Office of Head Start Training & Technical Assistance Improvement Survey

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

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Submitted By:
Office of Head Start
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), Office of Head Start (OHS), seeks approval to collect formative feedback from Head Start and Early Head Start program staff regarding their experiences locating, accessing, and using federal, state and local training and technical assistance (TTA) resources.

Background

OHS seeks to better understand how TTA is used to support Head Start and Early Head Start and to better understand how staff find, trust, and use TTA resources. The survey will gather information about barriers to finding TTA resources, usability of HeadStart.gov and other web resources, preferred TTA delivery formats, operational priorities, and overall satisfaction to inform future improvements. The survey addresses how programs find and use TTA resources, what challenges they experience, which resources they trust, preferred delivery methods, and areas where additional support is needed. Information will be used to inform improvements to OHS TTA efforts.

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 purpose of the proposed survey is to obtain feedback from Head Start and Early Head Start program staff to improve TTA resources, HeadStart.gov, and future OHS TTA planning. The survey aims to identify user needs, barriers, preferred formats, and priority topics in order to inform and improve OHS TTA supports. OHS staff may use this information to develop improvements to TTA resources.

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 program implementation or the development or refinement of program and grant recipient processes.
- Planning for provision of programmatic T/TA.
- Obtaining feedback about processes and/or practices to inform ACF program development or support.

Processes for Information Collection

OHS will program the structured survey, containing multiple-choice, ranking, and open-ended questions, in Qualtrics, and will create a link for grant recipients to complete electronically at their convenience. The survey may be completed by the grant recipient Authorizing Official (AO), Chief Executive Officer (CEO), Chief Financial Officer (CFO), policy council chair, and/or director or staff they appoint to complete the survey. OHS plans to administer the survey

once—upon Office of Management and Budget (OMB) approval. OHS will compile and analyze the responses received after data collection.

A3. Improved Information Technology to Reduce Burden

This survey will use electronic completion. The link to the electronic survey will be shared with grant recipients via the Head Start Enterprise System (HSES).

A4. Efforts to Identify Duplication

This data collection is designed to obtain current, program-specific feedback that is not available through other information collections. Without this collection, OHS would have less timely information about user needs and barriers to accessing TTA resources.

A5. Involvement of Small Organizations

No small businesses will be involved with this information collection.

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

No consultations have taken place with experts outside of the project team.

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 individuals' personal identifier.

All responses will be reported in aggregate. Short, general quotes may be shared from open-ended responses, but they will always be anonymous. Quotes will not be associated with any PII.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

This survey will be sent to a random sample of 10% of all Head Start grant recipients - 187 Head Start grant recipients. We expect a 30-50% response rate and have used 50% to estimate the number of respondents, to provide a buffer. The burden estimate is calculated for 94 respondents.

Respondents will complete the survey upon OMB approval. The estimated time to complete the survey is about 15 minutes and data collection will take place over 3 weeks.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Preschool and Childcare Center Directors [SOC11-9031] and wage data from May 2025, which is $31.15 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $62.30. 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
OHS TTA Improvement Survey	94	1	15 min	23.5 hrs	$62.30	$1,464

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 current request will be $2,028.40.

Federal staff costs are estimated to be about 20 hours of the time of a staff member at the GS-12, Step 2 labor category to oversee the activities of this data collection.

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

OHS anticipates launching the survey immediately upon OMB approval. The link to the electronic survey will be shared with grant recipients via the HSES. One reminder will be sent via HSES requesting recipients complete the survey by the deadline.

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

Office of Head Start Training & Technical Assistance Improvement Survey