

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

**TITLE OF INFORMATION COLLECTION:** Head Start / Early Head Start Population Projections Pilot – Feedback Survey

**PURPOSE:** The proposed information collection contains one feedback survey to collect information from participants in the Head Start / Early Head Start Population Projections training event offered by the National Center on Program Management and Fiscal Operations (PMFO), which is funded by the Office of Head Start. The survey will be administered to participants immediately after completion of the training session.

The survey was designed to (1) gauge participant satisfaction with the training event and (2) gauge participant satisfaction with the newly developed population projections tool. The tool is designed to help grant recipient organizations better anticipate the enrollment needs in their respective jurisdictions and to plan for future Head Start and Early Head Start enrollment. Given that the tool in its “pilot” phase, participant feedback on the tool is very important to the tool’s future refinement for broader use in the field.

**DESCRIPTION OF RESPONDENTS:** Respondents include training participants—executive leadership and managerial staff—in the Head Start / Early Head Start Population Projections Pilot training event.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <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 results are not intended to be disseminated to the public.
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: David Jones, Senior Program Specialist/Federal Program Officer, Office of Head Start

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**

Burden hours on the respondents in relation to the survey are below.

Instrument	Category of Respondent	No. of Respondents	Participation Time	Burden Hours
HS / EHS Population Projections Pilot Training	Head Start Executive Leadership and Managerial Personnel	20	5 min	2

**FEDERAL COST:** The estimated annual cost to the Federal government for the survey is \$1,670.

**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?

The list of potential respondents are individuals that have participating in the HS / EHS Population Projections Training. The response rate is estimated at 80 percent.

**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.**