

for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: April 27, 2004.

**Robert Sargis,**

*Reports Clearance Officer.*

[FR Doc. 04-10078 Filed 5-3-04; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Proposed Information Collection Activity; Comment Request

##### Proposed Projects

*Title:* 45 CFR Part 95, Section F.

*OMB No.:* 0992-0005.

*Description:* The advance planning document (APD) process, established in the rules at 45 CFR Part 95, Subpart F, is the procedure by which states request and obtain approval for Federal financial participation in their cost of acquiring automatic data processing (ADP) equipment and services. The state agency's submitted APD provides the Department of Health and Human

Services (HHS) with the following information necessary to determine the state's need to acquire the requested ADP equipment and/or services:

- (1) A Statement of need;
- (2) a requirements analysis and feasibility study;
- (3) a cost benefit analysis;
- (4) a proposed activity schedule; and,
- (5) a proposed budget.

HHS' determination of a state agency's need to acquire requested ADP equipment or services is authorized at sections 402(a)(5), 452(a)(1), 1902(a)(4) and 1102 of the Social Security Act.

*Respondents:* States.

#### ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Advance Planning Document .....	50	1.84	60	5,520
RFT and Contract .....	50	1.54	1.5	115.5
Emergency Funding Request .....	27	1	1	27
Service Agreements .....	14	1	1	14
Biennial Reports .....	50	1	1.5	75

Estimated Total Annual Burden Hours: 5,751.5.

In compliance with the requirements of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. E-mail address: [grjohnson@acf.hhs.gov](mailto:grjohnson@acf.hhs.gov). All requests should be identified by the title of the information collection.

The Department specifically requests comments on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the

information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: April 28, 2004.

**Robert Sargis,**

*Reports Clearance Officer.*

[FR Doc. 04-10079 Filed 5-3-04; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Proposed Information Collection Activity; Comment Request

##### Proposed Projects:

*Title:* Low Income Home Energy Assistance Program (LIHEAP) Grantee Survey.

*OMB No.* 0970-0076.

*Description:* The LIHEAP Grantee Survey is an annual data collection activity, which is sent to the 50 States and the District of Columbia grantees administering the Low Income Home Energy Assistance Program (LIHEAP). The survey is mandatory in order that national estimates of the sources and uses of LIHEAP funds can be calculated in a timely manner; a range can be calculated of state average LIHEAP benefits; and maximum income cutoffs for four-person households can be obtained for estimating the number of low-income households that are income eligible for LIHEAP under state income standards.

The need for the above information is to provide the Administration and Congress with fiscal estimates in time for hearings about LIHEAP appropriations and program performance. The information also is included in the Department's annual LIHEAP Report to Congress. Survey information also will be posted on the Office of Community Services' LIHEAP Web site for access by grantees and other interested parties.

*Respondents:* 50 States and the District of Columbia.

## ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Survey .....	51	1	3.5	178.5

*Estimated Total Annual Burden Hours: 178.5.*

In compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. E-mail address: [grjohnson@acf.hhs.gov](mailto:grjohnson@acf.hhs.gov). All requests should be identified by the title of the information collection.

*The Department specifically requests comments on:* (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: April 28, 20004.

**Robert Sargis,**

*Reports Clearance Officer.*

[FR Doc. 04-10080 Filed 5-3-04; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Notice of Request for Nominations for Members to the Secretary's Advisory Committee on Head Start Accountability and Educational Performance Measures

**AGENCY:** Administration on Children, Youth and Families, ACF, DHHS.

**ACTION:** Notice.

**SUMMARY:** This request is being published in accordance with section 9(a)(2) of the Federal Advisory Committee Act. Notice is hereby given that the Secretary of the Department of Health and Human Services seeks qualified individuals to become members of the Advisory Committee on Head Start Accountability and Educational Performance Measures. The Secretary seeks authorities knowledgeable and expert in the fields of childhood development and psychometrics, assessment of child progress and evaluation of program service delivery.

Individuals have thirty (30) days from the date of publication to submit nominations. Nominations will only be accepted electronically, although individuals for whom this procedure introduces a barrier may make alternative arrangements through the contact information below. To place a nomination, please submit a cover letter summarizing areas of expertise, curriculum vita, and contact information (including an address, phone number and e-mail address) to Carol Whitten, e-mail address: [cwhitten@acf.hhs.gov](mailto:cwhitten@acf.hhs.gov). Materials should be submitted using standard word processing or desktop publishing software to facilitate their use.

**FOR FURTHER INFORMATION CONTACT:** Carol Whitten, Head Start Bureau, e-mail [cwhitten@acf.hhs.gov](mailto:cwhitten@acf.hhs.gov) or (202) 205-7359.

**SUPPLEMENTARY INFORMATION:** In accordance with section 9(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), title 41 of the Code of Federal Regulations, section 102-3.65 and the General Services

Administration (GSA) rule on Federal Advisory Committee Management, the Secretary of the Department of Health and Human Services (HHS) has determined that the establishment of the Advisory Committee on Head Start Accountability and Educational Performance Measures (the Committee) is in the public interest in connection with supporting the school readiness of low-income children and the overall effectiveness and purpose of the Federal Head Start program.

The purpose of the Committee is to help assess the progress in developing and implementing the Head Start National Reporting System (NRS) and provide recommendations for integrating the NRS with other ongoing assessments of the effectiveness of the program. The Committee will work in coordination with the existing Technical Work Group (TWG), which helped develop the NRS, and make recommendations for how the NRS can be included in the broader assessment framework found in the Family and Child Experiences Survey (FACES), the national Head Start Impact Study, Head Start's Performance Based Outcome System, and the evaluation of the Early Head Start program.

The Committee shall consist of not more than ten (10) members including the Chair and Co-Chair. Appointments shall be made by the Secretary from authorities knowledgeable and expert in the fields of childhood development and psychometrics, assessment of child progress and evaluation of program service delivery. The Department will give close attention to equitable geographic distribution and to minority and gender representation in making appointments to the Committee, so long as the effectiveness of the Committee is not diminished. Individuals must have experience with large scale survey studies, large scale program evaluations, and be recognized authorities in their field of expertise. Field of expertise is not limited, per se, but individuals with expertise in areas of child development and assessment that are pertinent to documenting children's school readiness outcomes will make the strongest possible contributions to the work of the Committee. The Committee shall meet three times unless, after consultation with the Chair or Co-Chair,