

## **CHILD CARE AND DEVELOPMENT FUND PLAN**

### **Supporting Statement**

#### **1. Circumstances Making the Collection of Information Necessary**

The authorization to require the submittal of a Block Grant plan by the Lead Agency in the State administering a Child Care Development Fund program is contained in the Child Care and Development Block Grant Act of 1990 (CCDBG Act), Public Law 101-508 as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193. To be eligible to receive funds under this program, Section 658E of the CCDBG Act, 42 U.S.C. 9858c, a State or Territory shall prepare and submit to the Secretary an application at such time, in such manner, and containing such information as the Secretary shall require by rule, including a State Plan that meets the requirements of Section 658E(c) of the CCDBG Act, 42 U.S.C. 9858c(c).

The Child Care and Development Fund (CCDF) Block Grant Plan Preprint serves as the agreement between Lead Agency and the Federal Government as to how the Block Grant program will be operated. The Lead Agency provide assurances that the CCDF funds will be administered in conformance with legislative requirements, Federal regulations at 45 CFR parts 98 and 99 and other applicable instructions or guidelines issued by the Administration for Children and Families (ACF). The Lead Agency Preprint (ACF Form 118) is currently approved through 06/30/2009 (OMB Approval Number 0970-0114). A revision of the current information collection is being requested.

#### **2. Purpose and Use of the Information Collection**

The primary purpose of the information contained in the Block Grant plan is to determine whether the Lead Agency can be approved to receive Block Grant funding, as required in Section 658E(d) of the Child Care and Development Block Grant Act (42 U.S.C. 9858c and 9858m), as amended. The Child Care Bureau Regional Managers review the plan information to determine if the Lead Agency is operating in accordance with its approved plan when compliance issues arise. In addition, the information contained in the State plans helps the Child Care Bureau (CCB) identify trends, best practices, and areas that need improvement. Based on a review of the plans, the Child Care Bureau designs technical assistance strategies that will be responsive to the needs of the Lead Agencies.

The Administration for Children and Families (ACF) has found the CCDF Plan Preprint useful in guiding Lead Agencies in the development and submission of their Block Grant Plans. The standardized, preprinted format provides complete program information necessary to complete the Block grant plan, and expedites timely reviews by ACF staff. Because the CCDF Plan Preprint reflects the

CCDBG statute and amended regulations, it serves as a framework, or blueprint for Lead Agencies in developing and implementing their CCDF programs.

The public takes considerable interest in the way States and Territories administer their CCDF funds. The Child Care Bureau (CCB) makes Plan information available to many users including members of Congress, Congressional committees, State, and local child care administrators, advocacy groups, researchers and the public.

### **3. Use of Improved Information Technology and Burden Reduction**

The CCDF Plan Preprint, Assurances, Certifications, and "Guidance for Completing the Plan" may be downloaded from the Child Care Bureau's web site at: <http://www.acf.dhhs.gov/programs/ccb>. The Lead Agencies receive these documents via email from the CCB Regional Offices. Lead Agencies may submit a hard copy of the Plan Preprint, but are encouraged to submit the Plan electronically. The data may also be sent as an attachment to an e-mail or provided on diskette.

### **4. Efforts to Identify Duplication and Use of Similar Information**

The information collected by the ACF-118 is not available from any other source.

### **5. Impact on Small Businesses or Other Small Entities**

The data collection effort does not involve small businesses or other small entities.

### **6. Consequences of Collecting the Information Less Frequently**

In accordance with 45 CFR 98.13, Lead Agencies are required to provide a Plan that describes the entire child care program in detail biennially.

### **7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

The collection of information will be conducted in accordance with 5 CFR 1320.6.

### **8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency.**

The Child Care Bureau's notice soliciting comments on this information collection was published in the Federal Register on September 29, 2008 at 73 FR 56590. One State supplied a comment, which is included as an attachment. The

comment did not require any additional changes, since the referenced data is currently collected on the ACF-801 case-level administrative data report. CCB consulted with the ACF Regional Program Managers on Plan revisions and work together closely throughout the year on Plan implementation issues. CCB also sent an email message to State and Territory Lead Agencies notifying them of the September 29, 2008, Federal Register notice and included electronic copies of the draft State Plan Preprint and Guidance. Through ongoing communication and technical assistance efforts with ACF Regional Program Offices, Lead Agencies are afforded continuous opportunities for input into the design of the State Plan Preprint. Lead Agency feedback is closely evaluated whenever changes to program requirements are considered.

**9. Explanation of Any Payment or Gift to Respondents**

No payments or gifts are provided to respondents.

**10. Assurance of Confidentiality Provided to Respondents**

The information collection is nothing of a confidential nature, therefore does not require any assurance of confidentiality.

**11. Justification for Sensitive Questions**

There are no questions of a sensitive nature.

**12. Estimates of Annualized Burden Hours and Costs**

Instrument	Number of Respondents	Number of Responses Per Respondent	Hours Per Response	Response Burden
CCDF Plan Preprint	56	.5	162.57	4,552

The time required to collect and transmit data is estimated to take 162.57 hours per response at an estimated \$20 per hour resulting in an annual cost of \$3,251.40 per State. Given the fact that State Plans are required to be submitted biennially, the actual annual cost per State is \$1,625.70.

**13. Estimates of Other total Annual Cost Burden to Respondents and Record Keepers**

There are no direct monetary costs to Lead Agencies other than the time to complete the ACF-118.

## 14. Annualized Costs to the Federal Government

The estimated Federal cost includes two major areas. The first area covers the design of the State Plan Preprint and Guidance to be provided to the States and Territories in completing their State Plans. The second area includes the review and approval process by the ACF Central and Regional offices of the State Plans.

The annual costs to the Federal Government are projected as follows:

Task	Estimated Hours	Estimated Rate	Total
Preprint Design	80	\$30.58	\$ 2,446.40
State Plan Review	40 * 56 Plans = 2,240	\$30.58	\$68,499.20
		Total	\$70,945.60

NOTE: Plans are submitted biennially.

## 15. Explanations of Program Changes or Adjustments

The minor revisions to the 2010-2011 Plan Preprint and Guidance include:

- 1. Reorganization of some sections to consolidate and group similar questions.** For example, Section 1.6 was consolidated to cover all funds used to match CCDF, including private donated funds, public pre-k funds and any other matching funds. Section 3.3 now contains all questions related to eligibility criteria.
- 2. Clarification of questions.** For example, in Section 2.1, the question related to Emergency Preparedness was revised to clarify the scope of information requested. Part 6 contains additional language in the Preprint and Guidance to clarify how to respond about health and safety requirements.
- 3. Reformatting of the document.** For reference purposes, all questions now have a number or sub-letter and all Tables are labeled with Table numbers. For example, Section 4.1.1 contains sub-parts a through f, instead of a series of bullets.
- 4. Reorganization of the guidance.** To assist with completing the Plan, the Guidance was reformatted and reorganized to correspond more closely with the Plan sections. The Guidance provides general instructions regarding how to complete the Plan along with instructions for each section.

**16. Plans for Tabulation and Publication and Project Time Schedule**

Not applicable.

**17. Reason (s) Display of OMB Expiration date is Inappropriate**

Not applicable.

**18. Exceptions to Certification for Paperwork Reduction Act Submission**

There are no exceptions.

**B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

Not applicable. The information collected by the ACF-118 is not the type of information that may be collected by statistical methods. Further, Statute requires States and Territories to prepare and submit to the Secretary a State Plan that meets the requirements of Section 658E(c) of the CCDBG Act, 42 U.S.C. 9858c(c).