

## Information

**Instructions:** Use this workbook to calculate the burden of your information collection. There is a tab for each of the four categories of the affected public. Enter your information in the four tabs and the cells in this "Info and Totals" tab will auto-populate with subtotals and totals for all four categories.

**Note 1:** Enter the Title, OMB Number, and Date Prepared.

**Note 2:** The columns will calculate automatically. Use only whole numbers.

### IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT

| SECTION OF<br>REGULATION | DESCRIPTION                                | NO. OF<br>RESPONDENTS |
|--------------------------|--------------------------------------------|-----------------------|
| (A)                      | (B)                                        | (D)                   |
|                          | SUBTOTAL - Private Sector                  | 200                   |
|                          | SUBTOTAL - Households and Individuals      | 0                     |
|                          | SUBTOTAL - State, Tribal, Local Government | 47                    |
|                          | SUBTOTAL - Federal Government              | 0                     |
|                          | <b>TOTAL ALL SHEETS</b>                    | <b>247</b>            |

# Collection Burden Worksheet

|                                            |            |
|--------------------------------------------|------------|
| TITLE OF INFORMATION COLLECTION DOCUMENT   | OMB NUMBER |
| Workforce Development Participant Tracking | 0596-0247  |

## ANNUAL BURDEN

| REPORTING                       |                                     |                    |                          | RECORD KEEPING        |                                |                                         |
|---------------------------------|-------------------------------------|--------------------|--------------------------|-----------------------|--------------------------------|-----------------------------------------|
| NO. OF RESPONSES PER RESPONDENT | TOTAL ANNUAL RESPONSES (Col. D x E) | HOURS PER RESPONSE | TOTAL HOURS (Col. F x G) | NO. OF RECORD KEEPERS | ANNUAL HOURS PER RECORD KEEPER | TOTAL HOURS RECORD KEEPING (Col. I x J) |
| (E)                             | (F)                                 | (G)                | (H)                      | (I)                   | (J)                            | (K)                                     |
| 2                               | 200                                 | 4                  | 400                      | 0                     | 0                              | 0                                       |
| 0                               | 0                                   | 0                  | 0                        | 0                     | 0                              | 0                                       |
| 2                               | 47                                  | 4                  | 94                       | 0                     | 0                              | 0                                       |
| 0                               | 0                                   | 0                  | 0                        | 0                     | 0                              | 0                                       |
| 4                               | 247                                 | 8                  | 494                      | 0                     | 0                              | 0                                       |

|                        |                            |
|------------------------|----------------------------|
|                        |                            |
| <b>DATE PREPARED</b>   |                            |
| <b>12/15/2025</b>      |                            |
|                        |                            |
| <b>RESPONDENT COST</b> |                            |
| COST PER HOUR          | TOTAL COST<br>(Col. H x L) |
| (L)                    | (M)                        |
| 88.82                  | \$17,764.00                |
| 0                      | \$0.00                     |
| 88.82                  | \$4,174.54                 |
| 0                      | \$0.00                     |
| 177.64                 | \$21,938.54                |

**IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT**

| SECTION OF<br>REGULATION | DESCRIPTION<br><b>(For each entry, identify either Private Sector, Farm, or Not-For-Profit Institution)</b> | FORM NO. |
|--------------------------|-------------------------------------------------------------------------------------------------------------|----------|
| (A)                      | (B)                                                                                                         | (C)      |
|                          | Private non-profit organizations                                                                            |          |
|                          | Educational institutions                                                                                    |          |
|                          |                                                                                                             |          |
|                          |                                                                                                             |          |
|                          |                                                                                                             |          |
|                          |                                                                                                             |          |
|                          | <b>SUBTOTAL PRIVATE SECTOR</b>                                                                              |          |

**ANNUAL BURDEN**

| REPORTING          |                                |                                        |                    |                             | RECORD KEEPING        |                                |
|--------------------|--------------------------------|----------------------------------------|--------------------|-----------------------------|-----------------------|--------------------------------|
| NO. OF RESPONDENTS | NO OF RESPONSES PER RESPONDENT | TOTAL ANNUAL RESPONSES<br>(Col. D x E) | HOURS PER RESPONSE | TOTAL HOURS<br>(Col. F x G) | NO. OF RECORD-KEEPERS | ANNUAL HOURS PER RECORD-KEEPER |
| (D)                | (E)                            | (F)                                    | (G)                | (H)                         | (I)                   | (J)                            |
| 190                | 1                              | 190                                    | 2                  | 380                         | 0                     | 0                              |
| 10                 | 1                              | 10                                     | 2                  | 20                          | 0                     | 0                              |
| 0                  | 0                              | 0                                      | 0                  | 0                           | 0                     | 0                              |
| 0                  | 0                              | 0                                      | 0                  | 0                           | 0                     | 0                              |
| 0                  | 0                              | 0                                      | 0                  | 0                           | 0                     | 0                              |
| 0                  | 0                              | 0                                      | 0                  | 0                           | 0                     | 0                              |
| 200                | 2                              | 200                                    | 4                  | 400                         | 0                     | 0                              |

|                                                      | RESPONDENT COST            |                                      |
|------------------------------------------------------|----------------------------|--------------------------------------|
| TOTAL HOURS<br>RECORD-KEEPING<br>(Col. I x J)<br>(K) | COST<br>PER<br>HOUR<br>(L) | TOTAL<br>COST<br>(Col. H x L)<br>(M) |
| 0                                                    | 44.41                      | \$16,875.80                          |
| 0                                                    | 44.41                      | \$888.20                             |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 88.82                      | \$17,764.00                          |

**IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT**

| SECTION OF REGULATION | DESCRIPTION                                | FORM NO. |
|-----------------------|--------------------------------------------|----------|
| (A)                   | (B)                                        | (C)      |
|                       | N/A                                        |          |
|                       |                                            |          |
|                       |                                            |          |
|                       |                                            |          |
|                       |                                            |          |
|                       |                                            |          |
|                       | <b>SUBTOTAL HOUSEHOLDS AND INDIVIDUALS</b> |          |





**IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT**

| SECTION OF<br>REGULATION | DESCRIPTION                                     | FORM NO. |
|--------------------------|-------------------------------------------------|----------|
| (A)                      | (B)                                             | (C)      |
|                          | Tribal Partners                                 |          |
|                          | State or Local Governments                      |          |
|                          |                                                 |          |
|                          |                                                 |          |
|                          |                                                 |          |
|                          |                                                 |          |
|                          | <b>SUBTOTAL STATE, TRIBAL, LOCAL GOVERNMENT</b> |          |

**ANNUAL BURDEN**

| REPORTING          |                                |                                     |                    |                          | RECORD KEEPING        |                                |
|--------------------|--------------------------------|-------------------------------------|--------------------|--------------------------|-----------------------|--------------------------------|
| NO. OF RESPONDENTS | NO OF RESPONSES PER RESPONDENT | TOTAL ANNUAL RESPONSES (Col. D x E) | HOURS PER RESPONSE | TOTAL HOURS (Col. F x G) | NO. OF RECORD-KEEPERS | ANNUAL HOURS PER RECORD-KEEPER |
| (D)                | (E)                            | (F)                                 | (G)                | (H)                      | (I)                   | (J)                            |
| 22                 | 1                              | 22                                  | 2                  | 44                       | 0                     | 0                              |
| 25                 | 1                              | 25                                  | 2                  | 50                       | 0                     | 0                              |
| 0                  | 0                              | 0                                   | 0                  | 0                        | 0                     | 0                              |
| 0                  | 0                              | 0                                   | 0                  | 0                        | 0                     | 0                              |
| 0                  | 0                              | 0                                   | 0                  | 0                        | 0                     | 0                              |
| 0                  | 0                              | 0                                   | 0                  | 0                        | 0                     | 0                              |
| 47                 | 2                              | 47                                  | 4                  | 94                       | 0                     | 0                              |

|                                                      | RESPONDENT COST            |                                      |
|------------------------------------------------------|----------------------------|--------------------------------------|
| TOTAL HOURS<br>RECORD-KEEPING<br>(Col. I x J)<br>(K) | COST<br>PER<br>HOUR<br>(L) | TOTAL<br>COST<br>(Col. H x L)<br>(M) |
| 0                                                    | 44.41                      | \$1,954.04                           |
| 0                                                    | 44.41                      | \$2,220.50                           |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 0                          | \$0.00                               |
| 0                                                    | 88.82                      | \$4,174.54                           |

**IDENTIFICATION OF REPORTING OR RECORDKEEPING REQUIREMENT**

| SECTION OF<br>REGULATION | DESCRIPTION                        | FORM NO. |
|--------------------------|------------------------------------|----------|
| (A)                      | (B)                                | (C)      |
|                          |                                    |          |
|                          |                                    |          |
|                          |                                    |          |
|                          |                                    |          |
|                          |                                    |          |
|                          |                                    |          |
|                          | <b>SUBTOTAL FEDERAL GOVERNMENT</b> |          |



