

Supporting Statement
Information Collection

Head Start Program Grant Application
OMB 0970-0207

A. Justification

1. Circumstances Making the Collection of Information Necessary

Sections 641, 642, 643, and 644 of the Head Start Act prescribes requirements Head Start program applicants must meet and the services applicants must provide in order to be eligible to receive funding under the Head Start Act (<https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>). Applicants are required to demonstrate that they are meeting Head Start requirements when submitting applications for continued funding.

The Office of Head Start is requesting an extension, with changes, of the Head Start Grant Application information collection which grantees use to provide information that is requested from all Head Start and Early Head Start grantees applying for their funding. Public Law 110-134, Improving Head Start for School Readiness Act of 2007, reauthorized the Head Start program and Congress called for a review and revision of the Head Start Program Performance Standards (HSPPS). The Administration for Children and Families published a Final Rule on Sept. 1, 2016 revising the HSPPS. Changes to this information collection are minor and consist of updated fields and guidance in the Head Start Enterprise System to accommodate submission of documentation that resulted from changes to the HSPPS.

2. Purpose and Use of the Information Collection

The information submitted by applicants assists program and grants officials in determining whether the applicant meets the requirements for continued funding under Head Start requirements including those specified in annual appropriations by Congress.

3. Use of Improved Information Technology and Reduction Burden

Applicants submit this information electronically.

4. Efforts to Identify Duplication and Use of Similar Information

Information submitted by applicants is not duplicated in other information collection activities.

5. Impacts on Small Businesses or Other Small Entities

Not applicable.

6. Consequences of Collecting the Information Less Frequently

Without this information collection, there would be no mechanism to obtain information on an annual basis to determine whether applicants are meeting Head Start requirements for continued funding at the time funds would be awarded to the agency for the fiscal year.

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

Not applicable.

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

A 60-day notice was published on December 21, 2018 and the notice can be found on the Federal Register Volume 83, Number 245, Page 65679. A few requests for the instrument were received; the Office of Head Start provided the proposed information collection in response to all requests. No comments were received.

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	Average Burden Hours per Response	Total Burden Hours
Grant Application	2,160	1	33	71,280

Estimated Total Annual Burden Hours: 71,280

The job code is 11-9031 and wage data from May 2017 is \$23.69 per hours (child day care services). Therefore, to account for fringe benefits and overhead the rate is multiplied by two which is \$47.38. The estimate of annualized cost to respondents for hour burden is \$47.38 times 71,280 or \$3,377,246. <https://www.bls.gov/oes/2017/may/oes119031.htm>.

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

No annual costs; respondents are not required to establish any new recordkeeping. Information collected is drawn from grantees established records of program operations.

14. Annualized Costs to the Federal Government

The estimated annual cost to the Federal government is \$8,937.

Federal staff costs are estimated to be 10% of the time of a GS-14 to oversee information collection activities.

15. Explanation for Program Changes or Adjustments

There is an adjustment due to the increase in the annual number of respondents. The annualized cost was updated in section A12 per new OMB guidance.

16. Plans for Tabulation and Publication and Project Time Schedule

There are no plans to publish the information submitted.

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

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submission.

Not applicable.

B. Collection of Information Employing Statistical Methods

Section B. not applicable. No statistical methods are proposed.