

Supporting Statement
Information Collection

AIAN Facility Survey
OMB 0970-XXXX

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Head Start Act at Sec. 650(b) requires the submission of a report to the Committee on Education and Labor of the House of Representatives and the Committee on Health, Education, Labor and Pensions of the Senate concerning the condition, location, and ownership of facilities used, or available to be used, by American Indian and Alaska Native (AIAN) grantees. This report is required once during every 5-year period.

The AIAN Facility Survey will collection information on the condition and ownership of AIAN facilities to meet congressional reporting requirements under the Head Start Act.

2. Purpose and Use of the Information Collection

The information collected on the condition and ownership of AIAN facilities will be used to meet congressional reporting requirements under the Head Start Act.

3. Use of Improved Information Technology and Reduction Burden

The form will be sent out by e-mail and can be filled out 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

This information must be gathered on AIAN facility to meet congressional reporting requirements.

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 May 31, 2019 and the notice can be found at 84 FR 25279. 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

There are a total of 155 AIAN grantees funded by the Office of Head Start. The burden table below shows the total burden for all AIAN grantees responding to the survey. Grantees would complete the form for each facility they operate, for an average of 3.5 surveys completed per respondent.

Instrument	Number of Respondents	Number of Responses per Respondent	Average Burden Hours per Response	Total Burden Hours
AIAN Facility Survey	155 AIAN Grantees	3.5	.1	54.25

Estimated Total Annual Burden Hours: 54.25

The job code is 11-9031 and median wage for Preschool and Childcare Center Directors from May 2018 is \$23.05 per hour. Therefore, to account for fringe benefits and overhead the rate is multiplied by two which is \$46.10. The estimate of annualized cost to respondents for hour burden is \$46.10 times 54.25 hours or \$2,501.

<https://www.bls.gov/ooh/management/preschool-and-childcare-center-directors.htm>.

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

No other annual costs. Information collected is drawn from grantees established records of their facilities.

14. Annualized Costs to the Federal Government

Federal staff costs are estimated at \$3,528.80 for a GS-12 to design, distribute the information collection, and to report the information. This is based on the GS-12 Step 4 at the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality rate which is about \$44.11 per hour. We estimate about 80 hours times \$44.11 or \$3,528.80

15. Explanation for Program Changes or Adjustments

Not applicable, this is a new information collection.

16. Plans for Tabulation and Publication and Project Time Schedule

These will be published in a congressional report in Fiscal Year 2020.

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.