

# **Center for States GovDelivery Subscription Form**

**Formative Data Collections for Program Support**

**0970 – 0531**

## **Supporting Statement**

### **Part A - Justification**

**December 2023**

Submitted By:  
Children's Bureau  
Administration for Children and Families  
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## **A1. Necessity for the Data Collection**

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval to collect subscription information from users of the Children's Bureau's (CB) Center for States (the Center). The Center is a national technical assistance provider and a service of the CB. The information requested is necessary to ensure users receive relevant information from the Center.

### ***Legal or Administrative Requirements that Necessitate the Collection***

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

## **A2. Purpose of Survey and Data Collection Procedures**

### ***Overview of Purpose and Use***

The Center developed the subscription profile form where subscribers can enter in information related to themselves and their work in child welfare to receive relevant subscriptions, resources and messaging. By providing the information on the subscription form, subscribers are able to receive resources that are more targeted to their needs. Data collected through this form will contribute to the Center's continuous quality improvement efforts related to dissemination and outreach.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of targeted assistance
- Refinement of program processes
- Development and refinement of communication systems.

### ***Processes for Information Collection***

Potential respondents are derived from existing subscribers and new subscribers. For the existing subscribers, participants are able to update their responses at any time. New subscribers will be recruited through outreach on the Center's website and e-mail and social media campaigns directed at organizations that include potential target audiences, and events designed for child welfare audiences. Completing the subscription information is voluntary for all audiences.

## **A3. Improved Information Technology to Reduce Burden**

Information will be requested and collected electronically.

#### **A4. Efforts to Identify Duplication**

This information is specific to the Center and is not available elsewhere.

#### **A5. Involvement of Small Organizations**

This collection does not impact small organizations.

#### **A6. Consequences of Less Frequent Data Collection**

This is a voluntary collection and can be completed as-needed by subscribers to update information and refine the outreach and dissemination efforts they receive to be aligned with their needs. Less frequent collection would not allow the Center to meet the needs of its users.

#### **A7. Special Circumstances**

There are no special circumstances for the proposed data collection efforts.

#### **A8. Federal Register Notice and Consultation**

##### ***Federal Register Notice and Comments***

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on January 28, 2022, (87 FR 4603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

##### ***Consultation with Outside Experts***

No consultations have taken place with experts outside of the project team.

#### **A9. Tokens of Appreciation for Respondents**

No tokens of appreciation for respondents are proposed for this information collection.

#### **A10. Privacy of Respondents**

Respondents are asked for an email address to allow them to sign up to receive relevant information, as requested. Information collected will be kept private to the extent permitted by

law. Respondents will be informed of all planned uses of data and that their participation is voluntary.

**A11. Sensitive Questions**

There are no sensitive questions in this data collection.

**A12. Estimation of Information Collection Burden**

***Burden Estimates***

Potential respondents include state and local governments, service providers, and legal and judicial staff. This includes existing and new Center subscribers. An estimate of the **annual** response burden is outlined in the following table.

***Cost Estimates***

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social Workers [20-1020] and wage data from May 2022, which is \$28.58 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$57.16.

[https://www.bls.gov/oes/current/oes\\_stru.htm](https://www.bls.gov/oes/current/oes_stru.htm)

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Center for States Gov Delivery Subscription form	2000	1	.05	100	\$57.16	\$5,716.00

**A13. Cost Burden to Respondents or Record Keepers**

There are no additional costs to respondents.

**A14. Estimate of Cost to the Federal Government**

The total cost for the data collection activities under this current request will be \$5,092.52.

**A15. Change in Burden**

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

**A16. Plan and Time Schedule for Information Collection, Tabulation and Publication**

Subscription information will be submitted as needed by users and the Center will use the information on a rolling basis to ensure outreach is targeted appropriately.

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.