sequential order that parallels the organization of the full text of the announcement. Examples of overview information that could help potential applicants decide whether to read the full announcement are: a concise description of the funding opportunity, the total amount to be awarded, the anticipated amounts and/or numbers of individual awards, the types of instruments that may be awarded, who is eligible to apply, whether cost sharing is required, and any limitations on the numbers of applications that each applicant may submit. You also may include other information that could later help applicants more quickly and easily find what they need (e.g., where one can get application materials).

c. Method of Presentation

The agency may include the summary information in any of the following ways:

- *Executive summary.* An agency may wish to include an executive summary of the announcement before the full text. Especially for announcements that are long (25 pages or more in length) or complex, agencies should consider including executive summaries with at least the required overview information described above in paragraph a., as well as any additional information described in paragraph b. An executive summary should be short, preferably one page, with information in concise bullets to give an overview of the funding opportunity.
- *Cover and/or inside cover.* If the agency does not wish to include an executive summary, an alternative is to provide at least the required overview information described above in paragraph a. on the cover and/or inside cover of the announcement (or the first screen a potential applicant would see, in the case of an electronic announcement).

Federal Register format. For an announcement that appears as a notice in the *Federal Register*, some of the required overview information will appear with other information near the beginning of the notice, due to the *Federal Register's* standard format for notices. Nonetheless, the agency must display the required overview information (described above in paragraph a.) in a single location preceding the full text of the announcement, which would be in the SUPPLEMENTARY INFORMATION section of the *Federal Register* notice. The agency may elect to include additional information, as described above in paragraph b.

Full Text of Announcement

The full text of the announcement is organized in sections. The format indicates immediately following the title of each section whether that section is required in every announcement or is an agency option.

The format is designed so that similar types of information will appear in the same sections in announcements of different Federal funding opportunities. Toward that end, there is text in each of the format's sections to describe the types of information

that an agency would include in that section of an actual announcement.

An agency that wishes to include information on a subject that the format does not specifically discuss may address that subject in whatever section(s) is most appropriate. For example, if an agency chooses to address performance goals in the announcement, it might do so in the funding opportunity description, the application content, and/or the reporting requirements.

Similarly, when this format calls for a type of information to be in one particular section, an agency wishing to address that subject in other sections may elect to repeat the information in those sections or use cross references between the sections (there should be hyperlinks for cross-references in any electronic versions of the announcement). For example, an agency may want to include in Section I information about the types of recipients who are eligible to apply. The format specifies a standard location for that information in Section III.1 but that does not preclude repeating the information in Section I or creating a cross reference between Sections I and III.1, as long as a potential applicant can find the information quickly and easily from the standard location.

The sections of the full text of the announcement are described in the following paragraphs.

I. Funding Opportunity Description—Required

This section contains the full programmatic description of the funding opportunity. It may be as long as needed to adequately communicate to potential applicants the areas in which funding may be provided. It describes the agency's funding priorities or the technical or focus areas in which the agency intends to provide assistance. As appropriate, it may include any program history (e.g., whether this is a new program or a new or changed area of program emphasis). This section may communicate indicators of successful projects (e.g., if the program encourages collaborative efforts) and may include examples of projects that have been funded previously. This section also may include other information the agency deems necessary, such as citations for authorizing statutes and regulations for the funding opportunity.

II. Award Information—Required

Provide sufficient information to help an applicant make an informed decision about whether to submit a proposal. Relevant information could include the total amount of funding that your agency expects to award through the announcement; the anticipated number of awards; the expected amounts of individual awards (which may be a range); the amount of funding per award, on average, experienced in previous years; and the anticipated start dates and periods of performance for new awards. This section also should address whether applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards.

This section also must indicate the type(s) of assistance instrument (i.e., grant,

cooperative agreement, and/or other instrument) that may be awarded if applications are successful. If cooperative agreements may be awarded, this section either should describe the "substantial involvement" that the agency expects to have or should reference where the potential applicant can find that information (e.g., in the funding opportunity description in Section I or award administration information in Section VI). If procurement contracts also may be awarded, you must say so.

III. Eligibility Information

This section addresses considerations or factors that make an applicant or application eligible or ineligible for consideration. This includes the eligibility of particular types of applicant organizations, any factors affecting the eligibility of the principal investigator or project director, and any criteria that make particular projects ineligible. You should make clear whether an applicant's failure to meet an eligibility criterion by the time of an application deadline will result in your agency's returning the application without review or, even though an application may be reviewed, will preclude the agency from making an award. Key elements to be addressed are:

1. *Eligible Applicants—Required.* You must clearly identify the types of entities that are eligible to apply. If there are no restrictions on eligibility, this section may simply indicate that all potential applicants are eligible. If there are restrictions on eligibility, it is important to be clear about the specific types of entities that are eligible, not just the types that are ineligible. For example, if your program is limited to non-profit organizations subject to Section 501(c)(3) of the tax code, your announcement should say so. Similarly, it is better to state explicitly that Native American tribal organizations are eligible than to assume that they can unambiguously infer that from a statement that non-profit organizations may apply. Eligibility also can be expressed by exception, (e.g., open to all types of domestic applicants other than individuals). This section should refer to any portion of Section IV specifying documentation that must be submitted to support an eligibility determination (e.g., proof of 501(c)(3) status as determined by the Internal Revenue Service or an authorizing tribal resolution). To the extent that any funding restriction in Section IV.5 could affect the eligibility of an applicant or project, you must either restate that restriction in this section or provide a cross-reference to its description in Section IV.5.

2. *Cost Sharing or Matching—Required.* You must state whether there is required cost sharing, matching, or cost participation without which an application would be ineligible (if cost sharing is not required, you must explicitly say so). Required cost sharing may be a certain percentage or amount, or may be in the form of contributions of specified items or activities (e.g., provision of equipment). It is important that the announcement be clear about any restrictions on the types of cost (e.g., in-kind contributions) that are acceptable as cost

sharing. Cost sharing as an eligibility criterion includes requirements based in statute or regulation, as well as those imposed by administrative decision of the agency. This section should refer to the appropriate portion(s) of Section IV stating any pre-award requirements for submission of letters or other documentation to verify commitments to meet cost-sharing requirements if an award is made.

3. *Other—Required, if applicable.* If there are other eligibility criteria (i.e., criteria that have the effect of making an application or project ineligible for award, whether you refer to them as "responsiveness" criteria, "go-no go" criteria, "threshold" criteria, or in other ways), you must clearly state them. For example, if entities that have been found to be in violation of a particular Federal statute are ineligible, it is important to say so. In this section you also must state any limit on the number of applications an applicant may submit under the announcement and make clear whether the limitation is on the submitting organization, individual investigator/program director, or both. Also use this section to address any eligibility criteria for beneficiaries or for program participants other than award recipients.

IV. Application and Submission Information

1. *Address to Request Application Package—Required.* You must tell potential applicants how to get application forms, kits, or other materials they need to apply (if this announcement contains everything they need, this section need only say so). You may give an Internet address where they can access the materials.* Since high-speed Internet access is not yet universally available for downloading documents, there also should be a way for potential applicants to request paper copies of materials, such as a U.S. Postal Service mailing address, telephone or FAX number, Telephone Device for the Deaf (TDD) or Text Telephone (TTY) number, and/or Federal Information Relay Service (FIRS) number.

2. *Content and Form of Application Submission—Required.* This section must identify the required content of an application and the forms or formats that an applicant must use to submit it. If any requirements are stated elsewhere because they are general requirements that apply to multiple programs or funding opportunities, this section may refer to where those requirements may be found. This section also should address any preliminary submissions that the agency requires or encourages, either to facilitate its own planning or to provide potential applicants with feedback to help them decide whether to submit a full proposal.

For a full application, this includes all content and forms or formats that constitute a complete application, including: general information (e.g., applicant name and address), budgetary information, narrative programmatic information, biographical sketches, and all other required information (e.g., documentation that an applicant meets stated eligibility criteria or certifications or assurances of compliance with applicable requirements, such as evidence of compliance with human subjects

requirements). You must either include required forms or formats as part of this announcement or state where the applicant may obtain them.

In this section, you should specifically address content and form or format requirements for:

- Pre-applications, letters of intent, or white papers that your agency requires or encourages (see Section IV.3), including any limitations on the number of pages or other formatting requirements similar to those for full applications.

- The application as a whole. For hard copy submissions, that could include any limitations on the number of pages, font size and typeface, margins, paper size, number of copies, and sequence or assembly requirements. If electronic submission is permitted or required,* that could include special requirements for formatting or signatures.

- Component pieces of the application (e.g., if all copies of the application must bear original signatures on the face page or the program narrative may not exceed 10 pages). This includes any pieces that may be submitted separately by third parties (e.g., references or letters confirming commitments from third parties that will be contributing a portion of any required cost sharing).

- Information that successful applicants must submit after your agency notifies them of its intent to make awards, but prior to award. This could include evidence of compliance with human subjects requirements or information your agency needs to comply with the National Environmental Policy Act (NEPA).

3. *Submission Dates and Times—Required.* Your announcement must identify due dates and times for all submissions. This includes not only the full applications but also any preliminary submissions (e.g., letters of intent, white papers, or pre-applications). It also includes any other submissions of information before award that are separate from the full application. If the funding opportunity is a general announcement that is open for a period of time with no specific due dates for applications, this section should say so. Note that the information on dates that is included in this section also must appear with other overview information in a location preceding the full text of the announcement (see "Overview Information" segment of this format).

For each type of submission that you address, indicate whether the submission is encouraged or required and, if required, any deadline date for submission (or dates, if the agency plans more than one cycle of application submission, review, and award under the announcement). The announcement must state (or provide a reference to another document that states):

- Any deadline in terms of a date and local time.

- What the deadline means (e.g., whether it is the date and time by which the agency must receive the application, the date by which the application must be postmarked, or something else) and how that depends, if at all, on the submission method (e.g., mail, electronic, or personal/courier delivery).

- The effect of missing a deadline (e.g., whether late applications are neither

reviewed nor considered or are reviewed and considered under some circumstances).

• How the receiving Federal office determines whether an application or pre-application has been submitted before the deadline. This includes the form of acceptable proof of mailing or system-generated documentation of receipt date and time.

This section also may indicate whether, when, and in what form the applicant will receive an acknowledgment of receipt.

You should consider displaying the above information in ways that will be easy to understand and use. It can be difficult to extract all needed information from narrative paragraphs, even when they are well written. A tabular form for providing a summary of

the information may help applicants for some programs and give them what effectively could be a checklist to verify the completeness of their application package before submission. For example, a summary table might look like:

What to submit	Required content	Required form or format	When to submit it
Preapplication (optional, but encouraged).	Described in Section IV.2 of this announcement.	Format described in section _ of grants policy manual at (give URL or where to obtain the manual)*.	By (give pre-application due date).
Application:			
Cover sheet	(per required form)	Form SF-__, available from (give source).	By (give application due date and time).
Budget information	(per required form)	Form SF-__, available from (give source).	
Narrative	Described in Section IV.2 of this announcement.	Format described in Section IV.2 of this announcement.	
Assurance	(per required form)	Form SF-__, available from (give source).	
Letters from third parties contributing to cost sharing.	Third parties' affirmations of amounts of their commitments.	No specific form or format.	Prior to award, when requested by grants officer (if application is successful).
Statement of intent to comply with human subjects requirements.	(per required form)	Form SF-__, available from (give source).	

4. *Intergovernmental Review—Required, if applicable.* If the funding opportunity is subject to Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," you must say so. In alerting applicants that they must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under EO 12372, you may wish to inform them that the names and addresses of the SPOCs are listed in the Office of Management and Budget's home page at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. *Funding Restrictions—Required.* You must include information on funding restrictions in order to allow an applicant to develop an application and budget consistent with program requirements. Examples are whether construction is an allowable activity, if there are any limitations on direct costs such as foreign travel or equipment purchases, and if there are any limits on indirect costs (or facilities and administrative costs). You also must tell applicants if awards will not allow reimbursement of pre-award costs.

6. *Other Submission Requirements—Required.* This section must address any other submission requirements not included in the other paragraphs of this section. This might include the format of submission, *i.e.*, paper or electronic, for each type of required submission. Applicants should not be required to submit in more than one format and this section should indicate whether they may choose whether to submit applications in hard copy or electronically, may submit only in hard copy, or may submit only electronically.

This section also must indicate where applications (and any pre-applications) must be submitted if sent by postal mail, electronic means, or hand-delivery. For postal mail submission, this should include the name of

an office, official, individual or function (*e.g.*, application receipt center) and a complete mailing address. For electronic submission, this should include the URL or e-mail address; whether a password(s) is required; whether particular software or other electronic capabilities are required; what to do in the event of system problems and a point of contact that will be available in the event the applicant experiences technical difficulties.*

V. Application Review Information

1. *Criteria—Required.* This section must address the criteria that your agency will use to evaluate applications. This includes the merit and other review criteria that evaluators will use to judge applications, including any statutory, regulatory, or other preferences (*e.g.*, minority status or Native American tribal preferences) that will be applied in the review process. These criteria are distinct from eligibility criteria that are addressed before an application is accepted for review and any program policy or other factors that are applied during the selection process, after the review process is completed. The intent is to give applicants visibility into the evaluation process so that they can make informed decisions when preparing their applications and so that the process is as fair and equitable as possible.

The announcement should clearly describe all criteria, including any sub-criteria. If criteria vary in importance, the announcement should specify the relative percentages, weights, or other means used to distinguish among them. For statutory, regulatory, or other preferences, the announcement should provide a detailed explanation of those preferences with an explicit indication of their effect (*e.g.*, whether they result in additional points being assigned).

If an applicant's proposed cost sharing will be considered in the review process (as opposed to being an eligibility criterion described in Section III.2), the announcement must specifically address how it will be considered (*e.g.*, to assign a certain number of additional points to applicants who offer cost sharing, or to break ties among applications with equivalent scores after evaluation against all other factors). If cost sharing will not be considered in the evaluation, the announcement should say so, so that there is no ambiguity for potential applicants. Vague statements that cost sharing is encouraged, without clarification as to what that means, are unhelpful to applicants. It also is important that the announcement be clear about any restrictions on the types of cost (*e.g.*, in-kind contributions) that are acceptable as cost sharing.

2. *Review and Selection Process—Required.* This section may vary in the level of detail provided. The announcement must list any program policy or other factors or elements, other than merit criteria, that the selecting official may use in selecting applications for award (*e.g.*, geographical dispersion, program balance, or diversity).

You also may include other details you deem appropriate. For example, this section may indicate who is responsible for evaluation against the merit criteria (*e.g.*, peers external to the agency or Federal agency personnel) and/or who makes the final selections for award. If you have a multi-phase review process (*e.g.*, an external panel advising internal agency personnel who make final recommendations to the deciding official), you may describe the phases. You also may include: the number of people on an evaluation panel and how it operates, the way reviewers are selected, reviewer qualifications, and the way that

conflicts of interest are avoided. In addition, if you permit applicants to nominate suggested reviewers of their applications or suggest those they feel may be inappropriate due to a conflict of interest, that information should be included in this section.

3. *Anticipated Announcement and Award Dates—Optional.* This section is intended to provide applicants with information they can use for planning purposes. If there is a single application deadline followed by the simultaneous review of all applications, the agency can include in this section information about the anticipated dates for announcing or notifying successful and unsuccessful applicants and for having awards in place. If applications are received and evaluated on a "rolling" basis at different times during an extended period, it may be appropriate to give applicants an estimate of the time needed to process an application and notify the applicant of the agency's decision.

VI. Award Administration Information

1. *Award Notices—Required.* This section must address what a successful applicant can expect to receive following selection. If your practice is to provide a separate notice stating that an application has been selected before you actually make the award, this section would be the place to indicate that the letter is not an authorization to begin performance (to the extent that you allow charging to awards of pre-award costs at the recipient's own risk). This section should indicate that the notice of award signed by the grants officer (or equivalent) is the authorizing document, and whether it is provided through postal mail or by electronic means and to whom. It also may address the timing, form, and content of notifications to unsuccessful applicants.

2. *Administrative and National Policy Requirements—Required.* This section must identify the usual administrative and national policy requirements your agency's awards may include. Providing this information lets a potential applicant identify any requirements with which it would have difficulty complying if its application is successful. In those cases, early notification about the requirements allows the potential applicant to decide not to apply or to take needed actions before award. The announcement need not include all of the award terms and conditions, but may refer to a document (with information about how to obtain it) or Internet site* where applicants can see the terms and conditions.

If this funding opportunity will lead to awards with some special terms and conditions that differ from your agency's usual (sometimes called "general") terms and conditions, this section should highlight those special terms and conditions. Doing so will alert applicants who have received awards from your agency previously and might not otherwise expect different terms and conditions. For the same reason, you should inform potential applicants about special requirements that could apply to particular awards after review of applications and other information, based on the particular circumstances of the effort to be supported (e.g., if human subjects were to be

involved or if some situations may justify special terms on intellectual property, data sharing or security requirements).

3. *Reporting—Required.* This section must include general information about the type (e.g., financial or performance), frequency, and means of submission (paper or electronic) of post-award reporting requirements. Highlight any special reporting requirements for awards under this funding opportunity that differ (e.g., by report type, frequency, form/format, or circumstances for use) from what your agency's awards usually require.

VII. Agency Contact(s)—Required

You must give potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open. The intent of this requirement is to be as helpful as possible to potential applicants, so you should consider approaches such as giving:

- Points of contact who may be reached in multiple ways (e.g., by telephone, FAX, and/or e-mail, as well as regular mail).
- A fax or e-mail address that multiple people access, so that someone will respond even if others are unexpectedly absent during critical periods.
- Different contacts for distinct kinds of help (e.g., one for questions of programmatic content and a second for administrative questions).

VIII. Other Information—Optional

This section may include any additional information that will assist a potential applicant. For example, the section might:

- Indicate whether this is a new program or a one-time initiative.
- Mention related programs or other upcoming or ongoing agency funding opportunities for similar activities.
- Include Internet addresses for agency Web sites that may be useful to an applicant in understanding the program (NOTE: you should make certain that any Internet sites are current and accessible).*
- Alert applicants to the need to identify proprietary information and inform them about the way the agency will handle it.
- Include certain routine notices to applicants (e.g., that the Government is not obligated to make any award as a result of the announcement or that only grants officers can bind the Government to the expenditure of funds).

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BILLING CODE 3110-01-P

* With respect to electronic methods for providing information about funding opportunities or accepting applicants' submissions of information, each agency is responsible for compliance with Section 508 of the Rehabilitation Act of 1973, as amended by the Workforce Investment Act of 1998.

OFFICE OF MANAGEMENT AND BUDGET

Standard Data Elements for Electronically Posting Synopses of Federal Agencies' Financial Assistance Program Announcements at Grants.gov FIND

AGENCY: Office of Management and Budget.

ACTION: Notice of standard data elements.

SUMMARY: The Office of Federal Financial Management (OFFM) is establishing a government-wide standard set of data elements for Federal agencies to use to electronically post, at Grants.gov FIND, synopses of announcements of funding opportunities under programs that award discretionary grants or cooperative agreements. The data elements are designed to give potential applicants: (1) Enough information about each funding opportunity to decide whether they are interested enough to look at the full announcement, which contains the detailed information they need to decide whether they wish to apply; and (2) a way to get the full announcement electronically (either directly at Grants.gov FIND or through an electronic link to another Internet site). The Federal awarding agencies jointly developed these Grants.gov FIND data elements as one part of the interagency grants streamlining effort under the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107).

FOR FURTHER INFORMATION CONTACT: Elizabeth Phillips, Office of Federal Financial Management, Office of Management and Budget, 725 17th Street, NW., Washington, DC 20503; telephone 202-395-3053; fax 202-395-3952; e-mail ephillip@omb.eop.gov.

SUPPLEMENTARY INFORMATION:

I. Background

In a Federal Register notice on August 12, 2002 (67 FR 52555), the Office of Management and Budget (OMB) proposed standard data elements for Grants.gov FIND posting of Federal funding opportunities leading to the award of grants, cooperative agreements, and other financial assistance instruments. Grants.gov FIND is modeled after FedBizOpps, an Internet site established by the General Services Administration, as the single site for giving the public access to relevant information about procurement contract opportunities that exceed \$25,000. Many of the proposed data elements

have been part of a pilot test for Grants.gov FIND, which is to serve as a single site where Federal agencies will post electronic synopses of opportunities for financial assistance awards. That function is expected to be fully operational by October 1, 2003. In response to the **Federal Register** notice, OMB received comments from 22 entities: Two State governments, two local governments; four universities; a group of universities that participate with Federal agencies in a demonstration program on research administration; one organization representing non-profit entities; two non-profit organizations; three for-profit organizations; and seven Federal agencies. All comments were considered in developing the final data elements.

We will continue to consider some of the comments separately from this notice because they address issues that are beyond the scope of the proposed data elements. Some of the comments (e.g., the general ability of the public to access the Internet) relate broadly to all of the E-Government initiatives of the President's Management Agenda (of which E-Grants is one) and will be considered in that context. Other comments relate more specifically either to the E-Grants initiative's policies for, or design of, the Grants.gov FIND site. We and the E-Grants Program Management Office will address the policy issues as we establish the requirement for agencies to use the Grants.gov FIND site. We will consider comments related to system design (e.g., what search capabilities the system will have) as the E-Grants Program Management Office finalizes the design of the initial system or makes plans for future enhancements. Some of these comments may be addressed in a limited way in this notice, to the extent that they relate to other comments within the scope of the proposal.

In addition to changes we made in response to comments on the proposed data elements, we made two other significant changes. First, we added a data element for "Announcement Type" that an agency will use to indicate whether the Grants.gov FIND synopsis relates to a new announcement or to a modification of one that the agency issued previously. Second, we eliminated the data element for "type of help available from Federal agency contact," because we believe that the name of the data element "Federal agency contact for electronic access problems" is self-explanatory.

The following sections present a summary of the major comments grouped by subject and our responses to

them. Changes to the Grants.gov FIND data elements are discussed in the responses to the comments.

II. Comments and Responses

A. General

Comment: One commenter asked us to clarify the relationship of Grants.gov FIND to the **Federal Register**. For example, the commenter asked if every announcement published in the **Federal Register** would also appear at Grants.gov FIND and vice versa.

Response: Grants.gov FIND and the **Federal Register** are complementary. Grants.gov FIND's primary purposes are to provide: (1) A synopsis of each funding opportunity, the minimum information people need in order to quickly decide whether they want to review the full announcement for that opportunity; and (2) a way to access the full announcement electronically. The **Federal Register** is one place an agency may locate the full announcement to which the synopsis links electronically.

It is our expectation that, with few exceptions, announcements of opportunities published in the **Federal Register** will appear in Grants.gov FIND. Whether a given opportunity that is synopsized at Grants.gov FIND will have its full announcement published in the **Federal Register** is a question for agencies and their program offices. Other locations they could consider include the agency's own or an alternative Internet location.

Comment: Twelve commenters suggested additional data elements, including: A point of contact for programmatic information; if collaboration is required; the population to be served; any geographic restrictions; the countries eligible to be beneficiaries; the source of funding; whether the opportunity is new; whether there are mandatory outcomes or performance standards; whether there are any special security requirements; any limit on the number of applications an organization may submit; the anticipated number of awards; the duration of awards; anticipated award amounts (suggestions included a range; upper and lower limits; or information on awards in various subranges, such as between \$100,000 and \$500,000); if matching is required; and, if so, whether matching may be either in cash or in-kind and at what percentage of the award amount.

Response: Agree in part. The proposal already included two of the suggested elements—whether cost sharing is required and the funding agency. Grants.gov FIND should provide the minimum summary information that

potential applicants need to quickly decide whether they want to read the full announcement. As we reviewed the other suggested data elements, we considered that factor and also whether abbreviated synopsis information would be useful or could instead mislead potential applicants. Based on that analysis, we added two required data elements—any ceiling setting a maximum amount for an individual award; and any floor setting a minimum amount for an individual award. We also added two optional data elements for the estimated total program funding and expected number of awards, with a policy statement encouraging a funding agency to provide this information whenever it is possible to do so. The funding agency may include the other suggested information, and an appropriate level of additional detail, in the full announcement for the funding opportunity.

Comment: Two commenters suggested that information at Grants.gov FIND be harmonized in content and sequential order with the overview section of the standard format that we proposed for full announcements of funding opportunities (a notice at 67 FR 52548, immediately preceding the August 12, 2002, notice on the proposed Grants.gov FIND data elements).

Response: Agree in part. To the extent that the same or similar data elements appear in Grants.gov FIND and the overview portion of the full announcement, we revised the announcement overview data elements to ensure substantive consistency with Grants.gov FIND and the same sequential order. However, it is important to note that Grants.gov FIND and the overview portion of the full announcement serve different purposes and all of the information elements should not be identical. Grants.gov FIND is intended to provide sufficient information to allow a potential applicant to decide whether to read the full announcement. A full announcement's overview section provides additional, more detailed information for people who have decided to review the announcement and who may be preparing applications.

B. Specific Data Elements

Comment: One commenter asked where to find the issuing Federal agency's name.

Response: The proposed data elements included the Federal agency name within the element entitled "Federal agency mailing address." The final set of data elements has an element entitled "Federal agency name" (see response to next comment).

Comment: Three commenters suggested alternative approaches for the Federal agency mailing and e-mail addresses. One questioned why the mailing address was needed in the Grants.gov FIND synopsis. Another asked for the complete postal mailing address, e-mail address, and telephone and fax numbers. The third asked that more than one Federal agency e-mail contact be allowed.

Response: We agree in part. We changed "Federal agency mailing address" to "Federal agency name." Given that the purposes of Grants.gov FIND are to provide sufficient information to allow a potential applicant to decide whether to review the full announcement and to provide a link to that announcement, the only reason that potential applicants should need to contact the agency after reviewing the Grants.gov FIND synopsis is if they are having difficulty with the electronic link to the full announcement. The proposal included data elements for that purpose, including the name of a Webmaster or other technical point of contact (called "Federal agency contact for electronic access problems") and his or her e-mail address (called "Federal agency contact e-mail address"). Other than that, potential applicants should not need to contact the agency before reading the announcement, where they will find points of contact for programmatic or award administration information.

Comment: Two commenters asked why the data elements allowed more than one Federal agency contact name for help with electronic access problems, but only one e-mail address. One commenter saw this as an inconsistency. The second commenter suggested that each name be associated with an e-mail address and the type of help available. In addition, this commenter asked that alternate contact information, such as a telephone number, be provided for those without e-mail.

Response: No change. "Help desk" activities for computer hardware or software system problems generally flow through a single, central e-mail address accessible by several people rather than through individual e-mail accounts. Therefore, agencies are given the option to provide names of multiple individuals at that e-mail address in order to provide the public with needed service. We did add, as suggested, a telephone number for contacting the agency for electronic access problems.

Comment: One commenter expressed concern that the requirement to provide a Catalog of Federal Domestic Assistance (CFDA) number in the

Grants.gov FIND synopsis would prevent agencies from listing international funding opportunities. The commenter asked that an additional or alternative system be used that would include international opportunities.

Response: We revised the guidance for the CFDA data element to permit an agency to post funding opportunities under programs that are not listed in the CFDA. However, doing so does not create a requirement for agencies to post international funding opportunities at Grants.gov FIND. The types of agency programs and opportunities that will be subject to the posting requirement is an issue to be resolved during the development of the Grants.gov FIND policy document.

Comment: Two commenters requested expansion of the "Funding instrument types" category. One commenter suggested that it would be helpful for potential applicants to know if the intended instrument is a discretionary or formula grant. That commenter also indicated that if an agency selects "Other," there should be a text field to describe the meaning of "Other." The second commenter requested that we explicitly include types of assistance instruments beyond those already specified.

Response: No change. With respect to the comment about formula grants (which can be discretionary or mandatory), if the Grants.gov FIND policy document applies the posting requirement to formula grant opportunities, the Grants.gov FIND user should be able to distinguish formula programs through other data elements (e.g., the funding opportunity title and description, as well as the link to additional program information through the CFDA Number). With respect to a text field to describe what is in "other," the use of instruments other than "standard" grants, cooperative agreements, or procurement contracts currently is limited to certain agencies and programs with special authorities. We believe it is best for the reader to consult the full announcement for the funding opportunity to learn details about any additional instruments.

Comment: Seven commenters indicated that the "categories of funding activity" were too broad and did not adequately represent the specific aspects of many Federal programs. Several of them asked that we consider using keywords to facilitate the search with more specificity than allowed by the proposed categories. One commenter suggested that we include a text field where an agency selecting "Other" could provide further information.

Response: Agree in part. We adopted the suggestion to require any agency choosing the "Other" category to use the accompanying text box to provide additional explanation. We did not create more specific categories of funding activity. The categories in the proposed data elements, which closely mirror the categories in the CFDA, are intended only to provide an initial "filter" to narrow the field of opportunities to match the user's interests. It is unlikely that a fixed set of categories or keywords could cover the very broad spectrum of Federal activities and still have the necessary degree of specificity to let a user search and find only opportunities in a specific interest area. Current plans for Grants.gov FIND are to have a full-text search capability and electronic announcements would be similarly searchable. Nonetheless, we will continue to consider keyword searches for possible use in the future.

Comment: One commenter suggested the guidance for the "categories of funding activity" encourage agencies to use as many categories as feasible to adequately characterize the program.

Response: No change. The guidance for this data element already indicates that the agency may list as many as needed.

Comment: Eight commenters asked for additions or changes to the proposed categories of eligible applicants. One commenter suggested adding a separate category for non-profits that do not have 501(c)(3) status under the Internal Revenue Service (IRS) code. Another commenter recommended including an "Other" category and accompanying text field that would allow agencies to provide more specific information about eligible applicant categories than the standard list allowed. Other commenters addressed the need for greater specificity in the categories and/or requested a variety of additions.

Response: Agree in part. We changed the proposed category of "Non-profits other than institutions of higher education [includes community action agencies and other organizations having a 501(c)(3) status with the IRS]" to "Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education"; and added a new category for "non-profits that do not have 501(c)(3) status with the IRS, other than institutions of higher education." We changed "All others (e.g., U.S. Federal or foreign governmental entities and non-profits that do not have a 501(c)(3) status with the IRS)" to "Other" and added a text field that is required if "Other" is selected. We also changed "Unrestricted (i.e., open to any

type of entity below)" to "Unrestricted (i.e., open to any type of entity below), subject to any clarification in the text field entitled 'Additional information on eligibility.'" We did not otherwise revise the proposed categories to provide greater specificity, which appropriately is found in the full announcement.

Comment: Three commenters recommended changes to the data element entitled "cost-sharing requirement." One commenter suggested that non-profit organizations may be confused by the term "cost sharing" and that the term "local match" would be better. The second commenter asked that the level of cost sharing be included if cost sharing applies. The third commenter offered that the field should be expanded to include the type of cost-sharing.

Response: In response to the first comment, we expanded the term "cost sharing requirement" to "cost sharing or matching requirement," terminology currently used in OMB Circulars A-102 and A-110, the circulars containing the government-wide guidance on this subject for awards to States, local and tribal governments, institutions of higher education, and other nonprofit organizations. We similarly changed the title of the cost sharing section in the format for the full announcement of the

funding opportunity (see the **Federal Register** notice accompanying this one)—we expect that each program office, in the full text of that section, will use the term that conforms best with what is predominately used by their communities of potential applicants.

We did not expand this Grants.gov FIND data element to address the level or type of cost sharing. It is not essential that people have those details before deciding whether to review the full announcement. Moreover, as indicated in a response to a previous comment, additional information in a Grants.gov FIND data element necessarily is less detailed than an explanation in a full announcement and therefore could mislead potential applicants.

Comment: One commenter asked that we clarify that the "due date for applications" data element includes due dates for letters of intent or pre-proposals.

Response: Agree. We changed the description of this element to state that the pre-application due date must be provided if a pre-application is required in order to submit an application.

Comment: One commenter asked why the description of the data element "Date of Grants.gov FIND posting" said that an agency might post a synopsis to Grants.gov FIND after **Federal Register**

publication of the full announcement. The commenter suggested that it would be in the spirit of Grants.gov FIND to have the synopsis posted there as soon as available.

Response: No change. Ideally, one could post a Grants.gov FIND synopsis simultaneously with issuing the full announcement (which could be in the electronic **Federal Register** or at an Internet site the agency selects), so that information in the Grants.gov FIND synopsis would let a user immediately find the announcement as soon as both are posted. However, perfect synchronization is not practical because one agency activates the synopsis and another usually issues the full announcement. The language in the proposal therefore recognizes that an agency might send the synopsis to Grants.gov FIND and ask that they build in a small delay before posting it, to ensure that the full announcement is available electronically as soon as the Grants.gov FIND synopsis appears. Doing so can avoid unnecessary frustration for Grants.gov FIND users, as well as trouble reports and questions to agency officials.

Dated: June 17, 2003.

Linda M. Springer,
Controller.

Data element	Description	Is agency input required?
Federal agency user identification	User ID of Federal agency representative who is authorized to post information to the Grants.gov FIND site.	One entry required.
Federal agency user password	Password of Federal agency representative who is authorized to post information to the Grants.gov FIND site.	One entry required.
Announcement type	Type of announcement to which the synopsis relates: Initial announcement. Modification to previously issued announcement.	One entry required.
Funding opportunity title	The Federal agency's title for the funding opportunity (including program subcomponent names, as the agency deems appropriate).	One entry required.
Funding opportunity number	The number, if any, that the Federal agency assigns to its announcement. For a modification of a previously issued announcement, use the funding opportunity number of that earlier announcement.	Optional for initial announcement if you give no number, Grants.gov FIND will assign one. Agency input is required for modification.
Catalog of Federal Domestic Assistance (CFDA) number(s).	Number(s) of the CFDA listing(s) for program(s) included in the announcement (e.g., 12.300).	At least one entry required (may list more than one) if the Federal agency is subject to the requirement in 31 U.S.C. chapter 61 to report to the CFDA. Federal agencies that have programs that are not domestic assistance, and therefore are not listed in the CFDA, may arrange with Grants.gov FIND to insert an alternative number that will allow listing of the funding opportunity.
Federal agency name	Name of the Federal organization responsible for the announcement, including agency name and, as applicable, specific subcomponent (e.g., department, bureau, directorate, or division).	Optional. If you give no office name, Grants.gov FIND will insert the office name you gave when you initially registered and got your user ID and password.

Data element	Description	Is agency input required?
Federal agency contact for electronic access problems.	Should list name of person (e.g., webmaster) to whom potential applicants should refer questions if they cannot link from Grants.gov FIND to the full announcement (this person is distinct from programmatic and other agency contacts who are listed in the full announcement).	At least one entry required. May list more than one.
E-mail address for Federal agency contact for electronic access problems.	E-mail address of Federal agency contact who can help with electronic access problems.	Required. May list only one.
Telephone number for Federal agency contact for electronic access problems.	Telephone number of Federal agency contact who can help with electronic access problems.	Required. May list only one.
Funding opportunity description	A concise description of the funding opportunity, designed to contain sufficient information for potential applicants to decide whether they are interested enough to read the full announcement.	Required.
Funding instrument types	Types of instruments that may be awarded (codes provided for system-to-system interface): Grant (G) Cooperative Agreement (CA) Procurement Contract (PC) Other (O) Note that if your announcement states that you may award procurement contracts, as well as assistance instruments, the announcement must be posted to both the procurement and assistance modules of Grants.gov FIND.	Required. Select all that apply (up to 4 codes).
Category of funding activity	Designed to allow potential applicants to narrow their searches to programs in CFDA categories of interest to them. Note that the terms are defined in the CFDA. List all categories that apply (codes provided for system-to-system interface): Agriculture (AG) Arts (AR—see "Cultural Affairs" in the CFDA) Business and Commerce (BC) Community Development (CD) Consumer Protection (CP) Disaster Prevention and Relief (DPR) Education (ED) Employment, Labor and Training (ELT) Energy (EN) Environment (ENV) Food and Nutrition (FN) Health (HL) Housing (HO) Humanities (HU—see "Cultural Affairs" in the CFDA) Income Security and Social Services (ISS) Information and Statistics (IS) Law, Justice and Legal Services (LJL) Natural Resources (NR) Regional Development (RD) Science and Technology and other Research and Development (ST) Transportation (T) Other (O—see text field entitled "Explanation of other category of funding activity" for clarification.)	At least one required and may list as many as needed. There is no default value. If the category of funding activity does not clearly fit in any other listed category, must select "Other."
Explanation of "other" category of funding activity.	A text description of what other category or categories of activity are eligible for support under the funding opportunity.	Required if an agency selects "other" as a category of funding activity, either by itself or in combination with one or more other categories.
Estimated total program funding	The total amount of funding the agency expects to make available for awards under this announcement.	Optional. Default, if agency provides no input, is "not available." However, as a matter of Government-wide policy, agencies are strongly encouraged to provide this information whenever possible.
Expected number of awards	The number of individual awards the agency expects to make under this announcement.	Optional. Default, if agency provides no input, is "not available." However, as a matter of Government-wide policy, agencies are strongly encouraged to provide this information whenever possible.
Ceiling, if any, on amount of individual award.	Any maximum dollar amount for an individual award under this announcement that the awarding agency will not exceed.	Required. Enter a number or "none."

Data element	Description	Is agency input required?
Floor, if any, on amount of individual award..	Any minimum dollar amount for an individual award under this announcement (<i>i.e.</i> , if the awarding agency will not make smaller awards under any circumstance).	Required. Enter a number or "none."
How to get full announcement	Hypertext stating where to get the full announcement. If it is available on the Internet, this field should include the descriptor that precedes the URL for the full announcement (<i>e.g.</i> , "Click on the following link to see the full text of the announcement for this funding opportunity:"	Required.
Electronic link to full announcement	The URL for the full announcement, unless the announcement is uploaded in Grants.gov FIND.	Agency input is optional because there will be no URL if the agency uploads the announcement in Grants.gov FIND and does not also post it on the Internet.
Eligible applicants	<p>Designed to help potential applicants narrow their searches to programs where they are most likely to be eligible, although they still must read the full announcement for details because eligibility may be further limited to certain subsets of applicants within the categories below (codes provided for system-to-system interface).</p> <p>99—Unrestricted (<i>i.e.</i>, open to any type of entity below), subject to any exceptions listed in the text field entitled "Additional information on eligibility"</p> <p>Government codes:</p> <p>00—State governments 01—County governments 02—City or township governments 04—Special district governments 05—Independent school districts 06—State controlled institutions of higher education 07—Native American tribal governments (Federally recognized) 08—Public housing authorities/Indian housing authorities</p> <p>Non-Government organizations:</p> <p>11—Native American tribal organizations (other than Federally recognized tribal governments) 12—Nonprofits with 501(c)(3) IRS status, other than institutions of higher education 13—Nonprofits without 501 (c)(3) IRS status, other than institutions of higher education 20—Private institutions of higher education 21—Individuals 22—For-profit organizations other than small businesses 23—Small businesses</p>	Required to either select "99" for unrestricted or select all others that apply.
Additional information on eligibility	Explanatory information to provide any needed clarification of the meaning of "unrestricted" (<i>e.g.</i> , all but foreign entities), to identify types of recipients meant by "all others," or to provide further information about limitations for any other categories (<i>e.g.</i> , for categories 6 and 20, a limitation to historically Black colleges and universities).	Required if agency selects either category 25 or category 99 in "eligible applicants" field. If agency selects category 99 and there are no further limitations, enter "no restrictions." Optional for additional information related to any category other than 99 or 25.
Cost sharing or matching requirement	Answer to question: Is cost sharing or matching required? (Y or N).	Required.
Due date for applications	Date when applications are due (or latest date when applications accepted, if announcement has multiple due dates or is a general announcement that is open for a specified period with applications accepted at any time during that period). Note: This field is to contain the date when pre-applications, rather than applications, are due if an applicant must submit a pre-application to be considered for an award.	Required if "Explanation of application due dates" field is not completed. Optional otherwise.

Data element	Description	Is agency input required?
Explanation of application due dates ...	Used by agencies wishing to post more information about due date(s) for potential applicants. For example, the field may be used to describe programs with multiple due dates or ones where applications are accepted, reviewed, and funded at any point within a broad time window. The field also may be used to add information about the time when applications are due (e.g., 5 p.m. EDT on the date given in the "Due date for applications" field).	Optional (note "Due date for applications" field is required if this "Explanation of application due dates" text field is not completed).
Date of Grants.gov FIND posting	Month, day, and year when the agency wants the synopsis posted on Grants.gov FIND (e.g., some agencies may build in delays to allow announcements to appear first in the Federal Register or at agency Internet sites. Format is MMDDCCYY).	Required.
Date for Grants.gov FIND to archive ...	Month, day, and year when the agency wants the synopsis archived. Format is MMDDCCYY.	Optional. Default, if agency provides no input, is 30 days after the date given in the "Due date for applications" field.

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OFFICE OF MANAGEMENT AND BUDGET

Office of Federal Financial Management; Government-Wide Guidance for Use of Grants.gov FIND To Post Funding Opportunity Announcement Synopses

AGENCY: Office of Federal Financial Management (OFFM), Office of Management and Budget (OMB), Executive Office of the President.

ACTION: Notice of proposed policy guidance for use of E-Grants FIND.

SUMMARY: OMB proposes to issue a policy directive requiring Federal agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements.

DATES: All comments on this proposal should be in writing, and must be received by July 23, 2003.

ADDRESSES: Due to potential delays in OMB's receipt and processing of mail sent through the U. S. Postal Service, we encourage respondents to submit comments electronically to ensure timely receipt. We cannot guarantee that comments mailed will be received before the comment closing date. Electronic mail comments may be submitted to: sswab@omb.eop.gov. Please include "Grants.gov FIND Policy Directive" in the subject line and the full body of your comments in the text of the electronic message and as an attachment. Please include your name, title, organization, postal address,

telephone number, and E-mail address in the text of the message. Comments may also be submitted via facsimile to 202-395-3952. Comments may be mailed to Sandra Swab, Office of Federal Financial Management, Office of Management and Budget, Room 6025, New Executive Office Building, 725 17th Street, NW., Washington, DC 20503.

FOR FURTHER INFORMATION CONTACT:

Sandra Swab, Office of Federal Financial Management, Office of Management and Budget, telephone 202-395-5642 (direct) or 202-395-3993 (main office) and e-mail: sswab@omb.eop.gov.

SUPPLEMENTARY INFORMATION:

This **Federal Register** document seeks public comment on a policy directive that requires Federal agencies to use the Grants.gov FIND module to electronically post synopses of funding opportunities under Federal financial assistance programs that award discretionary grants and cooperative agreements. The policy directive includes an attachment which contains the government-wide standard set of data elements to be used by Federal agencies in posting synopses at www.FedGrants.gov. These data elements were first proposed for public comment in a **Federal Register** notice on August 12, 2002, [67 FR 52555]. The consideration of comments OMB received in response to the **Federal Register** notice, and the final set of data elements is published as another notice in this section of today's **Federal Register**.

We welcome your input on any aspect of the proposal contained in this notice. Questions that you may wish to address include:

- Do you feel this policy is sufficient for getting agencies to post synopses of funding opportunities?
- Are there any shortcomings in either the posting or retrieving of synopses from the Grants.gov Web site?
- Is there additional instruction that should appear in the policy directive?

Dated: June 17, 2003.

Linda M. Springer,
Controller.

To the Heads of Executive Departments and Agencies

Subject: Requirement and Format for Federal Agencies to Post Synopses at FedGrants.gov.

1. *Purpose.* This policy directive establishes a government-wide requirement for Federal agencies to electronically post synopses of announcements of funding opportunities under financial assistance programs that award discretionary grants and cooperative agreements, using a standard set of data elements. The purpose of the data elements is to give potential applicants (1) enough information about the funding opportunity to decide whether they are interested enough to look at the full announcement; and (2) provide one or more ways (e.g., an Internet site, e-mail address or telephone number) to get the full announcement with the detailed information. The data elements are the government-wide standard developed for the hundreds of Federal programs that award discretionary grants and cooperative agreements.

2. *Authority.* The policy directive is part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107). This policy is also designed to further implement the Grants.gov initiative, one of the twenty-four electronic government (E-Gov) initiatives under the President's Management Agenda.

3. *Background.* Public Law 106-107 requires the Office of Management and Budget (OMB) to direct, coordinate, and assist Executive Branch departments and agencies in establishing an interagency process to streamline and simplify Federal