

# **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:** Registration for Infant/Toddler Webinar and Infant/Toddler Institute.

**PURPOSE:** The Administration for Children and Families, Office of Child Care (OCC) funds the Child Care Technical Assistance Network to provide data-informed training and technical assistance services for OCC grantees and their partners.

OCC seeks the approval to collect information from registrants of the Infant and Toddler Elements in Systems Building webinars and of the in-person Infant/Toddler Child Care Institute. Both the webinars and the institute aim to provide professional development for child care leaders and practitioners who implement programs, policies, and services for infant/toddlers served through the Child Care and Development Fund (CCDF.) The information gathered through the registration will inform the planning of the events. This request includes all potential questions, but certain questions may be excluded for certain registration requests if they are considered unsuitable for the particular event (e.g., accommodations and translation services might not be offered, therefore they wouldn't be requested from registrants.)

**DESCRIPTION OF RESPONDENTS:** Respondents will include individuals including OCC grantees (namely, government staff from states, Tribes, and territories); partner organizations, including nongovernment statewide organization staff; and nongovernment local or regional organization staff. Respondents may also include members of the public who have an interest in infant/toddler child care. Responses are voluntary.

## **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.

Name and affiliation: Patricia Haley, OCC, Supervisory Child Care Program Specialist for TA

To assist review, please provide the following information:

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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.

## BURDEN HOURS

We anticipate using these registration questions on an ongoing basis as needed and have estimated the number of respondents to reflect this ongoing use for multiple gatherings. The estimated time to complete is the average time for respondents.

<b>Instrument Title</b>	<b>Category of Respondent</b>	<b>Annual No. of Respondents</b>	<b>Participation Time</b>	<b>Annual Burden</b>
Registration for Infant/Toddler Webinars and Institute	Private Sector (including TA contractors)	140	1 minute	2.33 hours
	State, local, or tribal governments	1300	1 minute	21.66 hours
	Federal Government	60	1 minute	0.5 hours
<b>Totals</b>		Up to 1500	1 minute	<b>25 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$728.82

The estimated hourly cost to the government for staff to distribute, review, and analyze these information collections is approximately \$80.98 (based on GSA Schedule Labor Category – Junior Analysts – Contractor). The estimated time to review collections will vary, but we estimate an average time of about 3 hours. As such, we estimate the total cost to the government will be approximately \$728.82.

### 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