

Dated: June 23, 2005.

G. Martin Wagner,

*Associate Administrator, Office of
Governmentwide Policy.*

**GENERAL SERVICES
ADMINISTRATION**

[FMR Bulletin 2005–B2]

Real Property

To: Heads of Federal Agencies

Subject: Federal Real Property Profile
Summary Report

1. *What is the purpose of this bulletin?* This bulletin announces the release of the Fiscal Year (FY) 2004 version of the Federal Real Property Profile (FRPP) Summary Report, which provides an overview of the United States Government's owned and leased real property as of September 30, 2004.

2. *What is the background?*

a. This annual publication is a summary report of the Federal Government's real property assets, as reported to the General Services Administration's (GSA's) Federal Real Property Profile Internet Application (FRPP-IA) reporting system. The report provides an overview of Federal real property assets categorized in three major areas—buildings, land, and structures. Descriptions of specific use classifications are located in the Appendix of the report.

b. The detailed information for this summary report is held in a password-protected Web-based database. This database allows agency representatives to update data on-line in real time, and to produce ad hoc reports. The FRPP-IA reporting system provides information regarding Federal real property holdings to stakeholders, including the Office of Management and Budget, the Congress, the Federal community, and the public. Its purpose is to assist Federal asset managers with their stewardship responsibilities by offering a real-time environment for on-line updates.

c. To ensure accuracy, GSA requested that agencies confirm their FY 2004 data summary figures prior to publication of the FRPP Summary Report. Most agencies provided data based on their real property holdings as of September 30 of each year. In a few instances, data provided in previous years has been used where updated information was unavailable. This is noted on the list of contributing agencies. The agency list and status of updates and confirmations is provided as part of the FRPP Summary Report.

d. On February 4, 2004, the President issued Executive Order (EO) 13327, "Federal Real Property Asset Management." The EO created a Federal

Real Property Council (FRPC) and directed the Administrator of General Services, in consultation with the FRPC, to establish and maintain a single, comprehensive database of all real property under the custody and control of all executive branch agencies, except for property withheld for reasons of national security, foreign policy, or public safety. With the issuance of EO 13327 and to meet the requirements defined by the FRPC, the Governmentwide inventory report will be modified for FY 2005 reporting purposes. For future fiscal years, including FY 2006 and beyond, a Governmentwide inventory report will be compiled based on any new requirements established by the FRPC.

3. *How can we obtain a copy of the FRPP summary report?* You will find the FY 2004 version of the FRPP Summary Report on the GSA website at <http://www.gsa.gov/realpropertyprofile>. There you will be able to read, print, or download this report. You can also obtain a copy from the Asset Management Division (MPA), General Services Administration, 1800 F Street, NW., Washington, DC 20405, or by email at mcdonald.peoples@gsa.gov.

4. *Who should we contact for further information regarding the FRPP?* For further information, contact Stanley Langfeld, Director, Regulations Management Division (MPR), Office of Real Property Management, Office of Governmentwide Policy, General Services Administration, 1800 F Street, NW., Washington, D.C. 20405, by phone at (202) 501-1737, or by e-mail at stanley.langfeld@gsa.gov.

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**DEPARTMENT OF HEALTH AND
HUMAN SERVICES**

Office of the Secretary

[Document Identifier: OS-4040-0002]

**Notice of Adoption of Government-
Wide Standard Data Elements for Use
by Federal Grant Making Agencies—
Mandatory Grant Applications/Plans
and Related Submissions**

AGENCY: Office of the Secretary, Grants.gov Program Management Office, HHS.

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Office of the Secretary (OS), Department of Health and Human Services, is publishing the following summary of a proposed collection for public

comment. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden. Emergency Clearance for the data set was published in the **Federal Register** on September 3, 2004 [Vol. 69, No. 171]. Public comments from the Emergency Clearance were incorporated into the proposed information collection.

Type of Information Collection

Request: Regular.

Title of Information Collection: SF-424 Mandatory (M), Application for Federal Assistance.

Form/OMB No.: OS-4040-0002.

OMB cleared the SF 424(M),

Application for Federal Assistance, for emergency use on January 25, 2005.

Use: On February 28, 2005, the Grants.gov Program Management Office, one of the 26 E-Government initiatives, managed by HHS, published the proposed the SF 424(M) collection for public comment in the **Federal Register** (70 FR 9656). Interested individuals were invited to send comments regarding any aspect of this collection of information. This notice indicates request for extension of OMB clearance for the SF-424 (M), and also responds to comments received on the February 28, 2005, **Federal Register** notice.

The SF-424 (M) is intended for use as the government-wide data set for the cover page of applications, plans, and related submissions under mandatory grant programs. The form is currently available for use as part of the electronic application process of Grants.gov, which was deployed in October 2003 and is part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107). Federal agencies and applicants/recipients under mandatory grant programs will use the standard cover page data set and definitions for paper and electronic applications/plans/related submissions. The standard data set replaces numerous agency data sets and reduces the administrative burden placed on the grants community. Federal agencies are not required to collect all of the information included in the proposed data set. The agency will identify the data that must be

provided by applicants through instructions that will accompany the application package.

We plan to refine the form over time. At this time, no changes are being made to the form, although, in several cases, we made changes to the instructions. Additional standard data elements for other components of an application/plan, e.g., a standard budget, may be proposed at a later date.

Frequency: Recordkeeping, application, and on occasion.

Affected Public: Federal, State, Local and Tribal governments; farms; and non-profit organizations.

Total Annual Respondents: 1,271.

Total Annual Responses: 22,186.

Average Burden Per Response: 1 hour.

Total Annual Hours: 22,186.

Responses To Comments

We received nine sets of comments—eight from Federal agencies and one from a university. The comments generally addressed the following areas: Need for an additional form for mandatory grant programs; length of the form; requested changes to the form or instructions; and desired functionality of the electronic form. The comments in each area are addressed below.

Need for an Additional Form for Mandatory Grant Programs

Several commenters questioned whether creating an additional SF 424 form could be considered streamlining. With the issuance of the SF 424 (M), there are now four variations of the SF 424 in addition to the core SF 424: Mandatory grants, research and related, short organizational, and individual. Each of these variations was developed to accommodate specific types of programs or recipients, whether using different or fewer data elements. The SF 424(M) was developed for use in mandatory grant programs, which differ in from discretionary grants in a number of respects. We believe making these accommodations for specific market segments, including mandatory grant programs, is a significant streamlining. These several versions of the SF 424 represent a reduction from hundreds of agency- and program-specific forms with unique or non-standard elements.

Length of the Form

Several commenters noted the length of the form in the version proposed. Two things should be noted. As a hard-copy form, the SF 424(M) form is no longer than the core SF 424. Although we proposed a continuation page, in response to other comments (see below), in the next version of the form, we have decided to eliminate the continuation

page. Additionally, the commenters were viewing a printed version of a PureEdge form. When viewed electronically, the form does not appear as three individual pages but rather as a series of data elements. The elimination of the continuation page will affect the length of the PureEdge form as well.

Requested Changes to the Form or Instructions

Several commenters requested changes to the form and/or instructions. These comments included requests for definitions of terms, addition of data elements, and changes in terminology. We evaluated the requested changes and noted that some of them were not appropriate or were not appropriate for mandatory grant programs, e.g., use of the term “amendment” in lieu of “update” and inclusion of “continuation” as a type of submission.

In the first case, we do not believe that it is appropriate to introduce the term “amendment.” None of the other versions of SF 424 use the term “amendment;” applicants generally do not initiate “amendments.” The term also may be confused with an amended award issued by the Federal awarding agency. As a means of tracking changes to applications, agencies may use the date of submission that will be recorded by Grants.gov. In the second case, continuation applications may be used in discretionary grants programs, but generally are not used in mandatory grant programs. There is no need to modify this form to accommodate the comment because Federal agencies/programs can select from any of the various SF 424 forms and should use the one that best suits their needs.

In several cases, commenters asked for changes that are appropriately handled by the agencies in the agency- or program-specific instructions that will be provided to applicants. This includes advising applicants about how to complete items such as “Type of Submission” or “Frequency.” The form instructions specify those required and optional data elements that will require agency instructions. One commenter indicated that providing information on “areas affected by the project” would be problematic because the nature of the program or project might make it very difficult to pinpoint the effects on specific geographical areas. We believe this is a program-specific issue, which would need to be addressed in the program’s application package instructions.

In response to the comments, we have clarified or changed the instructions in several areas. We expanded the

instructions related to “consolidated application/plan/funding request.” Also, the instructions, as proposed, limited the “Type of Applicant” choices to those that generally are eligible to receive mandatory grants. Several commenters asked that the potential choices be expanded. Although the excluded applicant types generally are not eligible for mandatory grant programs, the instructions have been modified to indicate that an agency may allow an applicant to choose from any of the applicant types displayed. This is consistent with the objective of having this form primarily reflect the needs of mandatory grant programs but being available for other uses as determined by Federal agencies/program.

For those comments that were germane to mandatory grant programs, in version 2, we plan to make several changes to the form (and corresponding instructions). As part of that effort, we will review the various data elements and determine whether we should change them to more closely align with the core SF 424 or need to retain them as currently used. Among the changes we plan in version 2 are eliminating use of the continuation page. The inclusion of multiple Catalog of Federal Domestic Assistance (CFDA) numbers will be handled other than through a cover page and the other data elements shown on the continuation page will be accommodated through expansion of fields on the cover page or by other means.

Desired Functionality of the Electronic Form

One commenter asked that the form also be in Microsoft Word or Excel format in the belief that applicants do not always have the resources to buy the full version of Adobe Acrobat and Adobe Acrobat Reader does not allow applicants to save documents filled out electronically. Grants.gov has opted to use PureEdge, not Adobe to develop its forms. This software provides fillable forms and is available free of charge from the Grants.gov website.

One commenter requested that, when a CFDA number is entered, the title should automatically be inserted. This functionality exists for the single CFDA number on the cover sheet (the application downloaded by the applicant has the CFDA number and title pre-populated), but not for the additional CFDA numbers. At the time the applicant enters this information, the application is on their desktop, not connected to a source file where this information is available.

To obtain copies of the supporting statement and any related forms for the

proposed paperwork collections referenced above, access the HHS Web site address at <http://www.hhs.gov/oirm/infocollect/pending/> or e-mail your request, including your address, phone number, OMB number, and OS document identifier, to naomi.cook@hhs.gov, or call the Reports Clearance Office on (202) 690-6162. Written comments and recommendations for the proposed information collections must be mailed directly to the Desk Officer at the address below: OMB Desk Officer: Katherine Astrich, OMB Human Resources and Housing Branch, Attention: (OMB#OS-4040-0002), New Executive Office Building, Room 10235, Washington DC 20201.

Dated: June 23, 2005.

Robert E. Polson,

Office of the Secretary, Paperwork Reduction Act Reports Clearance Officer.

[FR Doc. 05-13078 Filed 6-30-05; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Toxicology Program (NTP); Liaison and Scientific Review Office (LSRO); NTP Board of Scientific Counselors Meeting Rescheduled

AGENCY: National Institute of Environmental Health Sciences (NIEHS), National Institutes of Health (NIH), HHS.

ACTION: Meeting announcement.

SUMMARY: Pursuant to Public Law 92-463, notice is hereby given of a meeting of the National Toxicology Program (NTP) Board of Scientific Counselors. Please be advised that the NTP Board of Scientific Counselors meeting originally scheduled for June 23, 2005, as published in the **Federal Register** (Vol. 80, No. 93 pp. 25830-25831) on May 16, 2005 is postponed to August 18, 2005. The tentative agenda published in the May 16 notice and the guidelines for submitting public comments or making an oral presentation at the meeting still apply. Any updates to the agenda or additional information and background materials will be posted on the NTP Web site (<http://ntp.niehs.nih.gov/> select "Advisory Boards and Committees") and provided upon request from the NTP (see **FOR FURTHER INFORMATION CONTACT** below).

DATES: The date for receiving public comments has been extended. Written comments should be received by August 8, 2005, to enable review by the NTP Board and NIEHS/NTP staff prior to the meeting. In order to facilitate planning

for this meeting, persons wishing to make an oral presentation on any agenda topic are asked to notify the Executive Secretary for the NTP Board by August 8, 2005 (see **FOR FURTHER INFORMATION CONTACT** below). Persons needing special assistance, such as sign language interpretation or other reasonable accommodation, in order to attend are asked to notify the NTP at least 7 business days in advance of the meeting.

FOR FURTHER INFORMATION CONTACT:

Public comments and any other correspondence should be submitted to Dr. Barbara Shane, Executive Secretary for the NTP Board (NTP Liaison and Scientific Review Office, NIEHS, P.O. Box 12233, MD A3-01, Research Triangle Park, NC 27709; telephone: 919-541-4253, fax: 919-541-0295; or e-mail: shane@niehs.nih.gov).

Dated: June 21, 2005.

Samuel H. Wilson,

Deputy Director, National Institute of Environmental Health Sciences.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Revised Privacy Act System of Records

AGENCY: Office of the Secretary, HHS.

ACTION: Notice of a revised Privacy Act system of records.

SUMMARY: The Department of Health and Human Services (HHS) is publishing a notice of a revised system of records, 09-90-0024, "Unified Financial Management System, HHS/OS" which was published in the **Federal Register** on September 7, 1999. The revised notice changes the system name from "09-90-0024, Financial Transactions of HHS Accounting and Finance Offices" to "09-90-0024, Unified Financial Management System" to meet the needs of the newly-established Unified Financial Management System (UFMS), and update Agency information.

DATES: The revised system notice is effective 30 days after the date of publication, unless HHS receives comments which would result in a contrary determination.

ADDRESSES: Mail public comments to Ms. Dara Murray, Chief Information Security Officer, Program Support Center, 5600 Fishers Lane, Room 17A30, Rockville, MD 20857. Telephone 301-443-0881. This is not a toll-free number. Comments will be available for public

inspection and copying at the above location.

FOR FURTHER INFORMATION CONTACT:

Chief Information Security Officer, Program Support Center, 5600 Fishers Lane, Room 17A30, Rockville, MD 20857, (301) 443-0881.

Dated: June 10, 2005.

Kerry Weems,

Principal Deputy Assistant Secretary, for Budget, Technology and Finance, Office of the Secretary.

09-90-0024

SYSTEM NAME:

Unified Financial Management System, HHS/OS.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

See Appendix 1.

Memoranda copies of claims submitted for reimbursement of travel and other expenditures while on official business may also be maintained at the administrative and/or program office of the HHS employee. Records concerning outstanding debts may also be maintained at the program office or by the designated claims officer apart from the finance office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who receive a payment from the Operating Divisions (OPDIV) Headquarters, Area and District offices, and all persons owing monies to these HHS components. Persons receiving payments include, but are not limited to travelers on official business, grantees, contractors, consultants, Fellows and recipients of loans and scholarships, and also employee reimbursement for training classes, mass transit, and other appropriate costs. Persons owing monies include, but are not limited to, persons who have been overpaid and who owe HHS a refund and persons who have received from HHS goods or services for which there is a charge or fee (e.g., Freedom of Information Act requesters).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, identification number/Social Security Number (SSN) or EIN/TID, address, e-mail address, phone number, purpose of payment or request for payment bank account and routing numbers, accounting classification and the amount paid of billed. Also, in the event of an overpayment and for outstanding charges, fees, loans, grants or scholarships, the amount of the indebtedness, the repayment status and the amount to be collected.