Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Child Care State Capacity Building Center Feedback Collection for Fundamentals of CCDF Administration

PURPOSE AND USE: The Administration for Children and Families, Office of Child Care (OCC) funds the Child Care State Capacity Building Center (SCBC) to provide data-informed training and technical assistance services for OCC grantees' and their partners.

OCC seeks approval to collect feedback from participants of Fundamentals of CCDF [Child Care and Development Fund] Administration training provided by SCBC to understand (1) whether participation is useful, timely, and relevant; and (2) whether technical assistance services improve participants' awareness, knowledge, practice, and organizational capacity. The information gathered will inform planning and improvement of future OCC training and technical assistance to best meet the needs of users for quality, relevant, and useful information.

DESCRIPTION OF RESPONDENTS: Respondents include individuals who participated in Fundamentals of CCDF Administration technical assistance. These individuals include OCC grantees (namely, government staff from states, Tribes, and territories); and partner organizations, including nongovernment statewide organization staff; and nongovernment local or regional organization staff.

TYPE OF COLLECTION:

[ ] Customer Comment Card/Complaint Form   [x] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   [ ] Other:_____

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 primary purpose of the results is <u>not</u> for public dissemination.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: <u>Patricia Haley, OCC, Supervisory Child Care Program Specialist for TA</u>

To assist review, please provide answers to the following questions:

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [x] 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 (SORN) been published? [ ] Yes [ ] No

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [   ] Yes [x] No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
State Capacity Building Center feedback on Fundamentals of CCDF Administrators	State, local, or Tribal government	150	1	7 minutes	23 hours
	Private Sector	50			
Totals		**200**	1	7 minutes	**23 hours**

FEDERAL COST: The estimated annual cost to the Federal government is $2,552.30. This includes staff of the Child Care State Capacity Building Center disseminating, collecting, and analyzing feedback.

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

                                                                    [x] Yes   [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)?   If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The universe of potential respondents consists of individuals who have participated in Fundamentals of CCDF Administration training virtually or in person. SCBC maintains a participant list that contains contact information (e.g., participants' email addresses). SCBC emails an electronic link to the web-based survey to all participants. Responses are voluntary.

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

2. Will interviewers or facilitators be used? [ ] Yes [x] No