

# **Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” (OMB Control Number: 0970-0617)**

**TITLE OF INFORMATION COLLECTION:** Office of Regional Operations Region 3 Registration Form for Convenings of Faith-Based and Non-Governmental Organizations

**PURPOSE:** In 2024, the Office of Regional Operations (ORO) Region 3 will conduct a series of convenings for a cohort of individuals from faith-based and non-governmental organizations in Philadelphia, Pennsylvania.

1. **Speed Networking: Expanding Partnerships & Empowering Communities.** Through this in-person networking event, the cohort will interact and develop beneficial and empowering partnerships. These partnerships will help to strengthen their organizations and communities.
2. **Budget 101.** Participants will learn how to develop budgets to expend grant funds in accordance with federal requirements.
3. **Writing for Impact.** Participants will learn techniques for writing clear and effective correspondence, media, grant applications, and reports.
4. **Program Evaluation 101.** Participants will learn basic methods for evaluating their programs and services.

To plan and coordinate the events, ORO Region 3 will ask participants to register and provide the following information: name, organization, email address, telephone number, photo consent, and special accommodations. This information will be used for planning purposes for the events.

**DESCRIPTION OF RESPONDENTS:** ORO Region 3 has a cohort of 60 individuals from faith-based and non-governmental organizations. They occupy various positions in their organizations, such as grant writer, program manager, and executive officer.

## **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 information collected is not intended to be disseminated to the public<sup>1</sup>.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

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<sup>1</sup> The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

Name and affiliation: Chad Demetrius Sawyer, Regional Administration, Region 3, Office of Regional Operations, ACF

To assist review, please provide the following information:

**BURDEN HOURS**

<b>Instrument Title</b>	<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Number of responses</b>	<b>Participation Time</b>	<b>Burden</b>
Registration Form for Convenings of Faith-Based and Non-Governmental Organizations	Private Sector	60	4	5 minutes	20 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is \$1,400

**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

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