

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 (except at the recipient's own risk, to the extent that you allow charging to awards of pre-award costs). 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 Requirements—Required. This section should address the administrative requirements your agency's awards include, so that a potential applicant may 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 may wish to 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).

3. Reporting—Optional. If the funding opportunity may attract first-time applicants, it is helpful to include in this section some general information about the type (e.g., financial or performance), frequency, and means of submission (paper or electronic) of post-award reporting requirements, even if the details are included in the award terms and conditions.

You also should 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.

This section should clearly indicate whether any special reporting requirement is in addition to or in lieu of the usual reporting requirements.

#### 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

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.
- Let applicants know where the agency will post any subsequent amendments to the announcement, particularly if an alternative medium is used for that purpose.
- 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).

\*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.

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BILLING CODE 3110-01-P

## OFFICE OF MANAGEMENT AND BUDGET

### Standard Data Elements for Electronically Posting Synopses of Federal Agencies' Financial Assistance Program Announcements at FedBizOpps

**AGENCY:** Office of Management and Budget (OMB).

**ACTION:** Notice of proposed standard data elements.

**SUMMARY:** The Office of Federal Financial Management (OFFM) proposes to establish a standard set of data elements for Federal agencies to use to electronically post synopses of announcements of funding opportunities under programs that award discretionary grants or cooperative agreements. The purpose of the data elements would be to give potential applicants: (1) Enough information about each funding opportunity to decide whether they are interested enough to look at the full announcement; and (2) one or more ways (e.g., an Internet site, e-mail address or phone number) to get the full announcement with the detailed information they need to decide whether they wish to apply. The proposed data elements would be the government-wide standard set for the hundreds of Federal programs that award discretionary grants or cooperative agreements. The Federal awarding agencies jointly developed these proposed data elements as one part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107).

**DATES:** All comments on the proposed data elements should be in writing, and must be received by October 11, 2002.

**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: [ephillip@omb.eop.gov](mailto:ephillip@omb.eop.gov). Please include "FedBizOpps Data Elements Comments" in the subject line and put 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 Elizabeth Phillips, Office of

Federal Financial Management, Office of Management and Budget, Room 6025, New Executive Office Building, Washington, DC 20503.

**FOR FURTHER INFORMATION CONTACT:**

Elizabeth Phillips, Office of Federal Financial Management, Office of Management and Budget, telephone 202-395-3053 (direct) or 202-395-3993 (main office) and e-mail: [ephillip@omb.eop.gov](mailto:ephillip@omb.eop.gov)

**SUPPLEMENTARY INFORMATION:** To widely disseminate information about Federal funding opportunities more rapidly than was possible before the advent of electronic business practices, the General Services Administration has established the FedBizOpps Internet site ([www.FedBizOpps.gov](http://www.FedBizOpps.gov)). Federal agencies now use FedBizOpps as the single site for giving the public access to relevant information about procurement opportunities that exceed \$25,000, including procurement notices, solicitations, drawings, and amendments. In the future, the Federal agencies also will use the FedBizOpps site to post electronic synopses of funding opportunities leading to the award of grants, cooperative agreements, and other financial assistance instruments. This **Federal Register** announcement seeks public comment on the proposed data elements that Federal agencies would include in their synopses of those financial assistance funding opportunities.

These data elements and the posting of information at the FedBizOpps site address a need that non-Federal entities identified during the public consultation process mandated by Public Law 106-107. Commenters suggested the need for a single searchable Internet site for information about Federal agencies' funding opportunities, to reduce potential applicants' frustration with having to search multiple sites that individual Federal agencies configure in different ways. A standard data set and single site for synopses of announcements should help potential applicants easily and quickly find the key pieces of information they need about each funding opportunity to decide whether they wish to review the full announcement.

The Federal agencies selected the proposed data elements to enable you to do that and to use search criteria that would let you identify from the numerous funding opportunities posted at FedBizOpps at any given time the ones most likely to be of interest to you. For example, the proposed data elements will let you search using the name of a particular agency or the *Catalog of Federal Domestic Assistance* (CFDA) number for a particular program. You also may search by choosing a class or classes of activity, as defined in the CFDA, as well as limiting the search to programs open to certain types of entities (using categories of eligible applicants adapted from the Federal Assistance Awards Data System maintained by the Bureau of the Census at the Department of Commerce). You still would need to read the full announcement for the funding opportunities identified by your search, since the announcements provide much greater detail about each of the program's aspects (e.g., you might isolate programs that show the category of "State controlled institutions of higher education" as being eligible, but find in the full announcement that only selected types of those institutions, such as land-grant institutions, are eligible).

While some of the proposed data elements for financial assistance parallel those currently in FedBizOpps for synopses of procurement opportunities, others differ in ways that reflect differences between procurement and assistance. For example, the activity class codes for financial assistance opportunities are categories from the CFDA. In contrast, FedBizOpps synopses of procurement opportunities use supply code classifications that are appropriate for buying goods and services.

Many of the data elements proposed for FedBizOpps also are key information elements in the proposed standard format for financial assistance funding announcements (see related Notice in this section of the **Federal Register**). Examples are the CFDA number, eligible applicants, and cost-sharing requirements. Including these key elements responds to comments received from non-Federal entities through the public comment process under Public Law 106-107.

The proposed data elements also are designed to provide Federal agencies the flexibility to give you the needed information for programs that are designed to operate in different ways. For example, some programs have a single due date for applications. A numeric "application due date" field accommodates those programs, giving potential applicants concise information in a searchable field. Other programs, however, have announcements that remain open for extended periods; some have applications accepted and reviewed at multiple discrete points in time, while others will accept and review applications at any time during those periods. The proposed data elements include an application due date text field to let agencies give potential applicants clear and unambiguous information about those programs, in a way that the numeric field by itself would not support.

We welcome your input on any aspect of the data elements. Questions that you may wish to address include:

- Are the proposed data elements the essential ones that you need to help you quickly judge whether a funding opportunity is one for which you likely will want to read the full announcement? The intent is for the data elements to be the minimum set needed. That should allow potential applicants to more quickly see essential information, because they will not have to extract it from a larger data set that includes information they do not need until they are preparing and submitting an application. Those additional details are in the full announcement to which FedBizOpps provides electronic links. If you recommend adding or deleting any data elements, please explain why.

- Are the names of data elements and any terms used in describing them readily understandable? Are the terms generic enough to cover all programs and agencies in which you might have an interest? Do you have suggestions for alternate terms? Do you have suggestions for additional codes, such as those listed as choices for the data elements "category of funding activity" and "eligible applicants"?

Dated: July 31, 2002.

**Mark W. Everson,**  
Controller.

Data element	Description	Required?
Federal agency user identification .....	User ID of Federal agency representative who is authorized to post information to the FedBizOpps site.	One entry required.
Federal agency password .....	Password of Federal agency user representative who is authorized to post information to the FedBizOpps site.	One entry required.

Data element	Description	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.	Optional.
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 agency mailing address .....	Regular (United States Postal Service) mailing address of the Federal organization responsible for the announcement, including agency name and specific subcomponent (e.g., department, bureau, directorate, or division), street address, city, State, and zip code.	Optional. If you give no office name and address, FedBizOpps will insert the office name and address you gave when you initially registered and got your 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 FedBizOpps 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.
Type of help available from the Federal agency contact.	The hypertext description accompanying the Federal agency contact e-mail address, to describe types of problems or questions with which the agency contact may be able to provide assistance (e.g., "If you have problems linking to the full announcement, contact:").	Required. May list only one.
Federal agency contact e-mail address	E-mail address 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 .....	List codes for types of instruments that may be awarded: G = Grant CA = Cooperative Agreement PC = Procurement Contract O = Other 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 FedBizOpps.	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 codes that apply: AG = Agriculture AR = Arts (see "Cultural Affairs" in the CFDA) BC = Business and Commerce CD = Community Development CP = Consumer Protection DPR = Disaster Prevention and Relief ED = Education ELT = Employment, Labor and Training EN = Energy ENV = Environment FN = Food and Nutrition HL = Health HO = Housing HU = Humanities (see "Cultural Affairs" in the CFDA) ISS = Income Security and Social Services IS = Information and Statistics LJL = Law, Justice and Legal Services NR = Natural Resources RD = Regional Development ST = Science and Technology and other Research and Development T = Transportation O = Other	At least one required and may list as many as needed. There is no default value.

Data element	Description	Required?
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)..</p> <p>99 = Unrestricted (i.e., open to any type of entity below)</p> <p>Government codes:</p> <p>00 = State governments</p> <p>01 = County governments</p> <p>02 = City or township governments</p> <p>04 = Special district governments</p> <p>05 = Independent school districts</p> <p>06 = State controlled institutions of higher education</p> <p>07 = Native American tribal governments (Federally recognized)</p> <p>08 = Public housing authorities/Indian housing authorities</p> <p>Non-Government organizations:</p>	Required to either select "99" for unrestricted or select all others that apply.
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 ....	<p>The URL for the full announcement, if it is on the Internet.</p> <p>11 = Native American tribal organizations (other than Federally recognized tribal governments)</p> <p>12 = Nonprofits other than institutions of higher education [includes community action agencies and other organizations having a 501(c)(3) status with the IRS]</p> <p>20 = Private institutions of higher education</p> <p>21 = Individuals</p> <p>22 = For-profit organizations other than small businesses</p> <p>23 = Small businesses</p> <p>25 = All others [e.g., U.S. Federal or Foreign Governmental entities and nonprofits that do not have a 501(c)(3) status with the IRS]</p>	Optional.
Cost sharing requirement .....	Answer to question: is cost sharing 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).	Required if "Explanation of application due dates" field is not completed. Optional otherwise.
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., 5:00 p.m. EDT on the date given in the "Due date for applications" field).	Optional (note that "Due date for applications" field is required if this "Explanation of application due dates" text field is not completed).
Date of FedBizOpps posting .....	Month, day, and year when the agency wants the synopsis posted on FEDBizOpps (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 FedBizOpps 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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BILLING CODE 3110-01-P

## OFFICE OF MANAGEMENT AND BUDGET

### Cost Principles for Educational Institutions, for State, Local, and Indian Tribal Governments and for Non-Profit Organizations

**AGENCY:** Office of Management and Budget.

**ACTION:** Proposed revisions to Office of Management and Budget (OMB) cost principles' Circulars A-21, A-87, and A-122.

**SUMMARY:** OMB proposes to amend OMB cost principles A-21, A-87, and A-122. These changes are intended to further the objectives of Public Law (Pub. L.) 106-107, the Federal Financial Assistance Management Improvement Act. On May 18, 2001, agencies working with OMB published a plan to implement Pub. L. 106-107. The plan included a proposal to simplify the cost principles to make the descriptions of similar cost items consistent with one another where possible, thus reducing the possibility of misinterpretation.

**DATES:** All comments on this proposal should be in writing and must be received by October 11, 2002.

**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 comments may be submitted to: *hai\_m\_tran@omb.gov*. Please include "Cost Principles Revision Comments" in the subject line and put 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 202-395-4915.

Comments may be mailed to Gilbert Tran, Office of Federal Financial Management, Office of Management and Budget, Room 6025, New Executive Office Building, NW., Washington, DC 20503.

#### FOR FURTHER INFORMATION CONTACT:

Gilbert Tran, Office of Federal Financial Management, Office of Management and Budget, (202) 395-3052 (direct) or (202) 395-3993 (main office) and e-mail: *Hai\_M\_Tran@omb.eop.gov*.

#### SUPPLEMENTARY INFORMATION:

## Background

The Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107) provides both a mandate and a challenge for the administration of Federal financial assistance programs and activities. The purposes of Pub. L. 106-107 are to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering the services. Federal financial assistance includes grants, cooperative agreements, loans, loan guarantees, scholarships, and other forms of assistance.

The grant and cooperative agreement portion of that enterprise, commonly referred to as "grants," involves more than 600 programs and their subprograms, with awards of more than \$325 billion a year administered by 26 Federal agencies. Grant programs stimulate or support public purposes in areas such as health, social services, law enforcement, agriculture, housing, community and regional development, economic development, education and training, and national security. Many of these programs require complex arrangements, such as intergovernmental coordination or public-private partnerships, to coordinate and deliver the needed services. Among the recipient constituencies are State, local, and Native American tribal governments, public housing authorities and resident organizations, and private, non-profit organizations, including institutions of higher education. The funding mechanisms for these programs include mandatory grants, such as formula and block grants, and discretionary grants and cooperative agreements in support of specific programs or projects.

Public Law 106-107 states that some Federal administrative requirements are duplicative, burdensome, and conflicting, sometimes impeding cost-effective delivery of services at the local level. Grant recipients deal with increasingly complex problems that require the delivery and coordination of many kinds of services. Their need to respond to numerous Federal grant administration requirements only adds to that complexity.

## Implementation of Public Law 106-107

The Director of OMB partnered with the Department of Health and Human Services (HHS) and the former Grants Management Committee (GMC) of the

Chief Financial Officers Council to coordinate and oversee the government-wide implementation of Pub. L. 106-107. Five interagency groups were established to implement the steps laid out in the plan that was submitted to Congress and OMB on May 18, 2001.

The General Policy and Oversight group provides detailed oversight of the other work groups' planning and implementation efforts and is examining broad issues. Three groups represent various parts of the grant life cycle: Pre-Award; Post-Award; and Audit Oversight. The Electronic Processing group supports the development of an electronic option for application for and reporting of grants.

The Post-Award group includes a cost consistency sub-group charged with reviewing the cost principles in OMB Circulars A-21, A-87, and A-122 to ensure they are current, consistent, and appropriate for covered recipients. The sub-group's objectives are to make the descriptions of similar cost items consistent, where possible, and reduce the possibility of misinterpretation by clarifying existing policies. The sub-group's mission did not include adding restrictions or modifying current requirements.

The three OMB's cost circulars established government-wide principles for costs incurred under Federal awards (Circulars A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local and Indian Tribal Governments;" and A-122, "Cost Principles for Non-Profit Organizations"). These cost principles specify allowable and unallowable costs. The three circulars apply to different types of recipient entities and were developed accordingly. As a result, in a number of cases, similar cost items are described in varying terms. This can cause inconsistent interpretations by Federal staff, recipients, and auditors. Public comments indicate the need for language that is more consistent and for clarification regarding some aspects of the cost principles. Many Federal assistance grant programs require organizations that are subject to different cost circulars to work together in consortia to achieve the objectives of a grant program. It is important in these situations that, to the greatest extent possible, all participants in a consortium be subject to the same treatment for the same kinds of transactions.

The groups focused initially on the definitions in the circulars and the 30 cost items that appear in all three cost circulars. They drafted common descriptions for those cost items that should have similar treatment, but are