## 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 the Office of Head Start Grantee Training and Technical Assistance Survey (T/TA Survey) dissemination efforts

**PURPOSE:** We are seeking feedback related to various dissemination efforts that present findings from the Office of Head Start Grantee Training and Technical Assistance Survey (T/TA Survey) (OMB #0970-0532), which was sponsored by the Office of Planning, Research, and Evaluation (OPRE) of the Administration for Children and Families. Respondents will receive the feedback survey either immediately at the conclusion of a webinar that presents findings from the T/TA Survey or when accessing resources that present findings from the T/TA Survey. Responses to the survey questions will inform the development of forthcoming dissemination materials (which may include webinars or written products) summarizing findings from the T/TA Survey.

**DESCRIPTION OF RESPONDENTS**: The respondents will include ACF grant recipients and contractors from T/TA organizations and professional associations in the field of early care and education, which are partners of the Office of Head Start. These individuals are the target audience for future dissemination materials that will present findings from the T/TA Survey.

**TYPE OF COLLECTION:**

[ ] Customer Comment Card/Complaint Form [X] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group

[ ] Focus Group [ ] 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: \_Ann Rivera, Senior Social Science Research Analyst; Office of Planning, Research, and Evaluation\_\_

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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 [X] No

**BURDEN HOURS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information Collection** | **Category of Respondent**  | **No. of Respondents** | **No. of Responses per Respondent** | **Estimated Time per Response**  | **Burden Hours** |
| Early Childhood TTA Cross-System Evaluation ProjectWebinar and Resource Feedback Form | (2) Private Sector | 200 | 1 | 7 minutes | 23.3 hours |

**FEDERAL COST:** The estimated annual cost to the Federal government is $1,500.

**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? [X] 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 universe of potential respondents will be grant recipients and contractors from T/TA organizations and professional associations in the field of early care and education who appear in the Office of Head Start Training and Technical Assistance (OHS T/TA) Division’s mailing list (or have the announcements forwarded to them from someone on that list) or who are part of partner organizations who comprise OHS’s T/TA System. The OHS T/TA Division’s mailing list is entirely voluntary: users sign up from an OHS-sponsored site and can remove themselves at any time. Some of these potential respondents will be invited to participate in webinars about the T/TA Survey and the end will be asked to complete the feedback survey. Others will be invited to complete the survey at the time they download existing resources or through email invitations.

**Administration of the Instrument**

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

[X] Web-based or other forms of Social Media

[ ] Telephone

[ ] In-person

[ ] Mail

[ ] Other, Explain

1. Will interviewers or facilitators be used? [ ] Yes [ ] No

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