Request for approval under the clearance of the "Generic Performance Progress Report" OMB control Number: 0970-0490

TITLE OF INFORMATION COLLECTION: Head Start Collaboration Office Annual Report

PURPOSE: This information collection gathers uniform program performance from all 54 Head Start Collaboration Office (HSCO) grantees of which 52 are grant awards (50 states, DC, and PR) and 2 are cooperative agreements (one for American Indian and Alaska Native programs and one for Migrant and Seasonal Head Start programs).

HSCOs are awarded funds under Section 642B of the 2007 Head Start Act. HSCOs facilitate partnerships between Head Start agencies and other state entities that provide services to benefit low income children and their families. The report ascertains progress and performance results from the prior year for reporting and accountability purposes. The information collection collects demographic information and topical information on activities in seven areas of collaboration that are required of HSCO grants. Sections are as follows:

A. Demographic Information
B. Information on HSCO Staff
C. Vision, Mission, and Goals
D. State Advisory Council
E. Major Partnerships and Collaborations
F. Involvement in Key Topic Areas
G. Memoranda of Understanding (MOU)/Interagency Agreements (IA)
H. Capacity and Need for Support in Key Topic Areas
I. Narrative Outcomes in Key Topic Areas

Using a human-centered approach, OHS gathered feedback from Head Start Collaboration Office grant recipients through a focus group, discussions, and user-testing involving observation to identify areas where burden on respondents can be reduced and where minor adjustments are needed to improve the clarity of the instructions and improve quality of the data collected. Additionally OHS has identified Qualtrics as an appropriate platform to improve the user experience for respondents. The updated information collection has been user tested by HSCO grant recipients and there were strong indications during pretesting that the overall reporting has likely been reduced through the changes and use of the Qualtrics platform. However, we continue to estimate four hours of burden for the information collection since it is unclear the extent to which burden has changed, and will instead monitor time to complete the survey leveraging analytical tools in Qualtrics combined with follow-up discussions with the HSCO grant recipients to update the burden estimate in future renewals of this information collection.

DESCRIPTION OF RESPONDENTS: 52 state or local collaboration offices and 2 collaboration offices operated by non-profits

CERTIFICATION:

I certify the following to be true:

1. The collection is in compliance with HHS regulations.

2. The collection is non-controversial and does not raise issues of concern to other federal agencies.
3. Information gathered is meant primarily for program improvement and accountability.

Name and Title: Beth Caron, State Systems Specialist, Planning, Operations and Policy Division, Office of Head Start

To assist OMB review of your request, please provide answers to the following question:

PERSONALLY IDENTIFIABLE INFORMATION:

1. Is personally identifiable information (PII) collected? [X] Yes [ ] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [X] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

BURDEN HOURS

Category of Respondent	**No. of Respondents**	**No. of Responses per Respondent**	**Burden per Response**	**Total Burden**
State or Local	52	1	4 hours	208 hours
Non-profit	2	1	4 hours	8 hours
Totals	**54**			**216 hours**

FEDERAL COST: The estimated annual cost to the Federal government is $16,006

Federal staff costs are estimated to be 10% of the time of a Senior Policy Analyst to oversee information collection activities in collaboration with the HSCO and 5% of the time of a Data Analyst to be the lead for reports

TYPE OF COLLECTION:

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

[X] Web-based
[ ] E-mail
[ ] Paper mail
[ ] Other, Explain: Fillable PDF submitted through web-based platform