

Tribal Budget and Narrative Justification Template

**OMB Information Collection Request
0970 - 0548**

Supporting Statement Part A - Justification

April 2026

Type of Request: Revision

Submitted By:
Office of Child Support Enforcement
Administration for Children and Families
U.S. Department of Health and Human Services

1. Circumstances Making the Collection of Information Necessary

To receive child support funding under 42 U.S.C. 655(f) and 45 CFR Part 309, tribes and tribal organizations must submit the financial forms described in 45 CFR 309.130(b) and other forms as the Secretary may designate, due no later than August 1 annually. The optional Tribal Budget and Narrative Justification Template helps improve efficiency and establish uniformity and consistency in the annual budget preparation, submission, and review processes. Tribes use this Excel template to prepare and submit the required financial information.

2. Purpose and Use of the Information Collection

The Office of Child Support Enforcement (OCSE) would like to continue to collect data using a previously approved financial reporting form, Tribal Budget and Justification Narrative Template. The template is an optional Excel form tribes may use to prepare and submit their budget and justification narrative according to the tribal child support regulations and is used by OCSE to review the annual budget applications.

3. Use of Improved Information Technology and Burden Reduction

This optional template helps to improve efficiency; establish uniformity and consistency in the budget preparation, submission, and review processes; and reduce errors and OCSE requests to the tribes for additional information. Tribes may use this Excel template with preset formulas to submit the required financial information.

4. Efforts to Identify Duplication and Use of Similar Information

The collection of information requirements in this template does not duplicate any other reporting or recordkeeping requirements. The intent of this tool is to improve efficiency for the tribe in preparing and submitting the required annual budget application.

5. Impact on Small Businesses or Other Small Entities

The collection of information requirements does not impact small businesses or entities.

6. Consequences of Collecting the Information Less Frequently

To receive child support funding under 45 CFR Part 309, tribes and tribal organizations must submit the financial forms described in 45 CFR 309.130(d) and other forms as the Secretary may designate, due no later than August 1 each year.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The collection of information does not involve any special circumstances.

8. 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 Office of Management and Budget (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. This notice was published on February 11, 2026 (91 FR 6227) and provided a sixty-day period for public comment. During the notice and comment period, we did not receive comments.

9. Explanation of Any Payment or Gift to Respondents

No payment or gift is provided to respondents.

10. Assurance of Confidentiality Provided to Respondents

The information collected does not require assurances of confidentiality.

11. Justification for Sensitive Questions

The required information collection does not involve asking questions of a sensitive nature.

12. Estimates of Annualized Burden Hours and Costs

Estimated Burden Hours

The respondents include 63 tribes or tribal organizations submitting the optional Excel template. We estimate that preparing and submitting a tribal budget application using the optional Excel template will impose an annual burden of 16 hours per respondent. The combined total annual burden of this collection is 1,008 hours.

Estimated Cost to Respondents

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Community Service Managers [11-9151] and wage data from May 2024, which is \$41.39 per hour (mean). To account for fringe benefits and overhead, the rate was multiplied by two, which is \$82.78. The estimate of the annualized cost to respondents for hour burden is \$82.78 multiplied by 1,008 hours, or \$83,442.

Information Collection Title	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Tribal Budget and Narrative Justification	63	1	16	1,008	\$82.78	\$83,442

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

There are no other costs to respondents and record keepers.

14. Annualized Cost to the Federal Government

The annualized costs to the federal government for the hour burdens are based on an average wage rate of \$51 per hour for federal employees (grades 13-15) who review submitted tribal budgets from respondents. Estimates regarding the hours spent processing each tribal submission (3 hours average per tribal budget at one hour per person) was determined by employees' experiences in reviewing tribal budgets. Three federal employees review each tribal submission. Three federal employees multiplied by 1 hour, multiplied by \$51 per hour, multiplied by 63 responses equals an annual cost to the federal government of \$9,639.

The Average Wage Rate of \$51 per hour for federal level employees who review submitted tribal budgets comes from the Bureau of Labor Statistics: [May 2024 National Occupational Employment and Wage Estimates \(bls.gov\)](https://www.bls.gov/news.release/emp2.nr001.htm)

Program Specialist	Misc Social Scientist (19-3090)	\$49.44/hour
IT Specialist	Computer Systems Analyst (15-1211)	\$53.83/hour
Grants Officer	Financial Examiner (13-2061)	\$49.83/hour

Average Wage Rate $(49.44+53.83+49.83)/3 = \51.03 or \$51.00/hour

15. Explanation for Program Changes or Adjustments

There have been some changes from the previous submission. These include:

- OCSE has added three tribal child support programs to our list of grantees. This change has increased the number of respondents, and therefore impacted estimated total burden hours.
- OCSE has made minor changes to the Excel form including updating links and formulas in the document as well as references to the cost principles from 45 CFR 75 to 2 CFR 200, which HHS adopted effective October 1, 2025. This includes changes to examples in the sample budget to correspond with the newly adopted cost principles.
- OCSE also proposes to discontinue the Tribal Budget and Narrative Justification Template (Word version only). The Word format is not used by our tribal partners.

16. Plans for Tabulation and Publication and Project Time Schedule

Data collection occurs from June 1–September 30 on an annual basis. The data collected will not be published. It will only be used to approve annual budget submissions.

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

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.