

To: Kelsi Feltz
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Office of Early Childhood Development
Administration for Children and Families (ACF)

Date: January 30, 2026

Subject: NonSubstantive Change Request – Tribal Maternal, Infant, and Early Childhood Home Visiting Program Community Needs and Readiness Assessment Guidance and Implementation Plan Guidance (OMB #0970-0611)

This memo requests approval of nonsubstantive changes to the approved information collection, Tribal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program Community Needs and Readiness Assessment Guidance and Implementation Plan Guidance (OMB #0970-0611).

Background

The ACF Office of Early Childhood Development (ECD) developed the Tribal MIECHV Implementation Plan (IP) Guidance and the Community Needs Readiness Assessment (CNRA) guidance to assist grant recipients in developing their home visiting programs and meet the requirements of their cooperative agreements. In 2025 a revision request extended approval of a revised versions that included updates to streamline the reporting process, eliminate unnecessary items, and clarify the requests.

In reviewing ACF's ICR data, we noted that the estimated burden was entered as the total over the three year period in ROCIS, as opposed to the annual burden. That is, ROCIS/RegInfo.gov currently show annual burden to be the total burden over three years.

Overview of Requested Changes

ACF requests to update ROCIS to **reflect the approved request and supporting statement**, which will change the total annual burden from 24,300 to 8,100 in ROCIS.

| Information Collection Title | Total Number of Respondents (3 Years) | Total Number of Responses Per Respondent | Average Burden Hours Per Response | Total Burden Hours (3 Years) | Average Annual Burden Hours |
|---|---------------------------------------|--|-----------------------------------|------------------------------|-----------------------------|
| Tribal MIECHV Community Needs & Readiness Assessment Guidance | 27 | 1 | 450 | 12,150 | 4,050 |

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|--|----|---|-----|--------|-------|
| Tribal MIECHV Implementation Plan Guidance | 27 | 1 | 450 | 12,150 | 4,050 |
| Estimated Annual Burden and Cost Totals: | | | | 24,300 | 8,100 |