

**Formative Data Collection for ACF Program  
Support:**

**State Department of Education Contacts Form**

**Generic Information Collection Request  
0970-0531**

**Supporting Statement Part A -  
Justification**

**August 2019**

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

## SUPPORTING STATEMENT A – JUSTIFICATION

### Summary

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

This information is necessary for the Office of Head Start to develop a system of communication and targeted outreach to identified State Department of Education contacts. This builds on requirements from Sec. 642B in the Head Start Act on improving coordination of early childhood education with states. This information will only be collected once in this standardized format to initiate the communication/outreach. Any updates to contacts would occur as needed and on an ongoing basis through individualized communication.

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

The purpose of the State Department of Education Contacts Form is to obtain key State contacts and information on upcoming legislation or events relevant to Head Start in the State from Head Start State Collaboration grantees. The information will be used for the delivery of targeted assistance related to the development and refinement of communication systems, especially a communication system as travel is scheduled.

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

We will use an electronic fillable form to facilitate the completion of the contact list.

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

All the contact information requested is already publicly available information of state employees. However, there are many state employees and it would not be possible to determine which are the appropriate contacts in an efficient manner. The Head Start State Collaboration grantees will use their expertise to determine key contacts to provide in the form.

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

Not applicable.

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

If this information is not collected, then OHS would not have a list of key contacts to support improved coordination. This will only be collected once.

#### 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

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 the overarching generic clearance for formative information collection. This notice was published on October 11, 2017, Volume 82, Number 195, page 47212, and provided a sixty-day period for public comment. ACF did not receive any substantive comments on the first notice. The second notice was published in the Federal Register on June 18, 2019 and comments are directed to OMB.

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

The 54 respondents represents all Head Start Collaboration Office Directors.

Information Collection Title	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
State Department of Education Contacts Form	54 Head Start Collaboration Directors	1	1	54	\$40	\$2,160
<b>Estimated Annual Burden Total:</b>				54	<b>Estimated Annual Cost Total:</b>	\$2,160

Wage data is based on available data on wages for the respondent which is received by the Office of Head Start through grant applications. These grantees disclose their hourly wages when applying. It is calculated as \$80, which includes fringe benefits and employee overhead, times 54 hours or \$4,320.

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

Not applicable.

14. Annualized Cost to the Federal Government

Federal staff costs are estimated at \$829.50 for a GS-09 to design, administer, and manage the information. This is based on the GS-09 Step 1 at the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA locality rate which is about \$27.65 per hour. We estimate about 30 hours times \$27.65 or \$829.50.

15. Explanation for Program Changes or Adjustments

This request is for an individual generic information collection under the generic 0970-0531.

16. Plans for Tabulation and Publication and Project Time Schedule

Not applicable. No publication planned.

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

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

Not applicable.

**SUPPORTING STATEMENT B – STATISTICAL METHODS**

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