American Indian and Alaska Natives Facility Condition, Location, and Ownership Survey

OMB Information Collection Request

0970 - 0534

Supporting Statement Part A - Justification

September 2025

**Type of Request:** New

Submitted By:

Office of Head Start

Administration for Children and Families

U.S. Department of Health and Human Services

1. **Circumstances Making the Collection of Information Necessary**

The American Indian and Alaska Natives (AIAN) Facility Survey is conducted by the Administration for Children and Families (ACF) Office of Head Start (OHS) every 5 years in accordance with section 650(b) of the Head Start Act.  The Head Start Act requires that OHS prepare and submit a report on the facilities used by AIAN Head Start agencies. The report must include information about the condition, location, and ownership of these facilities. To meet this statutory requirement, OHS plans to conduct an updated survey with AIAN Head Start programs. OHS conducted the most recent survey to fulfill the 2020 statutory requirement. The 2020 survey was approved under Office of Management and Budget (OMB) #0970-0534 and this survey, for the 2025 cycle, is being submitted to OMB under the same number as a reinstatement with changes.

1. **Purpose and Use of the Information Collection**

The purpose of the survey is to collect current data on the condition, location, and ownership of facilities used by AIAN Head Start programs.  The results inform the 2025 Report to Congress and support ongoing policy, funding, and technical assistance decisions.  For the 2025 cycle, updates have been made to reflect lessons learned from the 2020 survey and feedback from OHS staff and partners.  Changes include more detailed questions on facility safety (e.g., lead testing, pest control, disaster impact), clearer definitions of facility conditions, and expanded items on funding sources and barriers.  These revisions aim to strengthen data quality and ensure the survey captures the full scope of infrastructure challenges and needs across AIAN programs.

1. **Use of Improved Information Technology and Burden Reduction**

The survey will be sent out by e-mail and can be filled out electronically.

1. **Efforts to Identify Duplication and Use of Similar Information**

Information submitted by applicants is not duplicated in other information collection activities.

1. **Impact on Small Businesses or Other Small Entities**

Not applicable.

1. **Consequences of Collecting the Information Less Frequently**

This information must be gathered on AIAN facility to meet congressional reporting requirements.

1. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

Not applicable.

1. **Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and OMB regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency’s intention to request an OMB review of this information collection activity. A 60-day notice was published on July 16, 2025, and the notice can be found at 90 FR 32013. No comments were received.

1. **Explanation of Any Payment or Gift to Respondents**

Not applicable.

1. **Assurance of Confidentiality Provided to Respondents**

Not applicable.

1. **Justification for Sensitive Questions**

Not applicable.

1. **Estimates of Annualized Burden Hours and Costs**

*Estimated Burden Hours*

Grant recipients will complete the survey for each facility they operate, which based on current grant recipient information is an average of 3.5 responses per respondent.  Data collection is expected to take place following OMB approval over a period of about 6 weeks. There are a total of 155 AIAN grantees funded by OHS. The burden table below shows the total burden for all AIAN grantees responding to the survey. Grantees would complete the form for each facility they operate, for an average of 3.5 surveys completed per respondent

*Estimated Cost to Respondents*

The job code is 11-9031 and median wage for Preschool and Childcare Center Directors from May 2024 is $27.05 per hour. Therefore, to account for fringe benefits and overhead the rate is multiplied by two which is $54.10. <https://www.bls.gov/ooh/management/preschool-and-childcare-center-directors.htm>.

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| --- | --- | --- | --- | --- |
| Instrument | Total Number of Respondents | Total Number of Responses Per Respondent | Average Burden Hours Per Response | Total/Annual Burden Hours |
| AIAN Facility Condition, Location, and Ownership Survey  | 155 | 3.5 | 0.17 | 92 |

1. **Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

No other annual costs. Information collected is drawn from grantees established records of their facilities.

1. **Annualized Cost to the Federal Government**

The estimated annual cost to the Federal government is $4,026.40.

This amount represents the staff costs associated with reviewing and approving applications submitted under this information collection, estimated at 40 hours of work performed by staff at a blended GS-12/GS-13 level at an hourly rate of $50.33, which increases to $100.66 when including overhead, fringe benefits, and other associated costs, for a total of $4,026.40.

1. **Explanation for Program Changes or Adjustments**

This request is for additional data collection under OMB #0970-0534 to collect follow up data from respondents, as required every five years by the Head Start Act.

1. **Plans for Tabulation and Publication and Project Time Schedule**

These will be published in a congressional report in Fiscal Year 2025.

1. **Reason(s) Display of OMB Expiration Date is Inappropriate**

Not applicable.

1. **Exceptions to Certification for Paperwork Reduction Act Submissions**

Not applicable.