## B. Annual Reporting Burden

Respondents: 55; annual responses: 220; average hours per response: 1; burden hours: 220.

## Copy of Proposal

A copy of this proposal may be obtained from the GSA Acquisition Policy Division (MVP), Room 4011, GSA Building, 1800 F Street NW., Washington, DC 20405, or by telephoning (202) 501–3822, or by faxing your request to (202) 501–3341.

Dated: June 15, 1998.

**Ida M. Ustad,**

*Deputy Associate Administrator, Office of Acquisition Policy.*

[FR Doc. 98–16303 Filed 6–18–98; 8:45 am]

BILLING CODE 6820–61–M

# OFFICE OF GOVERNMENT ETHICS

## Proposed Collection; Comment Request: Proposed New Public Financial Disclosure Access Customer Service Survey

**AGENCY:** Office of Government Ethics (OGE).

**ACTION:** Notice.

**SUMMARY:** After this first round notice and public comment period, OGE plans to submit the information collection proposed in this notice to the Office of Management and Budget (OMB) for review and three-year approval under the Paperwork Reduction Act.

**DATES:** Comments by the public and agencies on this proposed information collection are invited and should be received by September 2, 1998.

**ADDRESSES:** Comments should be sent to William E. Gressman, Associate General Counsel, Office of Government Ethics, Suite 500, 1201 New York Avenue, NW., Washington, DC 20005–3917. Comments may also be sent electronically to OGE's Internet E-mail address at usoge@oge.gov (for E-mail messages, the subject line should include the following reference—''Proposed Public Financial Disclosure Access Customer Service Survey Paperwork Comment'').

**FOR FURTHER INFORMATION CONTACT:** Mr. Gressman at the Office of Government Ethics; telephone: 202–208–8000, ext. 1110; TDD: 202–208–8025; FAX: 202–208–8037. A copy of the proposed survey may be obtained, without charge, by contacting Mr. Gressman.

**SUPPLEMENTARY INFORMATION:** The Office of Government Ethics is planning to submit, after this notice and comment period, the following proposed customer service survey form for the collection of information to OMB for review under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35) and three-year approval thereunder.

The Office of Government Ethics is planning to assess, through the proposed ''Public Financial Disclosure Access Customer Service Survey'' form, requester satisfaction with the service provided by OGE in responding to requests by members of the public for access to copies of Standard Form (SF) 278 Executive Branch Personnel Public Financial Disclosure Reports on file with the Office. Most of the SF 278 reports available at OGE are those filed by executive branch Presidential appointees subject to Senate confirmation. Requests for access to SF 278 reports are made pursuant to the special public access provision of section 105 of the Ethics in Government Act of 1978 (the Ethics Act), as codified at 5 U.S.C. appendix, § 105, and 5 CFR 2634.603 of OGE's executive branchwide regulations thereunder, by completing an OGE Form 201, ''Request to Inspect or Receive Copies of SF 278 Executive Branch Personnel Public Financial Disclosure Report or Other Covered Record.'' The survey forms will be distributed to requesters along with their copies of requested SF 278 reports, with instructions asking them to complete and return the survey to OGE via the self-contained postage-paid postcards (the reverse side of the survey form, when folded, becomes a preaddressed postcard). The purpose of the survey will be to determine through customer responses how well OGE is responding to such requests and how the Agency can improve its customer service in this important area.

Pursuant to the Paperwork Reduction Act, OGE is not including in its public burden estimate for the new access customer service survey form the limited number of access requests filed by other Federal agencies or Federal employees. Nor is OGE including in that estimate the also limited number of requests for copies of other records covered under the special Ethics Act public access provision (such as certificates of divestiture), since the survey will only be sent to persons who request copies of SF 278 reports. As so defined and assuming a 100% return rate, the total number of access survey forms for copies of SF 278s estimated to be filed annually at OGE over the next three years by members of the public (primarily by news media representatives, public interest group members and private citizens) is 186. This estimate is based on a calculation of the average number of underlying access requests for copies of SF 278 reports received at OGE over the past two calendar years—1996 (152 requests) and 1997 (220 requests). The estimated average amount of time to read the instructions on the new customer service survey form and complete the form is three minutes. Thus, the overall estimated annual public burden for the proposed OGE Public Financial Disclosure Access Customer Service Survey will be nine hours (186 forms X 3 minutes per form, with the number of hours rounded off from 9.3 to 9).

Public comment is invited on each aspect of OGE's proposed new access customer service survey form, as set forth in this notice, including specifically views on: the need for and practical utility of this new collection of information; the accuracy of OGE's public burden estimate; the potential for enhancement of quality, utility and clarity of the information to be collected; and the minimization of burden (including the possibility of use of information technology).

Comments received in response to this notice will be summarized for, and may be included with, the forthcoming OGE request for OMB three-year paperwork approval for this new proposed information collection. At that time, after this notice and comment period, OGE will publish a second paperwork notice in the **Federal Register** to inform the public and Federal agencies.

Approved: June 15, 1998.

**F. Gary Davis,**

*Deputy Director, Office of Government Ethics.*

[FR Doc. 98–16285 Filed 6–18–98; 8:45 am]

BILLING CODE 6345–01–U

# DEPARTMENT OF HEALTH AND HUMAN SERVICES

## Office of the Secretary

## Assistant Secretary for Planning and Evaluation; Notice Inviting Applications for New Award for Fiscal Year 1998; Grants to States to Support Child Indicator Initiatives

**AGENCY:** The Office of the Assistant Secretary for Planning and Evaluation (ASPE).

**ACTION:** Announcement of the availability of grant funds and request for applications from states to make advancements in developing and using indicators of children's health and well-being in state and local policy work.

**SUMMARY:** The Office of the Assistant Secretary for Planning and Evaluation

announces the availability of funds for a program of small grants and invites applications from states to participate in technical assistance opportunities and make advancements in developing and using indicators of children's health and well-being in state and local policy work. The overall aims are (1) to promote state efforts to develop and monitor indicators of the health and well-being of children as welfare reform and other policy changes occur and (2) to help to institutionalize the use of indicator data in state and local policy work. Our intent is to award funds to states with a range of experience, including states not already engaged in substantial work in this area, based on their readiness to make advancements. Applications are invited from partnerships of state agencies and, where appropriate, other state governance groups such as children's councils or committees which have responsibilities for addressing children's issues. The proposed partnership should have a designated lead agency, ability to identify state goals for enhancing children's health and well-being, and ability to direct work with existing or new sources of data to produce child indicators. Technical assistance opportunities will be provided for states to work with one another, research and policy experts, and federal staff. Separate funding is being provided to Chapin Hall, at the University of Chicago, to convene grantee meetings, to promote the exchange of ideas and knowledge among states, and to organize and coordinate technical assistance from a network of experts from a variety of organizations. Assistance will be provided on issues in conceptualizing and measuring child indicators and institutionalizing the use of indicators in policy processes. Approximately ten grants will be awarded in FY98 for up to $50,000 for a one-year budget period. Continuation funding on a noncompetitive basis may be available for a second-budget year, and applicants should use a two-year project period in developing their plans (for a total award of up to $100,000). Awards may be made to additional applicants in FY99, depending on the availability of funds and the interest of the government.

**CLOSING DATE:** The deadline for submission of applications under this announcement is August 10, 1998.

**MAILING ADDRESS:** Application instructions and forms should be requested from and submitted to: Grants Officer, Office of the Assistant Secretary for Planning and Evaluation, Department of Health and Human Services, 200 Independence Avenue, SW., Room 405F, Hubert H. Humphrey Building, Washington, D.C. 20201, Telephone: (202) 690–8794. Requests for forms and administrative questions will be accepted and responded to up to five working days prior to the closing date for the receipt of applications. Application submissions may not be faxed.

Copies of this program announcement and many of the required forms may also be obtained electronically at the ASPE World Wide Web Page http://aspe.os.dhhs.gov. You may fax your request to (202) 690–6518 to the attention of the Grants Officer. Application submissions may not be faxed or sent electronically.

The printed **Federal Register** notice is the only official program announcement. Although reasonable efforts are taken to assure that the files on the ASPE World Wide Web Page containing electronic copies of this program announcement are accurate and complete, they are provided for information only. The applicant bears sole responsibility to assure that the copy downloaded in any other source is accurate and complete.

Request for forms and questions administrative and technical will be accepted and responded to up to five days prior to the closing date for the receipt of applications.

**FOR FURTHER INFORMATION CONTACT:** Administrative questions should be directed to the grants officer at the address or phone number listed above. Technical questions should be directed to Martha Moorehouse, Ph.D., Office of the Assistant Secretary for Planning and Evaluation, Department of Health and Human Services, 200 Independence Avenue, S.W., Room 450G, Hubert H. Humphrey Building, Washington, D.C. 20201. Telephone: (202) 690–6461. Questions may be faxed to (202) 690–5514 or emailed to mmooreho@osaspe.dhhs.gov. Consult the final section of the report for information on obtaining any of the publications referenced in the document.

## Part I. Supplementary Information

### *Legislative Authority*

This activity is authorized by Section 1110 of the Social Security Act (42 U.S.C. 1310) and awards will be made from funds appropriated under PL 105–78 Department of Health and Human Services Appropriations Act, 1998.

### *Eligible Applicants*

This competition is open only to states. Eligible applicants include states not already engaged in substantial work in this area and those with well-established efforts. A state applicant should propose a partnership among state agencies and, where appropriate, other state public governance groups (e.g., a cabinet-level children's council or committee) which have responsibilities for addressing children's issues.

The proposed partnership should have a designated lead agency. The partnership also should have the ability to identify state goals for enhancing children's health and well-being, to direct work with existing or new sources of data to produce child indicators, and to influence the use of indicators in policy work. At a minimum, the partnership should include (1) the state health and human service agencies with lead responsibilities for children's programs, including children's health programs, and the welfare and income support programs and (2) any state agencies or governance groups (e.g., a cabinet-level children's council or committee), already working to develop and use child indicators. Involvement of the state education agency is strongly encouraged.

States also are invited to propose additional partners such as city or county agencies, research institutions, or other state or local groups as part of a well-designed strategy to promote work on child indicators. Public or private nonprofit organizations, including research institutions, may collaborate with states in submitting applications, but states will be the principal grantees. Private for-profit organizations may also participate, with the recognition that grant funds may not be paid as profit to any recipient of a grant or subgrant.

### *Available Funds*

ASPE anticipates awarding approximately ten grants of up to $50,000 for each budget year of an up to two-year project period (for a total award of up to $100,000). The budget period is the interval of time into which the project period is divided for funding and reporting purposes. The project period is the total time for which a project has been programmatically approved, and two years is the expected length of the project period for these awards. Applications for continuation grants funded under these awards beyond the one-year budget period, but within a two-year project period, will be entertained in the subsequent year on a noncompetitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government. Awards to additional applicants may be made in FY99, depending on the availability of funds and the interest of the government.

**Part II. Purpose and Background**

Indicators of children's health and well-being are the focus of increased attention at national, state, and local levels in a variety of initiatives. There are significant new national initiatives to monitor key trends in child health and well-being on a yearly basis in order to identify areas of progress and concern. At a variety of levels, there is interest in using indicators to monitor aspects of children's well-being that are most likely to be affected by welfare reform or by a combination of changes in key policies for children like those also occurring in child welfare or access to health care services. In addition, indicators are used increasingly in initiatives to set goals and establish benchmarks related to policies for children and to assess program performance through child outcome measures, though indicators cannot directly demonstrate causal effects of programs or policies.

ASPE is interested in building on existing activities and encouraging new work by states. The aim is to support states in making committed efforts to assess key trends in children's health and well-being and to improve the use of this information in policy development and implementation. ASPE is interested in promoting indicators as a monitoring tool for states to track broadly the status of low-income children in relation to other groups and to monitor changes for children as policy shifts occur in a number of key policy areas (welfare reform, child welfare, child care, health care). An additional purpose is to help states focus on areas where children's well being may be affected—positively or negatively—by welfare policies. ASPE is especially interested in encouraging state welfare agencies to work closely with other agencies to develop and use indicators as part of a strategy to monitor the health and well-being of children whose families leave the welfare rolls. The focus of the small grants is on supporting approximately ten states with varying degrees of experience in these areas to participate in technical assistance opportunities and make advancements.

*Building on Federal Initiatives to Establish National Indicators of Children's Health and Well-Being*

There is a new national commitment to using indicators to document trends in the health and well-being of America's children. The Federal Interagency Forum on Child and Family Statistics was formally established by Presidential Executive Order in 1997. The Forum works to coordinate and improve the collection and reporting of national data on children, and ASPE is an active member. The Forum's new charge is to report each year on the most important indicators of children's well-being so that policy decisions for children are based on better information.

The first report, America's Children: Key National Indicators of Children's Well-Being, was issued in 1997. The report offers a succinct portrait of what we do and do not know about the health and well-being of children in our nation. Using twenty-five indicators, the report shows how children from infancy through adolescence are faring in critical areas such as mortality, poverty, and health care coverage. Gaps in the report reflect areas where national data sources are inadequate. One gap is in the area of producing positive outcomes for children; most existing indicators are problem focused. Certain key areas such as school readiness are also missing. In producing future reports, the Forum will document change and stability for children using existing indicators and will seek to fill in some of the missing pieces through improvements in data collections.

ASPE is sponsoring additional projects as part of a program of work to promote the development and use of child indicators for purposes of monitoring policy outcomes and identifying new policy needs. ASPE supports the production of a much more extensive annual report on national trends in children's well being. The second edition of Trends in the Well-Being of America's Children and Youth: 1997 presents the most recent and reliable estimates on more than 80 indicators of well-being. The indicators cover five broad areas: population, family and neighborhood; economic security; health conditions and health care; social development, behavioral health, and teen fertility; and education and achievement. The report also calls attention to the areas where better national data—reliably and regularly measured—are needed.

In light of these national developments, this project seeks to promote a committed effort by states to regularly monitor key indicators for children. Working toward a common core of indicators that have comparability across states is valued, but the first emphasis will be on indicators of interest to each of the participating states.

Good data sources for producing state indicators on a year-to-year basis are scarce. Data from national surveys, which are used to produce the national indicators, have gaps in what they cover and use a sampling frame which does not readily yield estimates for most states. Data can be combined over multiple years, an approach used to produce certain indicators for the well known national Kids Count Data Book published by the Annie E. Casey Foundation. However, yearly trends cannot be tracked with this approach. Information on the strengths and limitations of national data sources is provided in The Guide to State and Local-Level Indicators of Child Well-Being Available Through the Federal Statistical System produced by Child Trends.

Administrative data bases, state surveys, and state supplements of national surveys are potential data sources for producing state child indicators with each of these sources having particular strengths and weaknesses. A number of states have begun to produce indicator reports using a variety of sources. This project is intended to build on and stimulate such efforts by states.

A goal of the present project is to establish indicators projects within the state governance structure and to support states' efforts to institutionalize the production and use of indicators using state funds. In addition to funding the national Kids Count Data Book, the Casey Foundation has funded state-level Kids Count grantees to produce more detailed state and local indicator profiles of children's well-being on a yearly basis. Relationships between state governments and Kids Count grantees are highly varied. In some states, grantees are a part of state government or have established common goals and close working relationships. In other states, relationships are distant or problematic. States are encouraged to take stock of the base of technical experience accumulated by these grantees and compatibility of goals and determine the best relationship to establish between these existing efforts and the proposed project. Areas where this project may provide a different focus or add value include: creating or refining indicators based on states' goals for children's health and well-being, accessing additional sources of state data, developing methods for tracking indicators year-to-year rather than over longer periods, and leveraging state resources for institutionalizing the production and use of indicator information.

*Linking Child Indicators to Monitoring of Welfare Reform and Other Policy Changes*

Children's indicators are an important tool for monitoring changes in children's health and well-being as welfare reforms are implemented in response to passage of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Census Bureau surveys will provide a major source of data for producing national indicators for children and for conducting analyses of welfare impacts. As part of implementing the 1994 Welfare Indicators Act, ASPE will work with the Census Bureau and other federal agencies to produce annual reports which focus on indicators of welfare dependence and the well-being of children and adults. With the advice and recommendations of the bipartisan Advisory Board on Welfare Indicators and the assistance of other Federal agencies, an interim and first annual report to Congress entitled Indicators of Welfare Dependence.

Sources are more limited for producing state-specific indicators, especially for indicators which can be tracked at regular intervals. Under the PRWORA, using a methodology to be established by DHHS, states will report annually on changes in child poverty. ASPE is interested in assisting states with the development of indicators which go beyond child poverty. With the Administration on Children and Families and other funding partners, ASPE is supporting the Project on State-Level Child Outcomes (PCO). The primary focus of this project is supporting states in adding child outcome measures to welfare waiver evaluations. A second focus is indicator development. State welfare agencies have been encouraged to work with other state agencies to create or improve capacities for monitoring indicators of children's well-being which are most likely to be affected by welfare reforms. We have found that welfare agencies often were not connected to existing indicator initiatives, but were able to establish connections with the support of the project. Descriptions of the focus on indicators and states' activities are provided in a report summarizing the third meeting of the planning phase, Indicators of Children's Well-Being: From Construct to Application, prepared by Child Trends. From this experience, the present project seeks to strengthen the involvement of state welfare agencies in work on children's indicators. If appropriate, states may designate the welfare agency to lead the project. However, for most states, we anticipate that leadership will come from another agency which is promoting work on children's indicators or which has lead responsibilities for children's policies and programs.

In relation to welfare monitoring, the purpose is to help states focus on areas where children's well being may be affected—positively or negatively—by welfare policies. ASPE is especially interested in encouraging states to work on indicator strategies for monitoring the health and well-being of children whose families leave the welfare rolls. The Project on State-Level Child Outcomes worked with states during the planning phase to develop a common conceptual framework of the linkages between welfare reforms and potential child outcomes. The resulting matrix identifies ways in which welfare reform provisions may produce changes for adults (e.g., welfare dependence, income changes, work participation) which would affect family processes (e.g., residential stability, family routines, parental depression and behavior) and children's participation in child care (e.g., use of care, amount, type, stability, quality) which would in turn affect child outcomes (health and safety, education, social and emotional adjustment). The conceptual matrix and related measures are presented in the report From Constructs to Measures prepared by Child Trends.

A number of the state officials participating in the Project on State-Level Child Outcomes also participate in the Midwest Welfare Peer Assistance Network (WELPAN), a group of senior welfare officials who began meeting in October 1996 on welfare reform issues, with the Family Impact Seminar providing coordination. This group's recent report, Welfare Reform: How Will We Know If It Works?, presents a similar framework and outlines the process the group followed to select and refine goals and measures. The ultimate outcomes identified for children are affected by much more than welfare reform, as the report notes. Recognizing, therefore, that no one agency can be held solely accountable for broad outcomes, the process of identifying ultimate outcomes should lead to better coordination across policies and programs and to improvements for children.

WELPAN's report notes that choosing outcomes and the appropriate measures is only the first step, and recommends that states invest in sufficient resources to ensure that the right data are available and that the measures are used and interpreted objectively. A purpose of this project is to help states to consider multiple data sources and make progress in accessing data, developing new data sources, and analyzing and reporting indicator data.

The Assessing New Federalism Study, conducted by the Urban Institute, is producing profiles of a limited set of policy variables and social indicators for the 50 states. The health and well-being of children and families is being monitored in 13 states with surveys in 1997 and 1999. Along with the efforts described above, the data and methods from this project can provide a base for states to use in considering designs for longer-term monitoring efforts.

As states are implementing welfare reforms, changes are occurring in other key policies for children including those related to health care, child care, and child welfare. A number of states are also making innovations in early childhood and educational policies. Innovations are likely to continue at national, state, and local levels in a number of these key policy areas for children and their families. Individually and in combination these changes may affect a number of important health and well-being outcomes for children.

This project aims to support states' efforts to develop indicator systems which can serve as a tool for monitoring how children are faring as multiple policy changes occur. Though indicators cannot be used to attribute changes in well-being to specific changes in policy, they can signal whether changes are moving in positive, negative, or neutral directions. Good indicator systems also can help identify unmet needs and inform policy development in new areas.

*Linkages With Performance Measurement Initiatives*

Indicators are seeing increasing use in national, state, and local initiatives to set goals and establish benchmarks in policies for children and to measure the performance of programs by assessing whether outcomes for children are achieved. DHHS and other federal agencies are in the process of implementing the Government Performance and Results Act of 1993 (GPRA). GPRA requires federal agencies to set long-term strategic goals, link goals to specific program activities, identify indicators, and develop the information systems and measures to produce the required data.

Examples of federal performance measurement efforts that have a primary focus on children include those underway for Head Start, immunizations (tracking rates at national and state levels through the National Immunization Survey), the Maternal and Child Health Block Grants (with measures established in partnership with states), and the new Children's Health Insurance Program (with measures selected by states). These efforts are at an early stage, and it is yet to be seen how well these programmatically-focused efforts will be able to inform policy development and produce improvements in key areas of children's health and well-being. An aim of the technical assistance component of this project is to help apply the lessons emerging from the successes and failures of these efforts.

Another effort of DHHS is Healthy People 2000 which provides a framework for measuring performance by outcomes. It specifies objectives for 22 priority areas, including areas focusing on children. The overarching goals are to increase years of healthy life, reduce disparities in health among different population groups, and achieve access to preventive health services. All but a few states have developed their own Healthy People 2000 plans tailored to their own needs. Planning for Healthy People 2010 is underway and will address emerging issues, such as changing demographics, advances in preventive therapies and new technologies.

Through legislative or management initiatives, a number of states are implementing a variety of performance measurement efforts. The Harvard Family Research Project has published the Resource Guide of Results-Based Accountability Efforts. This 1996 report highlights the efforts of eighteen states which have developed systems focusing on children and families. Descriptions of the ways in which six states (California, Florida, Massachusetts, Minnesota, Oregon, and Vermont) are developing and using children's indicators are provided in the 1997 report by Child Trends, Social Indicators of Child and Family Well-being: A Profile of Six State Systems, published as an Institute for Research on Poverty Special Report.

The most sensitive issue for performance measurement initiatives is how changes in indicators will be attributed to the good or poor performance of a specific program, and how program funds may be increased or decreased accordingly. Indicators can show changes in children's well-being, but cannot show the causes of changes. For states now using indicator data in policy processes, indicators are seeing more usage in setting overarching goals for children and their families, assessing baselines, and tracking whether changes are moving in the right direction. For example, Oregon and Vermont have used negative indicator data (a teenage pregnancy or birth rate that is higher in one county than in other counties) as a starting point for policy development and the provision of additional resources and technical assistance. It is this type of focus that the present project seeks to promote.

The process of identifying indicators of program performance at federal, state and local levels can change the focus of policy making. This process should focus attention on the fact that outcomes of fundamental importance for children are interactive and cannot be accomplished by any one program alone. Vermont's experience shows the importance of considering sets of related indicators and their interactions with one another. For example, improvements in input indicators such as the percent of the population covered by health insurance, the percent of women with early prenatal care, the percent of newborns receiving home visits, have been followed by declines in teen birth rates, child abuse, and numbers of children needing special education (''The Importance of Indicators and What They Can Do'', by C. D. Hogan, Vermont Agency of Human Services, in Indicators of Children's Well-Being: From Construct to Application, prepared by Child Trends).

The present project seeks to build on experiences at all levels and focus on helping to transfer knowledge, especially from state to state. States are encouraged to build on technical work that they are doing to develop specific performance measures. However, this project must have a focus on broader state-identified goals for children's health and well-being, as in the examples above, and thus go beyond the selection of specific performance measures for individual programs.

*Technical Assistance*

This project will provide opportunities for states to work with one another and with research and policy experts to develop indicators and promote their use in policy. States should plan to fully participate in technical assistance opportunities and may use grant funds for travel to project meetings (see Budget section of the Application Instructions). Separate funding has been provided to Chapin Hall, at the University of Chicago, to convene grantee meetings, promote the exchange of ideas and knowledge among states, and organize and coordinate consultations with a broad network of experts (from a team at Chapin Hall and from a variety of other organizations). Areas of expertise include: policies and programs for children and their families, issues in conceptualizing and measuring different domains of children's health and well-being, data strategies for producing children's indicators, and appropriate ways of using indicator data in policy processes. Technical assistance will be oriented to the interests and needs of participating states and will support the purposes described in this announcement.

**Part III. Application Preparation and Evaluation Criteria**

This section contains information on the preparation of applications for submission under this announcement, on the forms necessary for submission, and on the evaluation criteria under which the applications will be reviewed. Potential applicants should read this section carefully in conjunction with the information provided above. The application must contain the required Federal forms, title page, table of contents, and the sections listed below. All pages of the narrative should be numbered.

Whatever the state's prior experience is this area, the application should clearly show that the state is motivated and prepared to make advancements in indicators work. States not already engaged in substantial work in this area are encouraged to apply and to propose plans for new work. States with substantial experience should focus on what new advancements will be made and what value will be added. Applications also should include plans to make full use of the opportunities to work with one another and with the broad network of research and policy experts to be arranged and coordinated by Chapin Hall.

The application should include the following elements:

1. *Abstract:* A one page summary of the proposed project.
2. *Authorship:* Authors of the proposal and their planned role in the project.
3. *Goals:* Focus on proposed advancements, and describe the goals and objectives to be achieved with regard to developing and using child indicators. Describe the expected contributions of participating agencies for achieving the identified goals and objectives, the proposed accomplishments and how they will be assessed, the value to be added to

existing state indicator initiatives, and knowledge and information to be gained from the project by the applicant, the government, and the research and policy communities.

4. *Background information on the lead agency and the partnership:* Identify and provide background information on the participating agencies and their roles, responsibilities, and decision making authority. Explain the leadership structure. Describe existing collaborations pertinent to the project. Indicate previous experience in coming to agreement on goals for children (and key indicators, if applicable), with sharing information and data across agencies and in disseminating indicators publicly. If experience is limited, provide clear and specific plans for working collaboratively in these areas. Provide attachments documenting interagency agreements. At a minimum, the partnership should include (1) the state governmental agencies with lead responsibilities for children's programs, including children's health programs, and the welfare and income support programs and (2) any state agencies or governance groups, (e.g., a Governor's Office on Children or a cabinet-level children's council or committee), already working to develop and use child indicators. Involvement of the state education agency is strongly encouraged. States also are invited to propose additional partners, including city or county agencies, research institutions, and other state and local groups, as part of a well-designed strategy to promote work on child indicators. As applicable, describe the planned roles for other organizations, including research institutions. Demonstrate the capacity of the partnership for institutionalizing the production and use of indicators within the state public governance structure. Demonstrate a commitment from senior leadership in the state.

5. *Experience, capacity, qualifications, and use of staff for the lead agency and partnering agencies:* Describe the organizational capabilities of the lead agency and its experience in conducting related projects. Show capability to direct work with existing or new sources of data to produce child indicators. Provide specific examples of work with data that can be applied to this project. Identify the key staff who are expected to carry out the project and provide a résumé or curriculum vitae for each person. Provide a discussion of how key staff will contribute to the success of the project. Describe their normal duties and indicate how time will be allocated to work on this project. Show commitment to staffing this project from policy, program, and research and planning areas. Provide similar information on partnering agencies in sufficient depth to understand how the proposed project will be accomplished.

6. *Work plan outline:* Provide sufficient information to show that the applicant is prepared to engage in a sequence of tasks and activities that will enable meaningful progress to be made in accomplishing the identified goals and objectives. There should be a clear relationship between the work plan and the identified roles and responsibilities described for the participating agencies and key staff. The work plan should anticipate a project start date of no later than September 30, 1998, and outline plans for a two-year period, providing more detail for the first year. It is expected that plans will evolve over the course of the project and in response to participation in technical assistance opportunities. Information on areas of interest for technical assistance (that Chapin Hall will provide or coordinate including opportunities to work with other states) should be indicated and the range of issues and preferred priorities should be described.

The plan should indicate what will be most emphasized in relation to the following areas:

Conceptualizing and Measuring Indicators: The process and activities that the partnership will undertake to choose a set of child indicators to be tracked at regular intervals. Work to be conducted to use existing data resources or develop new data resources for measuring the indicators. Where appropriate, data plans should build on existing technical work and resources, such as projects to link administrative data bases, to produce program performance measures, or ability to use national survey data or other major data bases (e.g., New Federalism). The focus should be on using these data sources to produce child indicators at regular intervals.

Use of Indicators and Possible Products: The ways in which the appropriate use of indicators will be promoted through this project. Outline steps to be taken to institutionalize a commitment within state government to regularly produce and appropriately use child indicators. Possible products (reports, presentations, events, web postings, etc.), intended audiences, and value to be added over any existing efforts.

7. *Budget:* Applicants must submit a request for federal funds using Standard Form 424A and include a detailed breakdown of all Federal line items. A narrative explanation of the budget should be included which explains fund usage in more detail and which makes clear the value to be added over any existing efforts. For budgeting purposes, states should plan for travel of four representatives to at least three meetings (of two days) using costs for Washington, D.C. for one meeting and Chicago, IL for two meetings.

ASPE anticipates awarding approximately ten grants of up to $50,000 for each budget year of an up to two-year project period (for a total award of up to $100,000). The budget period is the interval of time into which the project period is divided for funding and reporting purposes. The project period is the total time for which a project has been programmatically approved, and two years is the expected length of the project period for these awards.

On page 2 of SF 424A, Section E ''Budget Estimates of Federal Funds Needed for Balance of the Project.'' indicate the amounts estimated for the first and second funding (budget) periods. Applications for continuation grants funded under these awards beyond the one-year budget period, but within a two-year project period, will be entertained in the subsequent year on a noncompetitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

Grantees must provide at least $5,000 of the total approved cost of the project. The total approved cost of the project is the sum of the Federal Share and the non-Federal Share. The non federal share may be met by cash or in-kind contribution. Therefore a project requesting $50,000 in Federal funds must include a match of at least $5,000 for a total approved project cost of $55,000.

### *Review Process and Funding Information*

A Federal panel will review and score all applications that are submitted by the deadline date and which meet the screening criteria (all information and documents as required by this Announcement). The panel will review the applications using the evaluation criteria listed below to score each application. These review results will be the primary element used by the ASPE in making funding decisions. The Department reserves the option to discuss applications with other Federal or State staff, specialists, experts and the general public. Comments from these sources, along with those of the reviewers, will be kept from inappropriate disclosure and may be considered in making an award decision.

**State Single Point of Contact (E.O. No. 12372)**

DHHS has determined that this program is not subject to Executive Order 12372, ''Intergovernmental Review of Federal Programs.'' Applicants are not required to seek intergovernmental review of their applications within the constraints of E.O. 12372.

**Deadline for Submission of Applications**

The closing date for submittal of applications under this announcement is August 10, 1998. Hand-delivered applications will be accepted Monday through Friday, excluding Federal holidays during the working hours of 9:00 a.m. to 4:30 p.m. in the lobby of the Hubert H. Humphrey building located at 200 Independence Avenue, SW. in Washington, D.C. When hand-delivering an application, call (202) 690–8794 from the lobby for pick up. A staff person will be available to receive applications. Faxed applications will not be accepted.

An application will be considered as meeting the deadline if it is either (1) received at, or hand-delivered to, the mailing address on or before August 10, 1998, or (2) postmarked before midnight August 10, 1998 and received in time to be considered during the competitive review process (within two weeks of the deadline date).

When mailing applications, applicants are strongly advised to obtain a legibly dated receipt from a commercial carrier (such as UPS, Federal Express, etc.) or from the U.S. Postal Service as proof of mailing by the deadline date. Applicants are cautioned that express/overnight mail services do not always deliver as agreed. If there is a question as to when an application was mailed, applicants will be asked to provide proof of mailing by the deadline date. When proof is not provided, an application will not be considered for funding. Private metered postmarks are not acceptable as proof of timely mailing.

Applications which do not meet the deadline are considered late applications and will not be considered or reviewed in the current competition. DHHS will send a letter to this effect to each late applicant.

DHHS reserves the right to extend the deadline for all proposals due to natural disasters, such as floods, hurricanes, or earthquakes; or if there is a widespread disruption of the mail; or if DHHS determines a deadline extension to be in the best interest of the government. However, DHHS will not waive or extend the deadline for any applicant unless the deadline is waived or extended for all applicants.

**Application Forms**

Copies of applications should be requested from and submitted to: Grants Officer, Office of the Assistant Secretary for Planning and Evaluation, Department of Health and Human Services, 200 Independence Avenue, SW., Room 405F, Hubert H. Humphrey Building, Washington, D.C. 20201, Telephone: (202) 690–8794. Requests for forms and questions (administrative and technical) will be accepted and responded to up to 5 working days prior to the closing date for receipt of applications. We will not accept faxed applications.

Also see section entitled ''Components of a Complete Application.'' All of these documents must accompany the application package.

Copies of this program announcement and many of the required forms may also be obtained electronically at the ASPE World Wide Web Page http://aspe.os.dhhs.gov. You may fax your request to (202) 690–6518 to the attention of the Grants Officer. Application submissions may not be faxed or sent electronically.

The printed **Federal Register** notice is the only official program announcement. Although reasonable efforts are taken to assure that the files on the ASPE World Wide Web Page containing electronic copies of this program announcement are accurate and complete, they are provided for information only. The applicant bears sole responsibility to assure that the copy downloaded in any other source is accurate and complete.

**Length of Application**

Applications should be as brief as possible but should assure successful communication of the applicant's proposal to the reviewers. In no case shall an application (excluding the resumes, appendices and other appropriate attachments) be longer than 20 single spaced pages. Applications should be neither unduly elaborate nor contain voluminous supporting documentation. Video tapes and cassette tapes may not be included as part of a grant application for panel review. A signed original and two (2) copies of each application are required. Applicants are encouraged to send an additional (2) copies of their application to ease processing, but applicants will not be penalized if these extra forms are not included. One of these copies must be unbound, suitable for photocopying; if only one is the original (has an original signature, is attached to a cover letter, etc.) it should not be this copy. The applicant's Form 424 must be signed by the applicant's representative authorized to act with the full authority on behalf of the applicant.

**Selection Process and Evaluation Criteria**

Selection of the successful applicant will be based on the technical and financial criteria described in this announcement. Reviewers will determine the strengths and weaknesses of each application in terms of the evaluation criteria listed below, provide comments and assign numerical scores. The review panel will prepare a summary of all applicant scores and strengths/weaknesses and recommendations and submit it to the ASPE for final decisions on the award.

The point value following each criterion heading indicates the maximum numerical weight that each section will be given in the review process. An unacceptable rating on any individual criterion may render the application unacceptable. Consequently, applicants should take care to ensure that all criteria are fully addressed in the applications.

*Two (2) copies* of each application are required. Applicants are encouraged to submit a total of five (5) copies. One of these copies must be unbound, suitable for photocopying; if only one is the original (has the original signature, is attached to a cover letter, etc.) it should not be this copy.

Applications will be judged according to the criteria set forth below:

*Goals and potential usefulness* (25 points). The fit between the applicants' goals and the purposes described in this announcement, the value to be added through augmentation of any existing indicator initiatives, the potential usefulness of the proposed accomplishments, and the ways the anticipated results of the proposed project will advance the development and use of indicators by the state and contribute to the knowledge base in this area. ASPE seeks to fund a group of grantees with varying amounts of experience, and emphasis will be placed on the clarity of states' goals for advancing work on indicators rather than on the overall level of sophistication that states will be able to achieve.

*Qualifications and soundness of the partnership* (25 points). The extent to which the partnership is able to meet or exceed the requirements for which agencies and groups agree to participate and have well-defined roles, responsibilities, and decision making authority. There is a clear leadership structure. There is good evidence of an ability to work together or to create new and productive partnerships in the areas relevant to this project. There is evidence of capacity to help institutionalize the production and use of indicators within the state public governance structure, and an indication of commitment from senior leadership in the state.

*Qualifications of personnel and organizational capability* (20 points). The experience, training, and qualifications of proposed personnel for leading work on identifying indicators, directing work with data, and influencing the institutionalized use of indicators. The ability of designated staff to allocate time to the project. The capacity of the lead agency to provide the infrastructure and support necessary for the project. The lead agency's ability to collaborate effectively with other partnering agencies. The information provided about partnering agencies (staff commitments and organization capabilities) is sufficient to understand how the proposed project will be accomplished. Any planned role for other organizations, including research institutions, will add value to the effort.

*Quality and soundness of the work plan* (20 points). The work plan will be evaluated on the extent to which the proposed plans will enable the state to make meaningful advancements on the goals it specifies in relation to (1) developing and monitoring indicators of the health and well-being of children overall and as welfare reform and other policy changes occur and (2) helping to institutionalize the use of indicator data in state and local policy work.

4. *Appropriateness of the budget.* (10 points). Reviewers will examine how these specific funds will be used and ways they will enhance other committed resources.

### Disposition of Applications

1. *Approval, disapproval, or deferral.* On the basis of the review of the application, the Assistant Secretary will either (a) approve the application as a whole or in part; (b) disapprove the application; or © defer action on the application for such reasons as lack of funds or a need for further review. However, nothing commits the Assistant Secretary to making an award or limits the ability to make multiple awards.

2. *Notification of disposition.* The Assistant Secretary for Planning and Evaluation will notify the applicants of the disposition of their applications. If approved, a signed notification of the award will be sent to the business office named in the ASPE checklist.

### Components of a Complete Application

A complete application consists of the following items in this order:

1. Application for Federal Assistance (Standard Form 424);
2. Budget Information—Non-construction Programs (Standard Form 424A);
3. Assurances—Non-construction Programs (Standard From 424B);
4. Table of Contents;
5. Budget Justification for Section B Budget Categories;
6. Proof of Non-profit Status, if appropriate;
7. Copy of the applicant's Approved Indirect Cost Rate Agreement, if necessary;
8. Project Narrative Statement;
9. Any appendices or attachments;
10. Certification Regarding Drug-Free Workplace;
11. Certification Regarding Debarment, Suspension, or other Responsibility Matters;
12. Certification and, if necessary, Disclosure Regarding Lobbying;
13. Supplement to Section II—Key Personnel;
14. Application for Federal Assistance Checklist.

### Catalog of Federal Domestic Assistance

The Catalog of Federal Domestic Assistance number is 93–239.

### Reports

Grantees must submit quarterly progress reports and annual summary reports. The specific format and content for these reports will be provided by the project officer.

### Information on Obtaining Publications Referenced in the Document

*Federal Publications*

Healthy People 2000

Published by: Department of Health and Human Services (OPHS)
Websites: http://odphp.osophs.dhhs.gov/pubs/hp2000/

American's Children: Key National Indicators of Well-Being: 1997

Published by: National Center for Health Statistics
Website: http://www.cdc.gov/publications.htm
Copy Request: Fax all requests for copies to the attention of Lisa L. Franklin at (202) 690–5514

Trends In The Well-Being of America's Children and Youth: 1997

Published by: Department of Health and Human Services
Website: http:/aspe.os.dhhs.gov/hsp/trends/TOC.HTM
Copy Request: Fax all requests for copies to the attention of Lisa L. Franklin at (202) 690–5514

Indicators of Welfare Dependence: 1997

Published by: Department of Health and Human Services
Website: http://aspe.os.dhhs.gov/hsp/indicator/front.htm
Copy Request: Fax all requests for copies to the attention of Barbara Bishop at (202) 690–6562

*Reports by Child Trends, Inc.*

- From Constructs To Measures.
- Indicators of Children's Well Being: From Construct to Applications.
- Social Indicators of Child and Family Well-Being.
- A Profile of Six State Systems.
- The Guide to State and Local-Level Indicators of Child Well-Being Available Through the Federal Statistical System.

Websites:
http://Childtrends.org/research.htm (Synopsis of Publications)
http://Childtrends.org/order.htm (Ordering Publications)
Copy Request: Child Trends, Inc., 4301 Connecticut Avenue, NW., Washington, D.C. 20008, Phone: (202) 362–5580 Fax: (202) 362–5533

*Other Reports*

Kids Count Data Book: 1998

Published by: The Annie E. Casey Foundation
Website: http://www.kidscount.org
Copy Request: (410) 223–2890

Resource Guide of Results Based Accountability Efforts

Copy Request: Harvard Family Research Project, 38 Concord Avenue, Cambridge, MA 02138

Welfare Reform: How Will We Know If It Works

Published by: Family Impact Seminar
Website:
http://www.ssc.wisc.edu/irp
http://www.ssc.welfareinfo.org
Copy Request Phone: (202) 496–1964 ext 12

Dated: June 11, 1998.

**Margaret A. Hamburg,**

*Assistant Secretary for Planning and Evaluation.*

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