

# **Planned Use of CCDF CRRSA Funds Report**

**OMB Information Collection Request  
0970 - NEW**

## **Supporting Statement Part A - Justification**

**February 2021**

Submitted By:  
Office of Child Care  
Administration for Children and Families  
U.S. Department of Health and Human Services

## **SUPPORTING STATEMENT A – JUSTIFICATION**

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

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) (P.L. 116-260) allocated \$10 billion in supplemental funding for the Child Care and Development Fund (CCDF) to prevent, prepare for, and respond to coronavirus. CRRSA requires all states, territories, and tribes to submit to the Secretary of HHS a report, in such manner as the Secretary may require, describing how funds appropriated in CRRSA will be spent. This report is due no later than February 25, 2021, 60 days after enactment (December 27, 2020). This information collection is to meet this statutory reporting requirement.

Emergency approval is requested to allow the Administration for Children and Families (ACF) Office of Child Care (OCC) to collect the necessary information from CCDF grantees by the statutory deadline of February 25, 2021. The request is for 60 days of approval.

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

The CRRSA requires that a summary of the reports from CCDF grantees be submitted to the Committees on Appropriations of the House of Representative and the Senate, the Committee on Education and Labor of the House of Representatives, and the Committee on Health, Education, Labor and Pensions of the Senate within 90 days of enactment (March 27, 2021). OCC will use the information collected to complete this required report to Congress.

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

Reports will be submitted by the states, territories, and tribes to OCC via email.

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

There are no similar information collections that can be used to collect the information required in the CRRSA.

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

This collection of information does not impact small businesses or other small entities.

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

The CRRSA requires states, territories, and tribes to submit these one-time reports to HHS within 60 days of enactment. Failure to collect this information is a violation of the statutory

reporting requirements. It will also impede HHS’s ability to meet the statutory requirement to provide a summary of these reports to Congress within 90 days of enactment.

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

This information collection requires respondents to prepare a written response in fewer than 30 days after receipt of it. Specifically, states, territories, and tribes must submit their one-time reports by February 25, 2021. This deadline is set in the CRRSA, which requires reports be submitted within 60 days of December 27, 2020 (the date of enactment).

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

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency’s intention to request an OMB review of this information collection activity. This notice alerted the public to a request for emergency approval of data collection. The notice was placed on public inspection on February 9, 2021 and published on February 12, 2021 (Doc. #2021-02871)<sup>1</sup>.

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

Respondents will not receive any payment or gift for completing the information collection.

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

This is not applicable to this information collection.

**11. Justification for Sensitive Questions**

This is not applicable to this information collection.

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

The annual public reporting burden for this information collection is estimated to average 2 hours per response. This includes the time for reviewing instructions, gathering information, and completing the Planned Use of CCDF CRRSA Funds Report one-time.

Total cost is projected to be approximately \$25,680 (642 \* \$40/hour).

Information Collection	Total Number of Respondents	Total Number of Responses	Average Burden	Total/Annual Burden	Average Hourly	Total Annual
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<sup>1</sup> <https://www.federalregister.gov/d/2021-02871>

Title		Per Respondent	Hours Per Response	Hours	Wage	Cost
<b>Planned Use of CCDF CRRSA Funds Report</b>	321	1	2	642	\$40	\$25,680
<b>Estimated Annual Burden Total:</b>				<b>642</b>	<b>Estimated Annual Cost Total:</b>	<b>\$25,680</b>

The job code is 21-1093 and wage data from May 2019 is \$20.00 per hour. Therefore to account for fringe benefits and overhead the rate is multiplied by two which is \$40.00. The estimate of annualized cost to respondents for hour burden is \$40 times 642 or \$25,680.

<https://www.bls.gov/oes/current/oes211093.htm>

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

There are no other costs to respondents and record keepers.

### 14. Annualized Cost to the Federal Government

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

Task	Estimated Hours	Estimated Rate	Total
Review of State, Territory, and Tribal Reports	1*321 Reports= 321 hours	\$30.58	\$9,817

### 15. Explanation for Program Changes or Adjustments

This is a new information collection.

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

The data provided through this information collection will be narrative and summarized into a narrative report that must be shared with Congress by March 27, 2021. OCC may publish the report to the OCC website after it is sent to Congress.

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

This is not applicable to this information collection.

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

No exceptions are necessary for this information collection.