

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 information for the Evaluation and Monitoring 101 Training

PURPOSE: The purpose of this voluntary collection is to collect registration information from participants who plan to attend the hybrid two-day “Evaluation and Monitoring 101” training that the Office of Planning, Research, and Evaluation (OPRE) hosts annually. This information will help OPRE plan for the meeting, such as having email addresses for sending materials and calendar invitations, addressing participants’ experience with evaluation topics by tailoring the content, and collecting names for participation certificates.

DESCRIPTION OF RESPONDENTS: Respondents will be contractors working within the Administration for Children and Families who attend the training.

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 public¹.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Anayma De Frias
Management Analyst
Office of Planning, Research, and Evaluation

To assist review, please provide the following information:

BURDEN HOURS

Instrument Title	Category of Respondent	No. of Respondents	Participation Time	Burden
Evaluation & Monitoring 101: Registration Form	2 – Private Sector	36	3 min	1.8

FEDERAL COST: The estimated annual cost to the Federal government is \$100

¹ The information collected through this request is primarily for internal review and will not be published.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.

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

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