

**SUPPORTING STATEMENT FOR OMB CLEARANCE
FOR THE ACF-118**

**Department of Health and Human Services
Administration for Children and Families
Child Care Bureau**

**Child Care and Development Fund Plan for States / Territories for FFY 2008-2009
ACF-118**

A. JUSTIFICATION

1. Information Collection:

The Child Care and Development Block Grant Act of 1990 (the CCDBG Act), Public Law 101-508, established the Child Care and Development Block Grant, which was later consolidated with other Federal child care assistance programs into the Child Care and Development Fund (CCDF) by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193. CCDF is the primary Federal program devoted to child care services and quality. Section 658B of the CCDBG Act, 42 U.S.C. 9858a, authorizes the Secretary of the Department of Health and Human Services (the Secretary) to make block grants to States and Territories for use in their child care assistance programs.

To be eligible to receive a CCDF block grant, Section 658E of the CCDBG Act, 42 U.S.C. 9858c, requires States and Territories to prepare and submit to the Secretary an application at such time, in such manner, and containing such information as the Secretary shall by rule require, including a State Plan that meets the requirements of Section 658E(c) of the CCDBG Act, 42 U.S.C. 9858c(c). The final rule regulating CCDF (the CCDF Regulations) was published July 24, 1998, 63 F.R. 39935-39998, and was codified at 45 C.F.R. Parts 98 and 99. Subpart B of the CCDF Regulations, 45 C.F.R. 98.10 – 98.18, sets forth the general application procedures for CCDF block grants, including requirements for State Plans.

2. Use of Information:

The detailed information submitted by States and Territories in their Plans provides readers and researchers with a better understanding of the programs and activities funded by CCDF, describes how the child care needs of children and families are being met, and assures the public and Congress that tax money is being spent responsibly and to best advantage. The public takes considerable interest in the way States and Territories administer their CCDF funds. The Child Care Bureau (CCB) makes Plan information available to many users including members of Congress, Congressional committees, State and local child care administrators, advocacy groups, researchers and the general public.

States and Territories use State Plans to develop and organize strategies for administering their child care assistance programs. State Plans are also reviewed by CCB to ensure that the activities funded by States with CCDF funds meet the requirements of the CCDBG Act and the CCDF Regulations. Each biennium, CCB

compiles the information provided in the State Plans into a report that is used by Congress, ACF staff, researchers, members of the general public, and State and Territorial CCDF administrators for general information, research, and policy-making.

3. Reporting Burden Reduction:

CCB will ask that data be submitted electronically, i.e., as a Microsoft Word file or equivalent. The data may be sent as an attachment to an e-mail or provided on diskette. CCB provides technical assistance to States and Territories related to electronic data submission and processing. The State Plan Preprint will be made available in word-processing format from ACF Regional Offices or on the CCB website.

4. Efforts to Identify Duplication:

The information collected by the ACF-118 is not available from any other source.

5. Small Business Burden:

This data collection effort does not involve small business or other small entities.

6. Frequency of Information Collection:

As mandated by statute and regulation, States and Territories are required to submit their State Plans biennially, 42 U.S.C. 9858c(b); 45 C.F.R. 98.17(a).

7. Special Circumstances:

Not applicable.

8. Consultations:

A notice in the Federal Register (Volume 71, Number 199, page 60730) was posted on October 16, 2006. In this notice, ACF solicited public comment on the proposed ACF-118. Comment was to be received within 60 days of the publication date of the notice. Four States supplied written comments. A summary of these comments and CCB's response is attached.

A second notice in the Federal Register (Volume 72, Number 34, page 7890) was posted on February 21, 2007. In this notice, public comment on the proposed ACF-118 was directed to the Office of Management and Budget.

CCB consulted with ACF Regional offices in drafting revisions to the State Plan Preprint and Guidance. CCB also sent an email message to State and Territory Lead Agencies and other interested parties notifying them of the October 16, 2006, Federal Register notice and including electronic copies of the draft State Plan Preprint and Guidance.

9. Payment to Respondents:

Not applicable.

10. Confidentiality:

The information collection does not require any assurance of confidentiality.

11. Sensitive Nature:

This information collection does not involve asking questions of a sensitive nature.

12. Estimate of Data Collection Burden:

The burden of collecting the information for the ACF-118 is estimated as follows:

Number of Respondents:	56
Number of Responses per Respondent:	0.5
Average Burden Hours per Response:	162.57
Total Burden Hours per Year:	4,552

13. Estimated Respondent Cost:

There are no direct monetary costs to respondents other than their time to complete the ACF-118.

14. Estimated Federal Cost:

The estimated federal cost includes two major areas. The first area covers the design of the State Plan Preprint and guidance to be provided to the States and Territories in completing their State Plans. The second area includes the review and approval process by the ACF Central and Regional offices of the State Plans. Total cost is projected to be approximately \$68,300.80, based on the following:

Task	Estimated Hours	Estimated Rate	Total
Preprint Design	80	\$29.44	\$2,355.20
State Plan Review	40 * 56 Plans = 2,240	\$29.44	\$65,945.60
		Total	\$68,300.80

15. Change in Burden:

There were no changes in annual burden from the collection of ACF-118 information since the last collection in 2005.

16. Publications:

After all State Plans have been approved, CCB, through its contractor, will extrapolate, summarize, and compile the information collected by the ACF-118 into the CCDF Report of State Plans for FY 2008-2009 (the Report). Collection of ACF-118 data will begin upon final approval by OMB. ACF-118 will be due from States and Territories on July 31, 2007. Final approval of State Plans must be completed by September 28, 2007. Upon final approval of all State Plans, CCB's contractor will begin work on the Report, which should be published by June 1, 2008.

17. Expiration Date:

Not applicable.

18. Exception to Item #19 on the Form 83-I:

There are no exceptions to Item #19 on the Form 83-I.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable. The information collected by the ACF-118 is not the type of information that may be collected by statistical methods. Further, Statute requires States and Territories to prepare and submit to the Secretary a State Plan that meets the requirements of Section 658E(c) of the CCDBG Act, 42 U.S.C. 9858c(c).