

Management, U.S. Office of Government Ethics, Suite 500, 1201 New York Avenue, NW., Washington, DC 20005-3917. Comments may also be sent electronically to OGE's e-mail address at [usoge@oge.gov](mailto:usoge@oge.gov) (for e-mail messages, the subject line should include the following reference—"Public Financial Disclosure Access Customer Service Survey").

**FOR FURTHER INFORMATION CONTACT:** Ms. Donovan at the U.S. Office of Government Ethics; telephone: 202-482-9232; TDD: 202-482-9293; FAX: 202-482-9237. A copy of the Public Financial Disclosure Access Customer Service Survey form may be obtained, without charge, by contacting Ms. Donovan.

**SUPPLEMENTARY INFORMATION:** The Office of Government Ethics uses the Public Financial Disclosure Access Customer Service Survey form (OMB control number 3209-0009) to assess 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 OGE. 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 section 105, and procedures in 5 CFR 2634.603 of OGE's executive branchwide regulations. Requesters ask for copies of SF 278 reports by completing an OGE Form 201, "Request to Inspect or Receive Copies of SF 278 Executive Branch Personnel Public Financial Disclosure Reports or Other Covered Records."

OGE distributes the survey forms to requesters along with copies of requested SF 278 reports. OGE notes that the survey form is only authorized for its own use, not by other agencies throughout the executive branch. The instructions on the survey form ask the requester to complete and return the survey form to OGE via the self-contained postage-paid postcards (the reverse side of the survey form, when folded, becomes a pre-addressed postcard). The purpose of the survey form is to determine through customer responses how well OGE is responding to such requests and how OGE can

maintain its current high-level of customer satisfaction in this area.

OGE is issuing this first round **Federal Register** notice to announce its forthcoming request to OMB for paperwork renewal of the survey form with no modifications. If OGE's current stock of survey forms is depleted within the next three years, OGE plans to reprint the form with two minor modifications (with notice to OMB at that time) without further paperwork clearance. These modifications are: updating the OGE address from "Attn: FDD" to "Attn: PSD" and, in the public burden statement, change "Associate Director for Administration" to "Deputy Director for Administration and Information Management."

The current paperwork approval is scheduled to expire at the end of March 2005. Pursuant to the Paperwork Reduction Act (44 U.S.C. chapter 35), OGE is not including in its public burden estimate for the survey form the limited number of access requests filed by other Federal agencies or Federal employees. Nor is OGE including in that estimate, the 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 form is only sent to persons who request copies of SF 278 reports.

As so defined, OGE's estimate for the total number of survey forms 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 30. This estimate is based on a calculation of the number of survey forms received at OGE between January 2001 and October 2004 (112 survey forms). This estimate is 20 less than that for the prior three-year period. The estimated average amount of time to read the instructions and complete the survey form, remains the same at three minutes. Thus, the new overall estimated annual public burden for the OGE Public Financial Disclosure Access Customer Service Survey form will be two hours (rounded up from one and a half hours (30 forms  $\times$  3 minutes per form)).

Public comment is invited on all aspects of the survey form as proposed for renewal including specifically views on: 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).

After this notice and comment period, OGE will submit the survey form to OMB for review and three-year extension of approval under the provisions of the Paperwork Reduction Act. At that time, OGE will also publish a second paperwork notice in the **Federal Register** to inform the public and Federal agencies. 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. They will also be explained in the second round notice. The comments will also become a matter of public record.

Approved: December 9, 2004.

**Marilyn L. Glynn,**

*Acting Director, Office of Government Ethics.*  
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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Proposed Information Collection Activity; Comment Request

##### Proposed Projects

*Title:* LIHEAP Quarterly Allocation Estimates.

*OMB No.:* 0970-0037.

*Description:* The Low Income Home Energy Assistance Program (LIHEAP) Quarterly Allocation Estimates Form-535 is a one-page form that is sent to 50 State grantees and the District of Columbia. It is also sent to Tribal grantees that receive over \$1 million annually and who directly administer the LIHEAP Program. Grantees are asked to complete and submit the form in the 4th quarter of each fiscal year. The data collected on the form are the grantee's estimates of obligations that they expect to make each quarter during the upcoming fiscal year. This is the only method used to request anticipated distribution of the grantee's LIHEAP funds for the program year. The information is used to disburse LIHEAP funds in accordance with grantee needs and to develop OMB apportionment requests.

*Respondents:* State, local or tribal govt.

ANNUAL BURDEN ESTIMATES

Instrument	No. of respondents	No. of responses per respondent	Average burden hours per response	Total burden hours
Form ACF-535 .....	55	1	.25	13.75
Estimated Total Annual Burden Hours: .....				13.75

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 Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. 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: December 13, 2004.

**Robert Sargis,**

*Reports Clearance Officer.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Proposed Information Collection Activity; Comment Request**

**Proposed Projects**

*Title:* Evaluation of the Early Head Start Enhanced Home Visiting Pilot Project.

*OMB No.:* New Collection.

*Description:* The Head Start

Reauthorization Act of 1994 established a special initiative creating funding for services for families with infants and toddlers. In response, the Administration on Children, Youth and Families (ACYF) within the Administration for Children and Families (ACF) developed the Early Head Start program. Since its inception, Early Head Start has expanded to include more than 700 programs and 70,000 families enrolled nationwide. The program is designed to produce outcomes in four domains: (1) Child development, (2) family development, (3) staff development, and (4) community development. The Head Start Bureau has given programs a mandate to support the quality of all settings where children receive care by providing high-quality services and supporting parents and child care providers in caring for their young children.

In keeping with this mandate, the Head Start Bureau recently funded 24 Early Head Start programs to participate in the Enhanced Home Visiting Pilot Project. The goal of the pilot project is to develop program models for supporting relatives and neighbors who

care for Early Head Start children in acquiring the knowledge, skills and resources they need to support children's healthy development.

The Enhanced Home Visiting Pilot Project evaluation will collect and disseminate information about the program models and service delivery strategies developed by the pilot sites, as well as the characteristics and needs of participating children, families, and caregivers. The evaluation will collect and analyze information from three main sources: (1) Interviews with staff and focus groups with parents and caregivers to be conducted during two rounds of visits to pilot programs (in spring 2005 and 2006), (2) a program recordkeeping system for tracking services to be maintained by the pilot sites, and (3) observational assessments of the quality of the caregiving environment and the interactions between children and caregivers to be conducted in spring 2006. All data collection instruments have been designed to minimize the burden on respondents by minimizing the time required to respond. Participation in the study is voluntary.

The results of the research will be used by the Head Start Bureau and ACF to identify and disseminate information about promising program models and service delivery strategies and lessons learned from the experiences of the pilot programs.

Respondents: Early Head Start directors, coordinators, specialists, and home visitors; staff from other community service providers; parents of Early Head Start children; and neighbor and relative caregivers of Early Head Start children.

**Annual Burden Estimates**

ESTIMATED RESPONSE BURDEN FOR RESPONDENTS FOR THE ENHANCED HOME VISITING PILOT EVALUATION

Instrument	Number of respondents	Number of responses per respondent	Average burden per response (hours)	Annual burden (hours)
Site Visit Protocols (2005):				
Director Protocol .....	24	1	3.0	72.0
Coordinator/Specialist Protocol .....	24	1	1.5	36.0
Community Partner Protocol .....	24	1	1.5	36.0
Home Visitor Protocol .....	48	1	1.5	72.0