

- AR-24 Health Insurance Portability and Accountability Act Requirements.
- AR-25 Release and Sharing of Data.

Starting with the December 1, 2003 receipt date, all NCIPC funded investigators seeking more than \$500,000 in total costs in a single year are expected to include a plan describing how the final research data will be shared/released or explain why data sharing is not possible. Details on data sharing/release, including the timeliness and name of the project data steward, should be included in a brief paragraph immediately following the Research Plan Section of the PHS 398 form. References to data sharing/release may also be appropriate in other sections of the application (e.g. background and significance, human subjects requirements, etc.) The content of the data sharing/release plan will vary, depending on the data being collected and how the investigator is planning to share the data. The data sharing/release plan will not count towards the application page limit and will not factor into the determination scientific merit or priority scores. Investigators should seek guidance from their institutions, on issues related to institutional policies, local IRB rules, as well as local, state and Federal laws and regulations, including the Privacy Rule.

Further detail on the requirements for addressing data sharing in applications for NCIPC funding may be obtained by contacting NCIPC program staff or visiting the NCIPC internet Web site: at [http://www.cdc.gov/ncipc/osp/sharing\\_policy.htm](http://www.cdc.gov/ncipc/osp/sharing_policy.htm). Additional information on these requirements can be found on the CDC Web site at the following Internet address: <http://www.cdc.gov/od/pgo/funding/ARs.htm>.

3. *Reporting:* You must provide CDC with an original, plus two copies of the following reports:

1. Interim progress report, (PHS 2590, OMB Number 0925-0001, rev. 5/2001) no less than 90 days before the end of the budget period. The progress report will serve as your non-competing continuation application, and must contain the following elements:
  - a. Current Budget Period Activities Objectives.
  - b. Current Budget Period Financial Progress.
  - c. New Budget Period Program Proposed Activity Objectives.
  - d. Detailed Line-Item Budget and Justification.
  - e. Additional Requested Information.
2. Financial status report, no more than 90 days after the end of the budget period.
3. Final financial and performance reports, no more than 90 days after the end of the project period.

3. Final financial and performance reports, no more than 90 days after the end of the project period.

## VII. Agency Contacts

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

For scientific/research program technical assistance, contact: Cindi Melanson, Project Officer, National Center for Injury Prevention and Control, 4470 Buford Highway, NE MS K-60, Atlanta, GA 30342, Telephone: 770-488-1530, E-mail: [CMelanson@cdc.gov](mailto:CMelanson@cdc.gov).

For questions about peer review, contact: Gwen Cattledge, Scientific Review Administrator, Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, 4470 Buford Highway, NE Mailstop K-02, Atlanta, GA 30342, Telephone: 770-488-1430, E-mail: [GXC8@cdc.gov](mailto:GXC8@cdc.gov).

For budget assistance, contact: Nancy Pillar, Grants Management (or Contract) Specialist, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341, Telephone: 770-488-2721, E-mail: [NPillar@cdc.gov](mailto:NPillar@cdc.gov).

Dated: November 28, 2003.

**Edward Schultz,**

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

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**BILLING CODE 4163-18-U**

## DEPARTMENT OF HOMELAND SECURITY

### Federal Emergency Management Agency

#### Agency Information Collection Activities: Proposed Collection; Comment Request

**AGENCY:** Federal Emergency Management Agency, Emergency Preparedness and Response Directorate, U.S. Department of Homeland Security.

**ACTION:** Notice and request for comments.

**SUMMARY:** The Federal Emergency Management Agency, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed continuing information collections. In accordance

with the Paperwork Reduction Act of 1995 (44 U.S.C. 3506(c)(2)(A)), this notice seeks comments concerning the continuing collection of information, which is necessary for assessment and improvement of the delivery of disaster assistance. The forms serve as survey tools used to evaluate customer perceptions of effectiveness, timeliness and satisfaction with initial, continuing and final delivery of disaster-related assistance.

**SUPPLEMENTARY INFORMATION:** This collection is in accordance with Executive Order 12862 that requires all Federal agencies to survey customers to determine the kind and quality of services they want and their level of satisfaction with existing services. The Government Performance and Results Act (GPRA) requires agencies to set missions and goals and measure performance against them. FEMA will fulfill these requirements by collecting customer service and program information through surveys of the Recovery (RE) Division's external customers.

#### Collection of Information

*Title:* Federal Emergency Management Agency (FEMA) Public Assistance Program Evaluation and Customer Satisfaction Surveys and Individual Assistance Customer Satisfaction Surveys.

*Type of Information Collection:* Extension.

*OMB Number:* 1660-0036.

*Form Numbers:* Public Assistance Program Evaluation and Customer Satisfaction Survey, Registration Intake Survey, Helpline Survey, End of Disaster Survey, Housing Inspection Services Survey. (**Note:** There are no form numbers.)

*Abstract:* Federal agencies are required to survey their customers to determine the kind and quality of services customers want and their level of satisfaction with existing services. FEMA Managers use the survey results to measure program performance against standards for performance and customer service; measure achievement of GPRA objectives; and generally gauge and make improvements to disaster services that increase customer satisfaction and program effectiveness.

*Affected Public:* Individuals and households, businesses or other for-profit companies, not-for-profit institutions, farms, Federal Government, and State, Local or Tribal Governments.

*Estimated Total Annual Burden Hours:* 12, 210.

FEMA survey forms	Number of respondents	Frequency of response	Hours per response	Annual burden hours (rounded)
Public Assistance Survey—Mail .....	30	50	.30	450
Registration Intake Survey—Phone .....	100	40	.25	1,000
Helpline Survey—Phone .....	100	40	.25	1,000
End of Disaster Survey—Phone .....	100	40	.25	1,000
Inspection Services Survey—Mail .....	750	40	.25	7,500
SubTotal .....				10,950
Focus Groups .....				
Public Assistance .....	20	4	6	480
Individual Assistance for all 4 Survey Types .....	10	24	3.25	780
SubTotal .....				1,260
Grand Total .....				12,210

*Estimated Cost:* \$1,503,080.

*Comments:* Written comments are solicited to (a) evaluate whether the proposed data collection is necessary for the proper performance of the agency, including whether the information shall have practical utility; (b) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (c) enhance the quality, utility, and clarity of the information to be collected; and (d) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses. Comments should be received within 60 days of the date of this notice.

**ADDRESSES:** Interested persons should submit written comments to Muriel B. Anderson, Chief, Records Management Branch, Information Resources Management Division, Information Technology Services Directorate, Federal Emergency Management Agency, Emergency Preparedness and Response Directorate, Department of Homeland Security, 500 C Street, SW., Room 316, Washington, DC 20472.

**FOR FURTHER INFORMATION CONTACT:** Contact Maggie Billing, Program Analyst, Texas National Processing Service Center, Recovery Division, Response and Recovery Directorate,

Federal Emergency Management Agency, Department of Homeland Security at 940-891-8709 or [maggie.billing@dhs.gov](mailto:maggie.billing@dhs.gov) for additional information. You may contact Ms. Anderson for copies of the proposed collection of information at facsimile number (202) 646-3347 or e-mail address:

[Information.Collections@fema.gov](mailto:Information.Collections@fema.gov).

Dated: November 24, 2003.

**Edward W. Kernan,**

*Division Director, Information Resources Management Division, Information Technology Services Directorate.*

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**BILLING CODE 9110-10-P**

## DEPARTMENT OF HOMELAND SECURITY

### Federal Emergency Management Agency

#### Agency Information Collection Activities: Submission for OMB Review; Comment Request

**AGENCY:** Federal Emergency Management Agency, Emergency Preparedness and Response Directorate, Department of Homeland Security.

**ACTION:** Notice and request for comments.

**SUMMARY:** The Federal Emergency Management Agency has submitted the following proposed information collection to the Office of Management and Budget for review and clearance in

accordance with the requirements of the Paperwork Reduction Act of 1995 (44 U.S.C. 3507).

*Title:* Pre-Disaster Mitigation Grant Program (PDM) E-Grants.

*Type of Information Collection:* Extension of a currently approved collection.

*OMB Number:* 1660-0071.

*Abstract:* This collection is necessary to provide Federal grant assistance to State, local governments, and federally recognized Indian tribal governments, to develop mitigation plans in accordance with section 322 of the Disaster Mitigation Act of 2000, to implement pre-disaster mitigation projects that primarily reduces the risks of natural hazards on life and property, but may include hazards caused by non-natural forces, and to provide information and technical assistance to cost-effective mitigation activities. FEMA will make the Pre-Disaster Mitigation grant application available on-line to States and local governments through a web-based e-Grants application process. The e-Grants system is being developed to meet the intent of the e-Government initiative. This initiative requires that all government agencies both streamline grant applications processes and provide for the means to electronically create, review, and submit a grant application via the Internet.

*Affected Public:* State, local or tribal government.

*Number of Respondents:* 1176.

*Estimated Time per Respondent:*

## GRANT APPLICATION AND REPORTING FORMS

Type of collection forms	Number of respondents (A)	Number of responses/respondent (B)	Hours per response and record keeping	Annual burden hours (A*B*C)
SF-424 (Application face sheet) .....	56	2	45 minutes .....	84.0