

Regulations Governing the Taking and Importing of Marine Mammals (50 CFR part 216), the Endangered Species Act of 1973, as amended (ESA; 16 U.S.C. 1531 *et seq.*), the regulations governing the taking, importing, and exporting of endangered fish and wildlife (50 CFR 222–226).

The applicant is requesting authorization to harass the following species of cetaceans annually, over a five year period: humpback whales (*Megaptera novaeangliae*), during aerial and vessel studies, including in-water work; and sperm whales (*Physeter macrocephalus*), fin whales (*Balaenoptera physalus*), spinner dolphins (*Stenella longirostris*), spotted dolphins (*Stenella attenuata*), striped dolphins (*Stenella coeruleoalba*), short-finned pilot whales (*Globicephala macrorhynchus*), bottlenose dolphins (*Tursiops truncatus*), melon-headed whales (*Peponocephala electra*), rough-toothed dolphins (*Steno bredanensis*), Blainville's beaked whales (*Mesoplodon densirostris*), Cuvier's beaked whales (*Ziphius cavirostris*), false killer whales (*Pseudorca crassidens*), Risso's dolphins (*Grampus griseus*), pygmy sperm whales (*Kogia spp.*), and dwarf sperm whales (*Kogia spp.*), during aerial surveys. The research will be carried out in waters surrounding all of the major Hawaiian Islands.

In compliance with the National Environmental Policy Act of 1969 (42 U.S.C. 4321 *et seq.*), an initial determination has been made that the activity proposed is categorically excluded from the requirement to prepare an environmental assessment or environmental impact statement.

Concurrent with the publication of this notice in the **Federal Register**, NMFS is forwarding copies of this application to the Marine Mammal Commission and its Committee of Scientific Advisors.

Dated: November 26, 1999.

Ann D. Terbush,

Chief, Permits and Documentation Division,
Office of Protected Resources, National
Marine Fisheries Service.

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BILLING CODE 3510–22–F

reports that it has submitted its Final Sequestration Report for Fiscal Year 2000 to the House of Representatives, the Senate, and the Office of Management and Budget.

Dan L. Crippen,

Director.

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BILLING CODE 99–0702–M

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Availability of Funds for National Providers of Training and Technical Assistance to Corporation for National and Community Service Programs

AGENCY: Corporation for National and Community Service.

ACTION: Notice of availability of funds.

SUMMARY: The Corporation for National and Community Service (Corporation) announces the availability of funds for organizations selected under this Notice to provide training and technical assistance to grantees and subgrantees supported by the Corporation in fiscal years 2000 and 2001 and up to two additional years depending upon need, quality of service and availability of funds. The maximum period of award is three years.

Training and technical assistance will be in the following areas:

1. National Service Program Management (up to \$850,000).
2. Leadership Development (up to \$425,000).
3. Training Design and Materials Development (up to \$250,000).
4. Evaluation (up to \$1,000,000).
5. Increasing Participation of Persons with Disabilities in National Service (up to \$500,000).

The award amounts are approximate and for the first year only and may change depending upon the availability of appropriations and the nature and scope of activities to be supported. An organization may apply to provide services in more than one category. A separate application is needed for each service category listed above.

Note: This is a notice for selection of organizations to provide training and technical assistance. This is not a notice for program grant proposals.

DATES: Proposals must be received by the Corporation by 3:00 p.m. Eastern time on January 18, 2000.

ADDRESSES: Submit proposals to the Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, DC 20525, Attention: Cathy Harrison, Room 9810.

FOR FURTHER INFORMATION CONTACT: Jim Ekstrom or Margie Legowski at the Corporation for National and Community Service, telephone (202) 606–5000, ext. 414, T.D.D. (202) 565–2799. This Notice is available on the Corporation's web site, <http://www.nationalservice.org/research>.

SUPPLEMENTARY INFORMATION:

I. Background

The Corporation for National and Community Service was established in 1993 to engage Americans of all ages and backgrounds in service to their communities. The Corporation's national and community service programs provide opportunities for participants to serve full-time and part-time, with or without stipend, as individuals or as part of a team. AmeriCorps*State, National, VISTA, and National Civilian Community Corps programs engage thousands of Americans on a full, or part-time basis, at over 1,000 locations to help communities meet their toughest challenges. Learn and Serve America integrates service into the academic life or experiences of nearly one million youth from kindergarten through higher education in all 50 states. The National Senior Service Corps utilizes the skills, talents and experience of over 500,000 older Americans to help make communities stronger, safer, healthier and smarter.

AmeriCorps*State and AmeriCorps*National programs, which involve over 40,000 Americans each year in results-driven community service, are grant programs managed by: (1) State commissions that select and oversee programs operated by local organizations; (2) national non-profit organizations that act as parent organizations for operating sites across the country; (3) Indian tribes; or (4) U.S. Territories. Learn and Serve America grants provide service-learning opportunities for youth through grants to state education agencies, community-based organizations, and higher education institutions and organizations. The National Senior Service Corps operates through grants to nearly 1,300 local organizations for the Retired and Senior Volunteer (RSVP), Foster Grandparent (FGP) and Senior Companion (SCP) programs to provide service to their communities. For additional information on the national service programs supported by the Corporation, go to <http://www.nationalservice.org>.

In addition, the Corporation supports the AmeriCorps*VISTA (Volunteers in Service to America) and AmeriCorps*NCCC (National Civilian

CONGRESSIONAL BUDGET OFFICE

Notice of Transmittal of Final Sequestration Report for Fiscal Year 2000 to Congress and the Office of Management and Budget

Pursuant to Section 254(b) of the Balanced Budget and Emergency Deficit Control Act of 1985 (2 U.S.C. 904(b)), the Congressional Budget Office hereby

Community Corps) programs. More than 6,000 AmeriCorps*VISTA members develop grassroots programs, mobilize resources and build capacity for service across the nation. AmeriCorps*NCCC provides the opportunity for approximately 1,000 individuals between the ages of 18 and 24 to participate each year in ten-month residential programs located mainly on inactive military bases.

See "Glossary of Terms" in Section VI for additional information.

II. Eligibility

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

We will consider proposals from single applicants, applicants in partnership and applicants proposing other approaches to meeting the requirement we consider to be responsive to this Notice.

Organizations may apply to provide training and technical assistance in partnership with organizations seeking other Corporation funds. Based on previous training and technical assistance competitions and our estimate of potential applicants, we expect fewer than ten applications to be submitted in each area.

III. Period of Assistance and Other Conditions

A. Cooperative Agreements

Awards made under this Notice will be in the form of cooperative agreements. Administration of cooperative agreements is controlled by Corporation regulations, 45 CFR Part 2541 (for agreements with state and local government agencies) and 45 CFR Part 2543 (for agreements with institutions of higher education, non-profit organizations and other non-governmental organizations). The awardee must comply with reporting requirements, including submitting quarterly financial reports and quarterly progress reports linking progress on deliverables to expenditures.

B. Use of Materials

To ensure that materials generated for training and technical assistance purposes are available to the public and readily accessible to grantees and sub-

grantees, the Corporation retains royalty-free, non-exclusive, and irrevocable licenses to obtain, use, reproduce, publish, or disseminate products, including data produced under the agreement, and to authorize others to do so. The awardee will agree to make products available to the national service field as identified by the Corporation at no cost or at the cost of reproduction. All materials developed for the Corporation will be produced consistent with Corporation editorial and publication guidelines.

C. Time Frame

The Corporation expects that activities assisted under the agreements awarded through this Notice will commence on or about February 2000, following the conclusion of the selection and award process. The Corporation will make awards covering a period not to exceed three years. Applications must include a proposed budget and proposed activities for the entire award period. If the Corporation approves an application and enters into a multi-year award agreement, at the outset it will provide funding only for the first year of the award period as funds are made available by Congress. The Corporation has no obligation to provide additional funding in subsequent years. Funding for the second and third years of an award period is contingent upon satisfactory performance, the availability of funds and any other criteria established in the award agreement.

D. Legal Authority

Section 198 of the National and Community Service Act of 1990, as amended, 42 U.S.C. 12653, authorizes the Corporation to provide, directly or through contracts or cooperative agreements, training and technical assistance in support of activities under the national service laws.

IV. Scope of Training and Technical Assistance Activities to Be Supported

A. Tasks

Providers selected under this Notice are to provide training services, training curriculum development and dissemination, materials development and ongoing technical assistance to Corporation grantees and their sub-grantees. The Corporation requires all selected providers to integrate all of the deliverables and principles listed below into their service delivery.

1. Training and Technical Assistance Delivery Process

a. Systems

i. Using a template developed by the Corporation, track training and technical assistance requests, referrals and services provided.

ii. Develop a system for referring grantees to local content area experts who can provide member and volunteer training. This system should include the development and use of a database of content area training specialists and peer experts by county, state and region.

b. Audience and Outreach

i. Respond to ongoing requests for training and technical assistance from national service grantees, sub-grantees and Corporation staff.

ii. With guidance from the Corporation's Department of Evaluation and Effective Practices, develop and implement a plan to promote services to grantees, sub-grantees and Corporation staff.

iii. Develop and maintain a web-site of training and technical assistance resources and effective practices in a provider's area of specialization with links to national service sites, as directed by the Corporation.

iv. Work with the national service grantees and sub-grantees who request assistance to identify and clarify their needs and determine an appropriate service response.

c. Training Delivery

i. Prepare and deliver one and two-day customized training courses and training-of-trainer courses for 75-100 participants within each of the Corporation's five regions (referred to as "clusters"). The provider must undertake an assessment which identifies participants' skill levels, training delivery preferences, and program stream needs and assets before designing each course. Courses must reflect the findings of the assessment and the broad range of content and skill areas stated in Section IV B of this Notice. (Note: this does not apply to the Leadership Development provider.)

ii. Submit course outlines and descriptions to the Corporation for approval and inclusion in the Corporation's training and technical assistance resource guide which we will distribute to all national service grantees.

iii. Coordinate scheduling and training delivery with the provider's training and technical assistance officer at the Corporation first and then with area managers, and staffs of the state commissions, the state education

agencies, and the Corporation state offices where training events are to be held.

iv. Deliver training that is interactive, experiential, consistent with the principles of adult learning, and sensitive to program and audience diversity, skill level and learning style.

v. Submit training event dates to the National Service Resource Center for posting on its national training calendar.

vi. Ensure that all training and technical assistance is accessible to persons with disabilities as required by law to include the following:

—Notifying potential participants that reasonable accommodations will be provided upon request.

—Providing reasonable accommodations when requested to do so, including provision of sign language interpreters, special assistance, and documents in alternate formats.

—Using only accessible locations for training events.

vii. Deliver training that enhances the capacity of grantees to function independently and effectively, which includes, but is not limited to, the following:

—Using transfer-of-skills methods and train-the-trainer models in delivering services following guidelines provided by the Corporation.

—Providing structured opportunities for peer-to-peer assistance during and after all on-request and scheduled training events.

—Developing and disseminating training event packets that include the training agenda, script, handouts and list of training event participants.

—Including community partners in all aspects of the training event.

—Submitting training event packets to the Corporation for National Service (2 copies) and the National Service Resource Center (hard copy and electronic form) within 30 days of a training event.

d. Peer Assistance

i. Develop and manage a peer-to-peer system that uses staff of national service programs and others affiliated with national service programs and makes use of a full range of service delivery options, e.g., phone consultations, teleconferences, videoconferences and other electronic communication; materials' development and shipment; and site visits.

ii. Create and use a database of skilled content area peers by state and cluster.

iii. Document system's operation, including peer selection criteria, preparation process, and assignment procedure.

iv. Require that the peer prepare an after-action report outlining the issues addressed, actions taken, results achieved and follow-up actions required. Reports must be submitted in a timely manner with copies provided to all interested parties, including state commission staff and Corporation program officers.

v. Provide opportunities for peer assistance in scheduled and on-request training events.

e. Effective Practices

i. Research, identify, document and transmit effective tools and practices through all provider's training and technical assistance services.

ii. Submit effective tools and practices in stipulated format to the National Service Resource Center and, if appropriate, to the National Service-Learning Clearinghouse and encourage grantee use of same.

iii. Use technology as a creative and cost-effective tool for sharing effective practices with large numbers of grantees and subgrantees. Technology should be part of a training strategy that includes people to people contact.

iv. Develop and implement a dissemination plan for all materials (e.g., publications, videotapes, etc.) produced under this agreement.

2. Evaluation

a. Evaluation Plan

Develop and submit a plan for evaluating the impact of training and technical assistance services, particularly the impact of training events relative to each training event's objectives and the principles and deliverables of this Notice.

b. Evaluation Records

i. Conduct an assessment after each training and technical assistance event using an assessment instrument approved by the Corporation.

ii. Maintain records of these evaluations and provide them to the Corporation, or an authorized representative, upon request.

iii. Submit aggregate evaluation summaries of training-and-technical-assistance events' evaluations as part of the required quarterly report to the Corporation.

c. Independent Assessment

The Corporation may conduct an independent assessment of each provider's performance.

3. Reporting Requirements

a. Quarterly Reports

Submit a quarterly report that, at minimum, provides the information

below. The provider will develop the capacity to submit this information electronically.

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

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

iii. A description of the services provided to include:

(1) number of requests received by topic area and service stream.

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

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

(4) cost of each training event based on the direct costs to the provider.

(5) average cost per delivery mode (e.g., on-site consultations, conference calls, training events, and peer-to-peer interventions).

(6) client feedback on the services rendered (including the aggregate evaluation of each training event).

(7) problems encountered in delivering services with recommendations for correcting them.

(8) list of upcoming activities and events.

(9) recommended training and technical assistance focus areas as suggested by analyses of service activity and trends.

(10) discussion of developments that hindered, or may hinder, compliance with the cooperative agreement.

(11) list of materials that have been submitted to the National Service Resource Center.

b. Communication With Training and Technical Assistance Staff

With training and technical assistance officer, develop a plan for on-going communication with the Corporation regarding training and technical assistance activities and the needs of the field.

4. Other Requirements

a. Staff and Consultant Training

Train provider staff and consultants in the background, approach, vocabulary, assets, needs and objectives

of the Corporation and each of its program streams (National Senior Service Corps, Learn and Serve America, and AmeriCorps) and sub-streams (the Foster Grandparent, Senior Companion, and Retired and Senior Volunteer Programs; Learn and Serve America K-12 School- and Community-based Programs, Learn and Serve America Higher Education Programs; AmeriCorps*State and National Direct Programs, AmeriCorps*VISTA, and the AmeriCorps*National Civilian Community Corps).

b. Provider Meetings

Participate in the planning and implementation of national provider meetings and training events as requested by the Corporation.

c. Collaboration With Others

i. Collaborate in materials' development and training events organized by other providers or the Corporation, as requested.

ii. Share best practices with other providers through the training and technical assistance listserv and other mechanisms (e.g., the National Service-Learning Clearinghouse and the National Service Resource Center).

d. Use of Technology

Creatively and effectively use technology as a cost-effective strategy for reaching large numbers of grantees and subgrantees.

e. Accessible Materials

Provide training and technical assistance materials that are accessible to persons with disabilities, by using accessible technology, providing materials in alternate formats upon request, captioning videos and not using solely a non-voice-over format, and when indicating a telephone number, including a non-voice telephone alternative such as TDD or e-mail.

B. Training and Technical Assistance Categories

The Corporation will evaluate proposals in each of the five categories listed below. These categories were identified in 1999 through an assessment of the training and technical assistance needs of the Corporation's grantees and subgrantees. The funding ranges listed are approximate and reflect resource availability for the first year only.

1. National Service Program Management (up to \$850,000).

2. Leadership Development (up to \$425,000).

3. Training Design and Materials Development (up to \$250,000).

4. Evaluation (up to \$1,000,000).

5. Increasing Participation of Persons with Disabilities in National Service (up to \$500,000).

Specific requirements for each category follow:

1. National Service Program Management (up to \$850,000)

Background

National Service program directors handle a wide range of responsibilities including, but not limited to: (1) recruiting, training, and supervising their staff and the program's volunteers, participants, or students; (2) selecting and monitoring subgrantees; (3) training and managing subgrantee staff; (4) developing and maintaining sound financial and reporting systems; (5) effectively participating in "cross-stream" collaboration; (6) developing and maintaining community partnerships; (7) assessing subgrantees' and participants' assets and needs; and (8) measuring program impact. Levels of skill and expertise for all of these tasks vary from individual to individual—some program directors have been working in national service for years and others have just recently been hired. Resources vary from program to program and from state to state.

Services Needed

The provider in this category will deliver training and technical assistance specifically targeted to grantees and subgrantees on the "nuts and bolts" of managing national service programs and supervising national service program staff. The means for delivering services is expected to include at a minimum, training for grantee and subgrantee program staff, peer exchange among program staff and others (e.g., commissioners, board members), coaching through telephone consultation, and on-line assistance through individual e-mail, participation in listservs and information provided by web page.

The provider will work with the field to design, pilot and deliver basic and advanced curricula for inexperienced and experienced grantee and subgrantee program directors. Curricula will include, at a minimum, the following content areas: volunteer and participant recruitment, placement, retention and management (including requirements related to civil rights and placement); volunteer and participant development and training; recruitment, retention, training and supervision of staff (with particular attention to supervisory skills); program design, implementation and management; basic grant and

subgrant management (including civil rights compliance); multi-site program management; crew-based program management; strategies for working with community partners to develop programs that meet community needs; impact and outcome measurement; effective use of computers for program managers; development of effective grantee networks; strategies for working with other national service program streams; strategies for dealing with staff turnover.

The provider will also provide expert consultant services in a variety of program content areas including the environment, youth leadership, volunteer leadership, risk management and public safety.

The Corporation expects that the provider will provide training within the context of events sponsored by the Corporation's headquarters and field offices, by other national providers, or by state commissions (among other venues). When working with service-learning programs, the provider will be expected to collaborate with the Learn and Serve America Exchange.

Specific tasks include, but are not limited to the following:

Training

a. Design and deliver training in various settings and of various durations and levels of expertise. Such training may be organized by the provider in response to a request from a group of states or in the context of events organized by a single state commission or another provider or the Corporation.

b. At minimum, the provider must conduct or provide five regional training sessions (one in each of the Corporation's five clusters) and 50 state-based training sessions per year.

Technical Assistance

a. Provide, arrange for, or connect a minimum of 450 programs to information, training, and technical assistance in program management and organizational development. Peer assistance from other Corporation-funded programs is the preferred method of service delivery.

b. Provide technical assistance on-site, on-line and by telephone in the form of one-time or multiple interventions as required. At minimum, the provider must conduct 75 on-site technical assistance visits per year. The provider will prepare an after-action report outlining the issues addressed, actions taken, results achieved and follow-up actions required. Reports must be submitted within 30 days of visit with copies provided to all

interested parties including commission staff and Corporation program officers.

c. Organize and support a minimum of five (one per cluster) affinity groups (*i.e.*, groups of programs defined by their common focus or needs).

d. Collaborate with and broker services of other training and technical assistance providers (including the Learn and Serve America Exchange and the National Service-Learning Clearinghouse) to meet the needs of grantees and subgrantees.

e. Provide expert assistance in support of Corporation-funded national service programs as requested.

f. Develop training and technical assistance materials (e.g., resource lists, publications, training curricula, web-based documents, etc.) based on assessment of stream and substream needs and assets and that reflect effective practices in this training and technical assistance category. Prepare these materials in electronic format and submit them in prescribed format to the National Service Resource Center and to the National Service-Learning Clearinghouse, if appropriate.

2. Leadership Development (up to \$425,000)

Background

Leadership training for grantee and subgrantees is currently offered by the AmeriCorps Leaders and VISTA Leaders programs and by the National Service Leadership Institute (NSLI). NSLI and Leaders training events take place at various sites across the country. The provider hired under this category will work under the direction of the National Service Leadership Institute and in coordination with the AmeriCorps Leaders and AmeriCorps*VISTA Leaders programs in delivering the leadership training events available to national service program staff.

Services Needed

Under the direction of the National Service Leadership Institute and Leaders programs, the provider selected in this category will provide curricula design assistance, training delivery, technical consultation and support for the ongoing development of leadership skills of participants in national service programs, including 75 AmeriCorps Leaders and 75 VISTA Leaders. The provider must have the capability to provide logistical support for events ranging from 25–300 participants including providing materials, coordinating training logistics, and arranging for travel and other support services.

Specific tasks include, but are not limited to, the following:

Training

a. Deliver a minimum of six scheduled leadership development events annually. Tasks will include coordination with National Service Leadership Institute staff around the curriculum, training materials and training team; coordination with host agency in identifying the training site and providing logistical support to the event; providing trainers and faculty; and providing lodging and per diem for participants. Each event is estimated to involve up to 35 participants.

b. Deliver customized training in topics such as strategic leadership, change management and group facilitation or meeting management. Events will be one-three days in duration and based on existing National Service Leadership Institute curricula which can be customized to meet specific needs identified by staffs of state commissions, state offices, state education agencies or the Corporation. Events will be scheduled in association with a host agency. Tasks will include providing trainers, the training facility and logistical support to the event in coordination with the requesting organization. In FY2000, the provider is expected to deliver, at a minimum, 15 events of one-three days in duration.

c. Deliver approximately eight leadership development workshops within the context of other special events or conferences. Such workshops will be on topics in the National Service Leadership Institute curriculum, generally be of a half day or less and will be tailored to the needs of the requesting organization.

d. Under direction of the National Service Leadership Institute and in coordination with the directors of the various Leaders programs, provide trainers, materials, logistical support and follow-up for a total of three pre-service training (PST) events or in-service (IST) events each year for AmeriCorps, VISTA and NCCC Team Leaders. Fifty VISTA Leaders will participate for five days and 25 NCCC Leaders and 50 AmeriCorps Leaders will participate for 14 days. Curricula for these events will be customized for each audience and will include such skill areas as problem solving, making individual and group decisions, resolving conflict, dealing with diversity, and facilitating small and large group meetings.

Technical Assistance

a. Work with the National Service Leadership Institute to identify effective leadership development practices.

b. Provide consultation and group facilitation experts for meetings.

Generally, these meetings will be of one day or less. Ten such meetings will occur annually.

c. Develop curriculum and training for special audiences or targeted events. The provider must be capable of obtaining and supporting consultants with specialized skills to work on events of high priority to grantees. These activities will require collaboration and the ability to work with diverse groups. For example, working with the National Service Leadership Institute, the provider will develop and deliver a leadership track at the National Senior Service Corps Conference scheduled for June 2000. Other activities and events may be identified and funded throughout the term of the agreement, as the need and resources permit.

d. Provide on-line and telephone assistance as well as written resource materials to a minimum of 100 grantees or subgrantees.

e. Develop training and technical assistance materials (e.g., resource lists, publications, training curricula, web-based documents, etc) based on assessment of stream and substream needs and that reflect effective practices in this training and technical assistance category. Prepare and submit these materials in prescribed, electronic format to the National Service Resource Center and, if appropriate, to the National Service-Learning Clearinghouse.

3. Training Design and Materials Development (up to \$250,000)

Background

It is important for this provider to know that most national service training takes place at the local and state levels and that every national service grantee is responsible for training someone—subgrantees, members, volunteers, participants, teachers, or students, etc. Although some grantees are experienced in this area, many need help developing and implementing training plans and events that effectively meet the needs of their subgrantees or participants. In addition, most grantees handle training as one of many competing responsibilities and work with limited training funds.

Services Needed

The provider in this category will work with grantees in all streams and substreams of Corporation-funded programs to develop effective training plans and provide direct assistance in organizing and delivering training events. Particular emphasis will be placed on identifying and lining up

effective local and peer trainers for members.

When working with service-learning programs, the provider will be expected to collaborate with the Learn and Serve America Exchange.

Technical Assistance

a. Provide technical assistance to state commissions, state education agency staff and other Corporation-funded programs in the following areas:

(1) assessing trainees' needs and developing a systematic training plan; (2) designing effective training events (*i.e.*, assessing trainee needs and assets, setting training objectives and outcomes, identifying trainers, managing event logistics, developing training materials, preparing trainers prior to the event, and evaluating training events); (3) planning and facilitating large and small group meetings; (4) identifying local training resources (*e.g.*, trainers, training space, etc.); (5) using peer trainers effectively; (6) evaluating training events. The provider should budget for at least 12 consultancies of this type per year.

b. Provide telephone and on-line technical assistance to a minimum of 120 grantees or subgrantees.

c. Develop and maintain a network of geographically-dispersed expert resource people that includes staff from Corporation-funded programs.

d. Develop technical assistance materials (*e.g.*, resource lists, publications, assessment tools, model curricula, web-based documents, etc.) based on assessment of stream and substream needs and that reflect effective practices in this training and technical assistance category. Prepare these materials in a prescribed, electronic format and submit to the National Service Resource Center and, if appropriate, to the National Service-Learning Clearinghouse.

4. Evaluation (up to \$1,000,000)

Background

Programs funded by the Corporation must support and participate in program evaluation activities to meet grant requirements. The Corporation also encourages grantees to incorporate evaluation into program management and to view it as an effective tool to improve services, optimize results, and demonstrate the value of national service efforts. Although some grantees are experienced in evaluation, others have limited skills, knowledge, or resources in this area. The provider hired under this category will work with grantees to build their evaluation capacities.

Services Needed

The provider will deliver outcome evaluation related training and technical assistance to grantees and subgrantees in all streams and substreams of service, including AmeriCorps*State and National programs, AmeriCorps*VISTA, AmeriCorps*NCCC, Learn and Serve America K-12 and Higher Education, and the National Senior Service Corps. The primary means for delivering services is expected to be training for grantee and subgrantee staff at workshops or on-site, peer exchanges, development of materials, coaching through telephone consultation, presentations, publication of a newsletter, and maintenance of a resource library and web site for dissemination of training materials. The provider will be expected to work in collaboration with the Learn and Serve America Exchange when working with service-learning programs.

Specific tasks include, but are not limited to:

Training

a. Develop and disseminate training materials, evaluation tools, and literature, and maintain a resource library.

b. Plan and deliver a minimum of 40 training-of-trainer workshops on request during FY2000. The provider may organize such training events in response to requests from grantees, subgrantees or the Corporation. Workshops will be on evaluation topics tailored to the needs of the requesting organization and may vary in duration and complexity. In general, workshops will be at least one-half day or one day in duration.

c. Plan and deliver at least five (one for each cluster) regional workshops on basic and advanced evaluation topics addressing particular content areas or initiatives to a cross-stream audience. Workshops may vary between one-half and two days in duration.

Technical Assistance

a. Provide on-line or telephone assistance to a minimum of 450 grantees and subgrantees in all streams and substreams of service to build internal evaluation capacity that includes all of the following elements of the outcome evaluation process:

- i. outcome-oriented objectives for community service and service-learning.
- ii. capacity building, service-learning, and participant development.
- iii. development and implementation of evaluation plans, including the use of data collection tools and strategies to gather quantitative and qualitative data.

iv. data analysis procedures.

v. methods to report progress on intermediate outcomes and the long-term impact of service delivery that meet internal, programmatic needs for self-assessment, continuous improvement, or strategic planning, and satisfy the information needs of multiple stakeholders.

b. Develop the capacity of a minimum of 50 grantees and subgrantees to conduct or participate in program evaluations that assess the long-term impact of service on beneficiaries, participants, institutions, and communities (allowing for varying levels of complexity). Examples include determining impact on the following: academic performance and literacy; social and personal development; educational attitudes or attainment; civic responsibility; community organizations; public safety; environmental restoration; community infrastructure (*i.e.*, physical, informational, or institutional).

c. Provide on-site technical assistance to approximately 80 new or targeted grantees and subgrantees. On-site technical assistance will be at least two days in duration and must include a needs assessment prior to the visit and follow-up after the visit. With all forms of technical assistance delivered, the provider will submit after-visit or consultation reports, outlining the issues addressed, actions taken, results achieved, and follow-up actions required. Reports will be submitted to the Corporation within 30 days of the event or visit.

d. Develop and implement a peer exchange strategy or strategies for a minimum of 50 grantees and subgrantees who provide similar services, work with special needs populations, or form part of large-scale initiatives in order to develop, share, and utilize evaluation plans and data collection instruments that measure outcomes for beneficiaries, members, institutions, and communities.

e. Develop and maintain a network of geographically-dispersed expert resource people, including staff from Corporation-funded programs, that will assist all streams of service to sustain evaluation capacity and efforts at and across various organizational levels (*i.e.*, grantee, subgrantee, etc.).

5. Increasing Participation of Persons With Disabilities in National Service (up to \$500,000)

Background

We are committed to increasing the participation and retention of persons with disabilities in national service.

It is important to note that at the time of publication of this announcement, disability funds can only be used to provide training and technical assistance services to competitively-selected AmeriCorps*State and National Direct programs. Services are not currently available to state formula or other national service programs.

Services Needed

The provider will work with the Corporation's Equal Opportunity Office to develop and implement strategies to increase participation of people with disabilities in AmeriCorps state competitive and national direct programs by providing information on: (1) compliance with applicable federal laws, (2) reasonable accommodation, recruitment and retention of people with disabilities, and (3) national and community service. The provider selected in this category must have expertise across disabilities or a strategy for developing or accessing such expertise.

Specific tasks include, but are not limited to, the following:

Training

a. Work in close collaboration with state commissions and national direct grantees in the implementation of at least five cluster-based training workshops of 50–75 participants each. Workshops should enhance disability awareness, enhance staff skills to develop and support teams that include people with disabilities, enhance the competence of state commissions and parent organizations of national grantees to assess and select effective disability trainers and training.

b. Design and deliver customized training on disability issues and strategies for at least 15 state commissions or parent organizations of national direct programs.

c. Design and deliver ten program-specific training events or on-site technical assistance.

d. Develop and disseminate disability-related training materials.

Technical Assistance

a. Assist the Corporation in the design and delivery of a National Conference on Disability and National Service to be held in January 2001. This meeting will be attended by approximately 500 persons, including commission staff, disability coordinators from national direct grantees, representatives from disability organizations, and representatives from all Corporation-funded programs.

b. Develop and implement a strategy for outreach to national disability

organizations in order to make such organizations aware of opportunities that exist for people with disabilities to participate in national service. The Corporation anticipates that as a result of such outreach disability organizations and their constituents will become more knowledgeable about national service and will actively consider their service options.

c. Develop annually, in coordination with identified Corporation, national direct parent organization, and commission executive directors, a disability-focused training-and-technical-assistance plan for each state commission and national direct parent organization.

d. Develop materials, including information on effective practices, that are suitable for electronic or print publication.

V. Application Guidelines

A. Proposal Content and Submission

Applicants are requested to submit one unbound, original proposal and two copies. Proposals may not be submitted by facsimile. Proposals must include the following:

1. Cover Page

The cover page must include the name, address, phone number, fax number, e-mail address and world wide web site URL (if available) of the applicant organization and contact person; a 25–50 word summary of proposed training and technical assistance activities; and, the total funding amount requested for the first year.

2. Outline

A one-two page outline of all proposed training and technical assistance activities and materials.

3. Training and Technical Assistance Delivery Plan

A bulleted narrative of no more than 20 double-spaced, single-sided, typed pages in no smaller than 12-point font that includes:

a. Proposed Strategy

The applicant's proposed strategy and rationale for providing training and technical assistance to a diverse multi-stream national service audience for one year. The applicant should include the specific deliverables and requirements outlined in Section IV of this Notice as well as the following details (as appropriate) for each proposed training and technical assistance activity, product, and event: Type, learning objectives, desired learning outcomes, estimated audience size, number,

frequency, content, skill level, and proposed needs assessment strategy.

b. Work Plan

A detailed one-year work plan and timeline for completing all training and technical assistance activities. The work plan should include all deliverables and the tasks leading to them.

c. Evaluation Plan

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

4. Course Outlines and Descriptions

A 75–100 word sample course description and a course outline for each of two courses in the provider's content area. One course should be a basic two-day introductory level training course for 75–100 inexperienced grantees and the other should be a two-day advanced level training course for 75–100 experienced grantees. Course outlines should include desired learning objectives and outcomes and the activities that will lead to them.

5. Description of Organizational Capacity

a. Organizational Chart

An organizational chart that clearly shows the place of the training and technical assistance provider in the parent organization's structure.

b. Narrative

A narrative of no more than three double-spaced, single-sided, typed pages in no smaller than 12-point font which describes:

i. The organization's capacity to provide training and technical assistance services to five clusters nationwide, including descriptions of recent work similar to that being proposed.

ii. the organization's knowledge of and experience with each stream of national service.

iii. references that can be contacted related to that work.

iv. staff strengths and backgrounds (lists and resumes, along with anticipated rates of pay of proposed staff and expert consultants shall be included in an appendix; this information is not subject to the page limits that are otherwise applicable).

6. Budget

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

plan. Costs in proposed budgets must consist solely of costs allowable under applicable cost principles found in OMB Circulars. Applicants should be mindful that a demonstrated commitment to providing services in the most cost-effective manner possible will be a major consideration in the evaluation of proposals. (Provider match is not required.) The budget should indicate:

a. Hours

Staff and expert-consultant hours and pay rates being proposed by task and sub-task.

b. Direct Costs

Types and quantities of other direct costs being proposed by task and subtask (for example, amounts of travel; volume of other task-related resources, such as communications, postage, etc.).

7. Budget Narrative

Provide a budget narrative that is organized to parallel all items in the line-item budget and that includes the explanation and cost basis for all cost estimates that appear in the line-item budget. The narrative should clearly show the following:

a. Explanation

How each cost was derived, using equations to reflect all factors considered.

b. Unit Cost

The anticipated unit cost (with derivation) of the various deliverables (such as training events and technical assistance interventions).

B. Selection Criteria

To ensure fairness to all applicants, the Corporation reserves the right to take remedial action, up to and including disqualification, in the event a proposal fails to comply with the requirements relating to page limits, line spacing, and font size. The Corporation will assess applications based on the criteria listed below.

1. Quality (30%)

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

a. Understanding of the Corporation's Programs

Evidence of the applicant's understanding of the goals of the Corporation, effective principles of adult learning, the goals of all of the Corporation's program streams (see Section VI. "Glossary"), and the Corporation's training and technical

assistance requirements and principles as outlined in this Notice.

b. Soundness of Proposed Strategy

Evidence of the educational soundness, audience appropriateness, strategic nature (i.e., broad reaching), effectiveness and creativity of applicant's approach.

2. Organizational and Personnel Capacity (30%)

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

a. Experience

Evidence of organizational experience in delivering research-based high-quality training and technical assistance, particularly in the area under consideration, in a flexible, responsive, collaborative and creative manner; experience or knowledge of national or community service.

b. Staff

Evidence of training or experience in the providers' content area and in providing training and technical assistance to adults.

c. Grant Experience

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

d. Capacity

Demonstrated ability to provide training and technical assistance services nationwide.

3. Evaluation (10%)

The Corporation will consider how the applicant:

a. Scope of Plan

Proposes to assess the effectiveness and need for its services and products delivered under the award.

b. Continuous Improvement

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

4. Budget (30%)

The Corporation will consider the budget based on:

a. Cost-Effectiveness

Cost of each proposed training and technical assistance activity in relation to the scope and depth of the services proposed (i.e., the number of states, programs and individuals the proposed activities are intended to reach).

b. Scope

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

a. Clarity

The clarity and thoroughness of the budget and budget narrative (see specifications under "Budget Narrative").

VI. Glossary of Terms

Clusters

The Corporation's field offices are organized into five regions ("clusters") as follows:

Atlantic

Connecticut, Maine, Maryland/Delaware, Massachusetts, New Hampshire/Vermont, New Jersey, New York, Pennsylvania, Puerto Rico/Virgin Islands, Rhode Island.

North Central

Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North/South Dakota, Ohio, Wisconsin.

Pacific

Alaska, California, Hawaii/Guam/American Samoa, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.

Southwest

Arizona, Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas.

Southern

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia/District of Columbia, West Virginia.

Cluster-Based Training

Training events planned in conjunction with the Corporation's regional training and technical assistance officer and the commissions, state offices, state education agencies or national direct and higher education grantees in a particular region. First priority for participation in cluster-based training events is usually given to the grantees and subgrantees within that particular region.

Grantees

Entities funded directly by the Corporation. These include and are not limited to: state commissions; state education agencies; Tribes and U.S. Territories; national direct parent organizations; institutions, consortia and organizations of higher education;

local governments; and non-profit organizations. Many grantees also subgrant a significant portion of their funds to others (e.g., a state commission conducts a competition and review process and funds AmeriCorps programs throughout a state; a state education agency (SEA) conducts a competition and review process and funds school systems throughout a state). None of the 1300 Senior Corps grantees are permitted by regulation to subgrant.

Learn and Serve America National Service-Learning Clearinghouse

The Learn and Serve America National Service-Learning Clearinghouse is a collaborative effort among twelve national partner organizations to collect and disseminate information on service-learning for national service grantees and the general public engaged in service-learning. Housed at the University of Minnesota, the Clearinghouse maintains and operates a web site and service-learning listservs, a library of print and media materials related to service-learning, and a toll-free information and referral service. Providers will be required to submit copies of service-learning related training materials and training scripts to the Learn and Serve America National Service-Learning Clearinghouse.

Learn and Serve America Training and Technical Assistance Exchange

The Learn and Serve America Training and Technical Assistance Exchange, led by the National Youth Leadership Council, supports service-learning programs in schools, institutions of higher education, and community organizations through peer-based training and technical assistance. The Exchange links programs with local peer mentors, refers programs to regional trainers, and informs programs of regional service-learning events and initiatives. When providing training and technical assistance to Learn and Serve America grantees or subgrantees, providers will be required to coordinate with the Exchange.

National Service Resource Center (NSRC)

Currently managed by ETR Associates, Inc., Santa Cruz, California, the National Service Resource Center (NSRC) serves as a repository of information on all aspects of national service. The NSRC manages most of the Corporation's listservs and its web site includes a calendar of training events and links to all current providers. The NSRC also has a lending library. Training and technical assistance

publications are posted or distributed by the NSRC. Providers will be required to submit copies of their training materials and training scripts to the National Service Resource Center.

Stream of Service

Refers to the Corporation's three main programs: AmeriCorps, Learn and Serve America and National Senior Service Corps. Cross-stream activities, therefore, refer to activities conducted or attended by representatives from more than one program stream.

Subgrantees

Many Corporation grantees competitively award a significant portion of their funds to other entities known as subgrantees. State commissions, for example, subgrant to local non-profit organizations. Senior Corps programs do not subgrant (see "Grantees").

Substream of Service

Refers to the categories within each of the above streams and includes the following:

AmeriCorps

AmeriCorps*State
AmeriCorps*National
AmeriCorps*VISTA
AmeriCorps*National Civilian
Community Corps

Learn and Serve America

Learn and Serve America K-12 School-Based and Community-Based Programs
Learn and Serve America Higher Education programs

National Senior Service Corps

Foster Grandparent Program
Retired and Senior Volunteer Program (RSVP)
Senior Companion Program

Training and Technical Assistance Listserv

Currently managed by the National Service Resource Center, the training and technical assistance listserv is one of the ways providers share best practices with one another. Providers also share effective practices through the National Service Resource Center and the National Service-Learning Clearinghouse.

(CFDA No. 94.009 Training and Technical Assistance)

Dated: November 29, 1999.

William Bentley,

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

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DELAWARE RIVER BASIN COMMISSION

Notice of Commission Meeting and Public Hearing

Notice is hereby given that the Delaware River Basin Commission will hold an informal conference followed by a public hearing on Wednesday, December 8, 1999. The hearing will be part of the Commission's regular business meeting. Both the conference and business meeting are open to the public and will be held in the Goddard Conference Room of the Commission's offices at 25 State Police Drive, West Trenton, New Jersey.

The conference among the Commissioners and staff will begin at 9:30 a.m. and will include a presentation on the inaugural meeting of the Water Management Advisory Committee, including a presentation on trends in potable water supplied by the DRBC. Additional items for the conference session include a report on hydrologic conditions in the Basin; a report on activities of the Flow Management Technical Advisory Committee; a report on the Flood Response Meeting of December 2, 1999; a report on talks with the U.S. Army Corps of Engineers regarding alternative funding for DRBC and temporary drought storage at F.E. Walter Reservoir; and revisions to the Commission's proposed meeting schedule for 2000.

In addition to the dockets below, which are scheduled for public hearing at the 1:00 p.m. business meeting, the Commission will address the following: Minutes of the October 27, 1999 business meeting; announcements; report on Basin hydrologic conditions; reports by the Executive Director and General Counsel; and public dialogue. The Commission will also consider resolutions to: establish a Monitoring Advisory Committee; renew the Toxics Advisory Committee; expand the Water Quality Advisory Committee by adding members of the regulated community; authorize the Executive Director to contract for a flow management study; and amend Docket No. D-68-20 CP (Revised)—PSE&G Salem Nuclear Generating Station—to extend the expiration date of the docket to provide adequate time for its review.

The subjects of the hearing will be as follows:

1. *Holdover: Bucks County Water & Sewer Authority D-99-13 CP.* A project to rerate the Harvey Avenue sewage treatment plant (STP) from 0.9 million gallons per day (mgd) to 1.2 mgd for treatment of wet weather inflow. Located at the end of Harvey