Tribal Home Visiting Peer Learning and Leasership Network Statement of Interest

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

April 2026

Submitted By:
Tribal Home Visiting, Office of Early Childhood Development
Administration for Children and Families
U.S. Department of Health and Human Services

4th Floor, Mary E. Switzer Building
330 C Street, SW
Washington, D.C. 20201

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for a Statement of Interest (SOI) for the Tribal Home Visiting Peer Learning and Leadership Network (PLLN), which will be used to identify and select participants who are leaders of Tribal Home Visiting grant programs.

Background

The PLLN is a 15-month, practice-based peer learning network designed to support Tribal Home Visiting grant program leaders. Participants focus on a current leadership or program goal to strengthen their leadership skills through structured peer consultation and reflection, without adding new responsibilities. The process emphasizes applying shared insights to real-time decisions and actions within their programs. This generic clearance application seeks approval for the PLLN SOI, which will be used to identify and select participants who are committed to engaging in this practice-based, collaborative learning process.

Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

The proposed information collected through the SOI template will be used to identify and select Tribal Home Visiting grant program leaders who are well-positioned to participate in the PLLN. Responses will help ensure a strong alignment between applicants' current roles and the purpose of the PLLN. Responses will also inform PLLN content to align with participants' goals and facilitate effective engagement.

Specifically, the information will be used to:

- Understand participants' reasons for seeking to join the PLLN.
- Assess participants' readiness and commitment to engage in the full 15-month learning process.
- Understand applicants' leadership goals to support meaningful participation and peer learning.
- Confirm supervisor awareness and support to help ensure participants have the necessary time and capacity to engage.
- Facilitate communication and coordination of PLLN activities.
- Develop and tailor content to align with participants' needs and ensure relevance to their roles and contexts.

The open-ended responses collected will not be published or used for evaluation or performance assessment. The information will be shared with a technical assistance (TA) contractor responsible for collecting and consolidating responses to support ACF in making informed participant selection. The TA contractor will also use the information to notify participants of their acceptance into the PLLN.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of TA related to PLLN participants' professional leadership goals that are tied to improving their program implementation.
- Planning for provision of programmatic T/TA based on the goals identified by PLLN participants.
- Obtaining feedback about processes and/or practices to inform ACF program development or support for those who will participate in the PLLN.

Processes for Information Collection

All current Tribal Home Visiting grant recipient program leaders interested in participating will be invited to submit an SOI via a centralized email address. The opportunity will be shared through direct email outreach and announced during a regularly scheduled monthly grant recipient call. Clear instructions, including submission timelines and requirements, will be provided to ensure all interested leaders have an opportunity to respond.

The SOI will consist of **open-ended responses** that request specific information without requiring a standardized format. Applicants will respond to one primary question with five supporting sub-questions designed to gather information about their interest in participating in the PLLN.

A3. Improved Information Technology to Reduce Burden

Email will serve as the primary technology used for distributing SOI materials, providing submission instructions, collecting responses, and notifying individuals of acceptance. This approach leverages existing, widely accessible communication systems to ensure ease of submission and minimize the burden on grant recipients. No specialized platforms or additional technology will be required beyond standard email access.

A4. Efforts to Identify Duplication

This effort does not duplicate any other work conducted by ACF, and no existing data sources capture this information for this purpose. The SOI information is specific to Tribal Home Visiting grant recipient program leaders who wish to participate in the PLLN. It reflects each applicant's unique role, goals, and readiness to engage in the learning network and will therefore be collected directly from interested individuals.

A5. Involvement of Small Organizations

Efforts have been made to minimize the burden on small organizations. The SOI requests only the minimal information necessary to support participant selection and decision-making. Adequate time will be provided for completion, and the submission process is simple and accessible through email. Additionally, the process is convenient, as potential applicants may complete and submit the statement of interest at a time that works best for their schedules within the specified timeframe.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

A8. Federal Register Notice and Consultation

Federal Register Notice and Comments

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 request to extend approval of the umbrella generic with minor changes. The notice was published on April 28, 2025, (90 FR 17603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment (90 FR 42248, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

ACF consulted with contracted TA providers, including James Bell Associates and ZERO TO THREE, in the development of the SOI and data collection methodology. These consultations helped ensure that the information collection approach is appropriate, feasible, and aligned with the cultural and community contexts of Tribal MIECHV grant recipients.

A9. Tokens of Appreciation for Respondents

No tokens of appreciation for respondents are proposed for this information collection.

A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private.

Information will not be maintained in a paper or electronic system from which data are actually or directly retrieved by an individual's personal identifier.

The SOI requests personally identifiable information (PII). This PII will only be used for notification, follow-up, communication and coordination purposes related to participation.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

The SOI is designed to take approximately 30 minutes to complete, with an additional 15 minutes to review the email and instructions. The primary requirement is a one-page open-ended reflective narrative aligned with participants' existing leadership responsibilities, minimizing administrative burden while supporting thoughtful decision-making about PLLN participation.

The estimated burden reflects the expected level of effort required for each potential participant to complete the on- page open-ended instrument.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Community and Social Service Occupations – Community and Social Service Specialists, All Other [21-1099] and wage data from May 2024, which is $28.06 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $ 56.12.

https://www.bls.gov/oes/current/oes_stru.htm

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Tribal Home Visiting PLLN SOI	30	1	.75	22.5	$56.12	$1,262.70

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The total cost to the federal Government for the data collection activities under this request will be $3,300. These costs include contractor support for development, collecting open-ended responses, consolidating the information and making recommendations on participation.

A15. Change in Burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

Under this umbrella, generic information collection, the following steps describe the structured approach for collecting, managing, and reviewing SOIs to support ACF in selecting participants for the PLLN. This process is designed to ensure a fair, consistent, and efficient review of applicant information while supporting timely decision-making and communication with participants. The collected information will not be published; however, it will be shared with the TA contractor responsible for collecting and consolidating responses to support ACF in making informed participant selection.

- The data collection period will span five weeks to allow for responses.
- During this time, potential participants will complete the SOI and submit responses via the designated email. Each participant will complete this process only once.
- A TA contractor will consolidate all responses.
- Following the collection period, one week will be dedicated to analyzing the data and developing recommendations for participation.
- The TA contractor will prepare and submit recommendations to ACF to support informed participant selection decisions.
- After selection, the TA contractor will notify participants of their acceptance into the PLLN.
- Responses will also inform ACF activities that support the PLLN, for example, presentations or discussion topics.

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A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.

Attachments

- Tribal Home Visiting PLLN SOI