

**Request for approval under the clearance of the “Generic Performance  
Progress Report” OMB control Number: 0970-0490**

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**TITLE OF INFORMATION COLLECTION:** Head Start Collaboration Office Annual Report

**PURPOSE:** This information collection gathers uniform program performance from all 54 Head Start Collaboration Office (HSCO) grantees of which 52 are grant awards (50 states, DC, and PR) and 2 are cooperative agreements (one for American Indian and Alaska Native programs and one for Migrant and Seasonal Head Start programs).

HSCOs are awarded funds under Section 642B of the 2007 Head Start Act. HSCOs facilitate partnerships between Head Start agencies and other state entities that provide services to benefit low income children and their families. The report ascertains progress and performance results from the prior year for reporting and accountability purposes. The information collection collects demographic information and topical information on activities in seven areas of collaboration that are required of HSCO grants. Sections are as follows:

- A. Demographic Information
- B. Professional Development
- C. School Readiness and Pre-K
- D. Data And State Funding Related Work
- E. Parent/Family and Diversity Related
- F. Quality Rating and Improvement System (QRIS)
- G. Early Childhood Systems Outside of QRIS
- H. Health Related
- I. Other Regional Priorities

**DESCRIPTION OF RESPONDENTS:** (e.g. States or type of non-profit)

52 state or local collaboration offices and 2 collaboration offices operated by non-profits

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with HHS regulations.
2. The collection is non-controversial and does not raise issues of concern to other federal agencies.
3. Information gathered is meant primarily for program improvement and accountability.

Name and Title: Beth Caron, State Systems Specialist, Planning, Operations and Policy  
Division, Office of Head Start

To assist OMB review of your request, please provide answers to the following question:

**PERSONALLY IDENTIFIABLE INFORMATION:**

- 1. Is personally identifiable information (PII) collected?  Yes  No
- 2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
- 3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Burden per Response	Total Burden
State or Local	52	1	4 hours	208 hours
Non-profit	2	1	4 hours	8 hours
<b>Totals</b>	<b>54</b>			<b>216 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \_\_\_\$14,551\_\_\_\_\_

Federal staff costs are estimated to be 10% of the time of a Senior Policy Analyst to oversee information collection activities in collaboration with the HSCO and 5% of the time of a Data Analyst to be the lead for reports

**TYPE OF COLLECTION:**

How will you collect the information? (Check all that apply)

- Web-based
- E-mail
- Paper mail
- Other, Explain: Fillable PDF submitted through web-based platform

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**