

the evaluation component within the time lines provided. (10 points)

**Note:** OSC's experience during previous grant cycles has shown that a number of applicants choose to apply as a consortium of individual entities; or, if applying individually, propose the use of subcontractors to undertake certain limited functions. It is essential that these applicants demonstrate the proven management capability and experience to ensure that, as lead agency, they will be directly accountable for the successful implementation, completion, and evaluation of the project.

### 3. Staff Capability (10 points)

Applications will be evaluated in terms of the degree to which:

a. The duties outlined in the proposed staffing plan for grant-funded positions appear appropriate to the work that will be conducted under the award. (5 points)

b. The qualifications of the grant-funded positions appear to match the requirements of these positions. (5 points)

**Note:** If the grant project manager or other member of the professional staff is to be hired later as part of the grant, or should there be any change in professional staff during the grant period, hiring is subject to review and approval by OSC at that time.

### 4. Previous Experience (20 points)

The proposals will be evaluated on the degree to which the applicant demonstrates that it has successfully carried out programs or work of a similar nature in the past.

**Eligible Applicants:** This grant competition is open to nonprofit organizations, including labor organizations, employer groups and state and local government agencies.

**Grant Period and Award Amount:** It is anticipated that several grants will be awarded and may range in size from \$35,000 to \$100,000.

Publication of this announcement does not require OSC to award any specific number of grants, or to obligate all or any part of available funds. The period of performance will be twelve months from the date of the grant award, in most cases beginning October 1, 2004.

**Application Deadline:** All applications must be received by 6 p.m. e.d.t., May 7, 2004. If using regular first-class mail, send to: U.S. Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices, 950 Pennsylvania Avenue, NW., Washington, DC 20530. If using messengers, overnight or priority mail—which OSC encourages due to delays in the delivery of regular mail—send to:

Office of Special Counsel for Immigration Related Unfair Employment Practices, U.S. Department of Justice, 1425 New York Ave., NW., Suite 9000, Washington, DC 20005.

*Applications may not be submitted via facsimile machine.*

#### **Application Requirements:**

Applicants should submit an original and two (2) copies of their completed proposal by the deadline established above. All submissions must contain the following items in the order listed below:

1. A completed and signed Application for Federal Assistance (Standard Form 424).

**Note:** The Catalogue of Federal Domestic Assistance number is 16.110 and the title is "Education & Enforcement of the Anti-discrimination provision of the Immigration and Nationality Act" (box #10 of the SF 424).

2. OJP Form 4061/6 (Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements).

3. Disclosure Form to Report Lobbying (SF LLL)

4. OJP Form 4000/3 (Assurances)

5. An abstract of the full proposal, not to exceed one page.

6. A program narrative of not more than fifteen (15) double-spaced typed pages that clearly and specifically demonstrates how the applicant meets each of the four (4) elements set forth as Selection Criteria, above.

7. A proposed budget outlining all direct and indirect costs for personnel, fringe benefits, travel, equipment, supplies, subcontracts, and a short narrative justification of each budgeted line item cost. If an indirect cost rate is used in the budget, then a copy of a current fully executed agreement between the applicant and the cognizant Federal agency must accompany the budget.

**Note:** Program budgets must include the travel, lodging and other expenses necessary for not more than two program staff members to attend the mandatory OSC grantee training (2 days) that will be held in Washington, DC, at the end of September.

8. Copies of resumes of the professional staff proposed in the budget.

Application forms may be obtained by writing or telephoning: U.S. Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices, 950 Pennsylvania Avenue, NW., Washington, DC 20530. Tel. (202) 616-5594, or (202) 616-5525 (TDD for the hearing impaired). This announcement and the required forms will also appear

on the World Wide Web at: <http://www.usdoj.gov/crt/osc>. In order to facilitate handling, please do not use covers, binders or tabs.

Dated: March 18, 2004.

**Katherine A. Baldwin,**

*Deputy Special Counsel for Immigration—Related Unfair Employment Practices.*

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**BILLING CODE 4410-13-P**

## **DEPARTMENT OF JUSTICE**

### **Bureau of Alcohol, Tobacco, Firearms and Explosives**

#### **Agency Information Collection Activities: Proposed Collection; Comments Requested**

**ACTION:** 60-Day Emergency Notice of Information Collection Under Review: National Firearms Act (NFA)—Special Occupational Taxes (SOT).

The Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives has submitted the following information collection request to the Office of Management and Budget (OMB) for review and clearance in accordance with emergency review procedures of the Paperwork Reduction Act of 1995. OMB approval has been requested by March 31, 2004. The proposed information collection is published to obtain comments from the public and affected agencies. If granted, the emergency approval is only valid for 180 days. Comments should be directed to OMB, Office of Information and Regulation Affairs, Attention: Department of Justice Desk Officer (202) 395-5806, Washington, DC 20503.

During the first 60 days of this same review period, a regular review of this information collection is also being undertaken. All comments and suggestions, or questions regarding additional information, to include obtaining a copy of the proposed information collection instrument with instructions, should be directed to Kathleen M. Downs, Assistant Financial Manager (Accounting), Financial Management Division, 650 Massachusetts Avenue, NW., Room 4450, Washington, DC 20226, facsimile, (202) 927-2787.

Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the

functions of the agency, including whether the information will have practical utility;

- Evaluate the accuracy of the agencies estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- 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.

*Overview of this information:*

(1) *Type of information collection:* New collection.

(2) *The title of the form/collection:* National Firearms Act (NFA)—Special Occupational Taxes (SOT).

(3) *The agency form number, if any, and the applicable component of the department sponsoring the collection:* Form Number: ATF F 5630.5R, ATF 5630.5RC, ATF F 5630.7. Bureau of Alcohol, Tobacco, Firearms and Explosives.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Primary: Business or other for-profit. Other: None. ATF F 5630.7, Special Tax Registration and Return National Firearms Act (NFA) is completed and returned by businesses that are subject to Special Occupational Taxes under the National Firearms Act for either initial tax payment or business information changes. This form serves as both a return and a business registration. ATF F 5630.5R, 2005 NFA Special Tax Renewal Registration and Return and ATF F 5630.5RC, 2005 NFA Special Tax Location Registration Listing are preprinted forms sent to taxpayers who owe Special Occupational Taxes under the National Firearms Act. Taxpayers validate and correct the information and send the forms back with payment for the applicable tax year.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond/reply:* It is estimated that 2,800 taxpayers will complete forms ATF F 5630.5R and ATF F 5630.5RC in approximately 20 minutes (10 minutes for each form). It is also estimated that 200 new taxpayers will complete ATF F 5630.7 in its entirety in approximately 15 minutes. The total number of respondents for this information collection is 3,000.

(6) *An estimate of the total public burden (in hours) associated with the collection:* The total burden for ATF F 5630.5R and ATF F 5630.5RC is 933 hours. The total burden for ATF F 5630.7 is 50 hours. The estimated total public burden associated with this information collection is 983 hours.

*If additional information is required contact:* Brenda E. Dyer, Department Deputy Clearance Officer, Policy and Planning Staff, Justice Management Division, United States Department of Justice, 601 D Street NW, Patrick Henry Building, Suite 1600, NW, Washington, DC 20530.

Dated: March 17, 2004.

**Brenda Dyer,**

*Department Deputy Clearance Officer, United States Department of Justice.*

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## DEPARTMENT OF JUSTICE

### National Institute of Corrections

#### **Solicitation for a Cooperative Agreement—Workforce Development for Community Corrections: Defining Workforce Issues and Strategies for the 21st Century**

**AGENCY:** National Institute of Corrections, Department of Justice.

**ACTION:** Solicitation for a cooperative agreement.

**SUMMARY:** The Department of Justice (DOJ), National Institute of Corrections (NIC), announces the availability of funds in FY2004 for a cooperative agreement to fund the Project “Workforce Development for Community Corrections: Defining Workforce Issues and Strategies for the 21st Century.” NIC will award this cooperative agreement to create a guidebook that will identify, analyze and address critical issues and challenges, and suggest strategies and solutions, related to recruitment, hiring, preemployment assessment, performance evaluation, job descriptions, retention of staff, and required knowledge and skills for promotion into first line supervisory positions. Up to \$75,000 is available for this project.

**DATES:** Applications must be received by 4 p.m., eastern daylight savings time, on Thursday, June 3, 2004.

**ADDRESSES:** Mailed applications must be sent to: Director, National Institute of Corrections, 320 First Street, NW., Room 5007, Washington, DC 20534. Applicants are encouraged to use Federal Express, UPS, or similar service

to ensure delivery by the due date as mail at NIC is still being delayed due to recent events.

Hand delivered applications can be brought to 500 First Street, NW., Room 700, Washington, DC 20534. At the front desk, call 7-3106 extension 0 for pickup. Faxed or e-mailed applications will not be accepted.

Electronic applications can be submitted at the [www.grants.gov](http://www.grants.gov) Web site.

**FOR FURTHER INFORMATION CONTACT:** All technical and/or programmatic questions concerning this announcement should be directed to Drew Molloy at the above address, or by calling (202) 514-0100 or 1-800-995-6423, extension 40100 or by e-mail at [amolloy@bop.gov](mailto:amolloy@bop.gov).

#### **SUPPLEMENTARY INFORMATION:**

##### **Background**

Over the past several years, community corrections professionals have been asked to take on expanded roles in the justice system and the broader community. For some staff the expected activities are new, and for others, the activities are reminiscent of what they were asked to do early in their careers. In addition, in the 21st century, the job expectations are not always clearly defined, are constantly changing to meet the needs of an agency, and may not always be targeted in recruiting and staff development efforts. Community corrections' staff are not only asked to supervise offenders, but are also asked to be change agents with offenders, develop partnerships with human services agencies, work closely with community-based organizations and advocacy groups, deliver offender services directly, and be familiar with changing technologies related to community corrections.

##### **Purpose**

This project will define the critical needs and challenges for the community corrections field as it seeks to provide a professional and skilled workforce in the 21st century. The project will consist of, but not be limited to, examining expanded and changing job roles and related job descriptions, the skills and experiences required to fill these jobs, the changing workforce entering the profession, recruitment and retention strategies, developing field staff into first line supervisors, and the changing role of first line supervisors. In addition, the project will look at what staff development and organizational development issues should be addressed, how agency executives can improve staff job satisfaction and move