

**Request for Approval under the clearance of the “Generic for ACF Program  
Office Monitoring Activities” Office of Management and Budget (OMB)  
Control Number: 0970-0558**

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**TITLE OF INFORMATION COLLECTION:** Child Care and Development Fund (CCDF)  
Lead Agency Monitoring Profile & Document Submission Chart

**PURPOSE:** The Lead Agency Monitoring Profile will be used to collect grantee data to determine compliance with certain provisions of the Child Care Development Block Grant Act and the Child Care Development Fund (CCDF) regulations. The data collection is divided into 2 parts: the profile itself and the document submission chart. Part 1 of the profile will be completed by OCC with grantee information already collected by the office. Any missing data from grantees will be collected on a collaborative planning call during the monitoring process. Part 1 of the monitoring profile will be used to determine the scope of the onsite monitoring visit and any documents that need to be reviewed in advance of the onsite visit. Part 2 of the profile is the Document Submission Chart; this part of the data collection requires lead agencies to submit any agreed upon documents to OCC in advance of the onsite visit for completion of a desk review.

This information collection aligns with the overarching generic for monitoring activities, which specifically states that ACF will collect the information for:

- monitoring of compliance with federal practice, guidelines, and requirements,
- provision of support, as needed,
- documentation of promising practice, innovative services, and program strengths
- flexible and responsive oversight of federal funds

The proposed uses of the data also align with the overarching generic, which specifies that program offices will use information collected under this generic clearance to monitor the efficiency and efficacy of funding recipient activities and to provide support or take appropriate action, as needed.

**DESCRIPTION OF RESPONDENTS:** State and Territory Lead Agencies who administer the CCDF Program.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with U.S. Department of Health and Human Services regulations.
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. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name: Ruth Friedman\_\_\_\_\_

To assist OMB review of your request, please provide answers to the following question:

**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 been published?  Yes  No

**BURDEN HOURS**

The respondents for this data collection are all State CCDF grantees, as well as the District of Columbia and Puerto Rico. The respondents are monitored over 2 fiscal years (FFY 2025 and FFY 2027) and will submit information for this data collection as part of their monitoring process. In FFY 2025, 20 grantees will be monitored, while in FFY 2026, 32 grantees will be monitored.

<b>Title of Information Collection</b>	<b>Category of Respondent</b>	<b># Respondents (Total)</b>	<b># Responses per Respondent per year</b>	<b>Burden per Response</b>	<b>Annual Burden</b>
Child Care and Development Fund (CCDF) Lead Agency Monitoring Profile & Document Submission Chart – Year 1	(3) State Government	20	1	10 hours	200 hours
Child Care and Development Fund (CCDF) Lead Agency Monitoring Profile & Document Submission Chart – Year 2	(3) State/Territory Government	32	1	10 hours	320 hours
Totals:		52	1	10	520

**FEDERAL COST:** The estimated annual cost to the Federal Government is \$32,813.

**TYPE OF COLLECTION:**

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

- Web-based
- E-mail
- Paper mail
- Other, Explain: Scheduled conference calls with grantees, fillable PDF or online form.

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**Please make sure to submit all instruments, instructions, and scripts with the request.**