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: Community Economic Development Grant Recipient Conference

PURPOSE: This in-person conference provides an opportunity for all Community Economic Development (CED) grant recipients with active projects to share experiences, identify challenges, formulate creative solutions, meet with federal program staff, and network with their peers. For this conference, the Office of Community Services (OCS) will be collecting attendee information via the registration process (name, email, organization affiliation, grant number, and other administrative information). In addition, there will be conference sessions that feature grant recipients to discuss best practices and lessons learned, in which OCS will ask for their participation (using the information collected during the registration period). After the conference, attendees will be asked to complete evaluation surveys to collect their feedback and suggestions on the conference, to ensure OCS can continue to improve the conference and tailor sessions to fit grant recipients' needs.

These proposed collections align with the purpose and use of information collections under the Generic for Information Collections Related to Gatherings, which specifies the following (See Supporting Statement A of the umbrella generic for additional information):

The purpose of the collections under this umbrella generic information collection is to gather appropriate information to plan ACF gatherings. Example information collection activities could include:
- Registration forms
- Applications for panels, posters, or other presentation formats
- Pre-meeting surveys
- Post-Meeting/-Workshop/-Training Evaluation Surveys

DESCRIPTION OF RESPONDENTS: Attendees of this conference are all active CED grant recipients and program staff (OCS and the Office of Grants Management). Each CED grant organization will register and send at least one staff member who has a key role in the operation of the grant. Organizations can send more than one staff member as necessary and approved by OCS. OCS will also open registration to the newly awarded CED Planning grant recipients as optional attendees and will develop tailored sessions and meetings for these grant recipients as appropriate (grant funds cannot be used to send CED Planning grant recipients to this conference).

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>Jessica Hale, Program Evaluator, Division of Community Discretionary and Demonstration Programs, Office of Community Services, Administration for Children and Families</u>

To assist review, please provide the following information:

BURDEN HOURS

Instrument Title	Category of Respondent	No. of Respondents	Participation Time	Burden
Registration Forms	Private Sector	200	.167	34 hours
Requests for speaking panel participation and poster/products presentation	Private Sector	20	1.5	30 hours
Post-Meeting Evaluation Surveys	Private Sector	200	.5	32 hours
			Total Burden:	**96**

FEDERAL COST: The estimated annual cost to the Federal government is __$6,114_____

Administration of the Instrument
1. How will you collect the information? (Check all that apply)
    [X] Web-based or other forms of Social Media
    [X] Telephone
    [X] In-person
    [ ] Mail
    [ ] Other, Explain

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

---

[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.