

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

**From:** Surina Amin  
Office on Child Abuse and Neglect  
Administration for Children and Families (ACF)

**Date:** May 21, 2025

**Subject:** Change Request – National Center on Substance Abuse and Child Welfare  
Learning Exchanges Registration Information Collection (OMB #0970-0617)

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This memo requests approval of changes to the approved information collection, National Center on Substance Abuse and Child Welfare (NCSACW) Learning Exchanges Registration Information Collection, approved under the Administration for Children and Families Generic for Information Collections Related to Gatherings (OMB #0970-0617).

### ***Background***

The NCSACW Learning Exchanges Registration Information Collection was approved on 12/5/23. Information collection using this approved information collection form has begun.

To collect more information about the training participants (e.g., geographic location, tribal affiliation, grant name, what they hope to learn), additions to the registration form are suggested.

### ***Overview of Requested Changes***

Requested change to National Center on Substance Abuse and Child Welfare Learning Exchanges Registration Information Collection

- Revise “State/Province” to “State/Province/City/County”
- Add “Do you work for a tribe or tribal coalition?”
  - Add “If yes, what tribe or tribal coalition?”
- Add “Grantee or Recipient Name”
- Revise “Please tell us what topics you’d like to see on future RPG Learning Exchanges.” to “Please tell us what topics you’d like to see on future Learning Exchanges.”

We estimate that these additions will increase the estimated response time from 4 to 5 minutes. The Federal cost increased from \$830 to \$950. The forms have been updated to reflect these changes.