

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Feedback on Office of Child Care Regional Grantee Meetings

PURPOSE: The Office of Child Care (OCC) hosts annual regional grantee meetings. The purpose of the regional grantee meetings is to offer essential and targeted training and guidance based on the identified needs of CCDF Lead Agencies in one or more region. Targeted agendas focus on topics, best practices, and challenges that are unique to each region, such as implementation of the law and regulations, spending down American Rescue Plan Act (ARPA) dollars, and bolstering the child care workforce. The meetings provide an opportunity for collaboration within the region.

The Child Care Communications Management Center (CMC) provides support for technical assistance to Child Care and Development Fund (CCDF) grantees. Specifically, CMC provides logistical and conference management services for national and regional child care technical assistance activities sponsored by OCC, including these regional grantee meetings.

This request is to request feedback from participants in OCC’s regional grantee meetings to inform future technical assistance offerings.

DESCRIPTION OF RESPONDENTS: Respondents will be CCDF lead agency staff who attend a regional meeting.

TYPE OF COLLECTION:

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The primary purpose of the results is not for public dissemination.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: Stacy Cassell, Child Care Program Specialist, Office of Child Care

To assist review, please provide answers to the following questions:

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

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

The following burden estimates are annual estimates for regional grantee meetings.

Information Collection	Category of Respondent	No. of Respondents per year	No. of Responses per Respondent	Estimated Time per Response	Annual Burden Hours
OCC Regional Grantee Meeting Feedback Survey	State and Territory Government	250	1	10 minutes	42

FEDERAL COST: The estimated annual cost to the Federal government is \$800.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

We will send the survey to all who attend the regional meeting. Survey completion is optional. We expect about 250 attendees annually across the regional meetings.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No

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