

**To:** Jordan Cohen  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Sharon Yandian  
Office of Head Start (OHS)  
Administration for Children and Families (ACF)

**Date:** September 01, 2021

**Subject:** NonSubstantive Change Request – Head Start Collaboration Office Annual Report under the Generic Performance Progress Report (OMB #0970-0490)

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This memo requests approval of nonsubstantive changes to the approved information collection, Head Start Collaboration Office Annual Report under the Generic Performance Progress Report (OMB #0970-0490).

### ***Background***

This information collection was originally approved in 2015 and then moved to the Generic Performance Progress Report in 2018. The Office of Head Start (OHS) has analyzed data collected with the currently approved instrument and has identified some questions that need minor adjustments for clarifications. Because the responses come from 54 diverse Head Start Collaboration Offices (HSCOs) across the country (primarily state-based) that also have high turnover, it is critical to be clear and as inclusive as possible in the questions included in this information collection. In addition, as priorities and initiatives are established and revised, it is important to adjust and align the questions to those priorities and initiatives.

### ***Overview of Requested Changes***

Based on data submitted by the HSCOs in prior annual reports, OHS proposes the following updates:

- Minor revisions to some of the questions to clarify for respondents.
- Addition of a few items that were consistently mentioned in open-ended text boxes to standard items in checklists
- Addition of a few follow up standardized questions to better and more quickly capture what respondents were taking time to describe in their narratives.

These changes should improve data quality and reduce the amount of time spent by the respondent in describing activities. The revisions are available in the attached instruments accompanying this request.

### ***Time Sensitivities***

The goal is to send the revised version by December 2021.