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 Child Care National Tribal Conference Registration Questions

PURPOSE: The Office of Child Care (OCC) provides Tribal Child Care and Development Fund (CCDF) grantees with training and technical assistance (T/TA) through a National Tribal Conference (NTC). The purpose of this information collection is to collect information about potential conference participants to allow conference organizers to compile proper resources and tools for participants, and also to track grantee attendance and receipt of training and technical assistance.

DESCRIPTION OF RESPONDENTS: Respondents include potential conference participants, including the Tribal CCDF Administrator and fiscal staff from Tribal CCDF Lead Agencies; federal staff from OCC and the Office of Grants Management; and staff from OCC's contracted technical assistance providers.

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 <u>not</u> raise issues of concern to other federal agencies.
4. The information collected is <u>not</u> intended to be disseminated to the public[1].
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.

Name and affiliation: <u>Stacy Cassell, Office of Child Care</u>

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [X] 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 [X] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

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[1] The information collected through this request is primarily for internal review and will not be published.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.

BURDEN HOURS

Instrument Title	Category of Respondent	No. of Respondents	Participation Time	Burden
OCC NTC Registration Questions	Tribal Government	300	5 minutes	25 hours
OCC NTC Registration Questions	Private Sector	30	5 minutes	2.5 hours
OCC NTC Registration Questions	Federal Government	70	5 minutes	5.8 hours
Totals		**400**		**33.3 hours**

FEDERAL COST: The estimated annual cost to the Federal government is $400.

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

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