

## THE SUPPORTING STATEMENT (11/2009)

### A. Justification

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

**The Administration for Children and Families (ACF) is authorized to collect and report the information requested under this form by the Child Care and Development Block Grant Act of 1990, as revised. Implementing regulations at 45 CFR 98.64 and 98.67 indicates that the Secretary shall require financial reports as necessary.**

**The previous approval was under emergency procedures to add ARRA related data elements. This request is to extend without revisions the previous approval.**

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

**State (and Territorial) agencies with approved State plans for implementation of the CCDF program report the data on a quarterly basis. The form provides specific data regarding claims and provides a mechanism for States to request grant awards and certify the availability of State matching funds. Failure to collect this data would seriously compromise ACF's ability to monitor expenditures. This information is also used to estimate outlays and may be used to prepare ACF budget submissions to Congress.**

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

**ACF has developed a forms database that allows electronic data entry for the ACF-696 over the internet. In addition, an electronic copy of the ACF-696 form is available via the internet and, upon request, via a diskette or e-mail attachment.**

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

**Information collected in this report is/will not be available through any other Federal source. No similar available information has been identified.**

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

**These forms apply only to State, and Territorial governments. Small businesses are not involved.**

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

**Financial management of the program would be seriously compromised if the expenditure data in the form (ACF-696) were collected on a less than quarterly basis. Federal policy presumes the strictest controls on funding documentation in support of State claims for reimbursement.**

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

**No special circumstances are noted for this request for information collection.**

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

**The Federal Register Notice soliciting comments on the information collection was published on July 13, 2009. When the Federal Register Notice was published, an email to all ACF Regional Offices forwarded a copy of the Notice with instructions to the Regional Office to share the Notice with all CCDF grantees. Additionally, the email detailed the changes to the report form ACF-696. ACF Regional Offices have ongoing discussions with States, and Territories about the ACF-696 financial reporting requirements. No comments were received to the Federal Notice.**

9. Explanation of Any Payment or Gift to Respondents

**No provision for payment or gift to respondents applies to this collection.**

10. Assurance of Confidentiality Provided to Respondents

**There are no data collected that require confidentiality.**

11. Justification for Sensitive Questions

**Data collected are not 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
ACF-696 CCDF Financial Reporting Form for States and Territories	56	4	5	1120

**Total respondents of 56 with a total of 4 annual responses at 5 hours per response equals a total of 1,120 annual hours requested. Assuming the value of respondents' time is \$25 an hour, the estimated cost is \$28,000 (1,120 total hours X \$25.00). Burden hour estimates were made using past experience with the formerly approved form.**

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

**No additional costs should be associated with this collection that has not been included in questions 12 and 14.**

14. Annualized Cost to the Federal Government

**The cost to the Federal Government includes the initial printing and distribution costs of approximately \$100.00. ACF estimates that approximately 1,600 hours are required for the analysis and review of the form. At an estimated hourly cost of \$25, the total analysis cost to the government is \$40,000. Estimated total cost to the Federal Government is \$40,100.**

15. Explanation for Program Changes or Adjustments

**There are not program changes or adjustments.**

16. Plans for Tabulation and Publication and Project Time Schedule

**There is no plan to publish information collected as a result of this form.**

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

**We will display the expiration date on the form.**

18. Exceptions to Certification for Paperwork Reduction Act Submissions

**We are not aware of any exceptions to the certification statement identified on Item 19.**

**B. Statistical Methods (used for collection of information employing statistical methods)**

**Statistical methods are not included in this collection of information.**