

# Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” (OMB Control Number: 0970-0617)

**TITLE OF INFORMATION COLLECTION:** Office of Head Start Tribal Consultations

**PURPOSE:** The purpose of this information is to gather appropriate information to plan Office of Head Start (OHS) Tribal Consultations. For example, registration information collected from participants allows meeting/event organizers to plan and compile proper resources and tools for participants. Basic registration data allows participants to be contacted about the event and allows the organizers to appropriately plan for the needs of their audience (e.g., by understanding the audience’s familiarity with virtual meetings).

**DESCRIPTION OF RESPONDENTS:** Attendees will include Tribal leaders, Federal staff, and invited speakers and facilitators.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The information collected is not intended to be disseminated to the public<sup>1</sup>.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Todd Lertjuntharangool, Regional Program Director, Office of Head Start

To assist review, please provide the following information:

**BURDEN HOURS**

This burden applies to the registration form for OHS Tribal Consultations and assumes two tribal consultations per year. Respondents include speakers/facilitators from the private sector, as well as individuals from state, local, or tribal governments. We estimate that completing a registration form generally takes participants 1 minute or less.

Instrument Title	Category of Respondent	Annual No. of Respondents	Participation Time	Annual Burden
OHS Tribal Consultations Registration Form	Private Sector (Speakers/Facilitators)	20	1 minute	20 minutes
OHS Tribal Consultations	State, Local, or	80	1 minute	80

<sup>1</sup> The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

Registration Form	Tribal Government			minutes
<b>Totals</b>		<b>100</b>	<b>1 minute</b>	<b>100 minutes</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$2,267.90

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**