

## **SUPPORTING STATEMENT**

### **Head Start Collaboration Offices Annual Report**

#### **A. Justification**

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

Head Start Collaboration Offices (HSCOs) facilitate partnerships between Head Start agencies and other state entities that provide services to benefit low income children and their families. HSCOs are awarded funds under Section 642B of the 2007 Head Start Act. The HSCO Annual Report is reported annually by all HSCO to ascertain progress and measurable results.

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

The purpose of the State Collaboration Offices Annual Report is to support the work completed by the HSCOs. The collection will allow the Office of Head Start (OHS) to capture HSCO accomplishments that are both quantitative and qualitative.

The results of the Annual Report will be used for monitoring the progress by HSCOs. The results will also be used to populate the Collaboration Office profile webpages on Early Childhood Learning & Knowledge Center (ECLKC) to promote the accomplishments of HSCO.

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

The Office of Head Start provides the means by which HSCOs can submit their responses to the annual report electronically.

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

HSCOs are directed to use and build upon existing information, whenever it exists. The Funding Guidance Letter is being revised so duplicity of efforts is avoided by Head Start Regional Offices and Central Office.

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

Most of the HSCOs are small offices. To minimize burden, the information is only collected once a year and the only sections that need to be completed by an HSCO are sections with reportable activities or results since the last reported year.

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

If the Annual Report was conducted less frequently, then assessment of the quality of HSCOs and efficient planning could not be assured. Without appropriate progress

reporting, progress and accomplishments cannot be fully understood by either the OHS or to the public.

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

Not applicable. None of the circumstances described apply in the collection of this information.

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

The 60 day notice published June 15, 2015, Vol. 80 on page 34160.  
No comments were received.

The development of the collection instrument was determined by information that was submitted in past reports along with current priorities and therefore is intended to build on past work as we move forward. While we have structured a number of questions to focus on specific responses to current priorities, we have also allowed for work outside of the priorities to be captures as well.

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

Not applicable.

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

Not applicable.

**11. Justification for Sensitive Questions**

Not applicable.

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

Instrument	Number of Respondents	Number of Responses per Respondent	Burden Hours per Response	Total Burden Hours
HSCO Annual Report	54	1	4	216

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

Not applicable. Monetary costs associated with information collection requirements for Head Start are the salaries of the staff performing the duties. Costs are assumed by the Federal Government through the provision of program operating costs.

**14. Annualized Cost to the Federal Government**

Data Analyst:	\$3,818
Senior Policy Analyst:	\$10,733
Total:	\$14,551

Federal staff costs are estimated to be 10% of the time of a Senior Policy Analyst (GS-14 estimate) to oversee these activities in collaboration with the HSCO and 5% of the time of a Data Analyst (GS-11 estimate) to be the lead for reports.

**15. Explanation for Program Changes or Adjustments**

New collection

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

The results will be used to populate the Collaboration Office profile webpages on Early Childhood Learning & Knowledge Center (ECLKC).

No complex analytical techniques are contemplated. Reports are largely counts and shared narratives of progress and highlights from the HSCO.

The reports will be collected annual from the HSCO after approval.

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

Not applicable.

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

Not applicable.