

American Indian and Alaska Native Facility Condition, Location, and Ownership Survey

**OMB Information Collection Request
0970 - 0534**

Supporting Statement Part A - Justification

December 2025

Type of Request: New

Submitted By:
Office of Head Start
Administration for Children and Families
U.S. Department of Health and Human Services

1. Circumstances Making the Collection of Information Necessary

The American Indian and Alaska Native (AIAN) Facility Survey is conducted by the Administration for Children and Families (ACF) Office of Head Start (OHS) every 5 years in accordance with section 650(b) of the Head Start Act. The Head Start Act requires that OHS prepare and submit a report on the facilities used by AIAN Head Start agencies. The report must include information about the condition, location, and ownership of these facilities. To meet this statutory requirement, OHS plans to conduct an updated survey with AIAN Head Start programs. OHS conducted the most recent survey to fulfill the 2020 statutory requirement. The 2020 survey was approved under Office of Management and Budget (OMB) #0970-0534 and this survey, for the 2025 cycle, is being submitted to OMB under the same number as a reinstatement with changes.

2. Purpose and Use of the Information Collection

The purpose of the survey is to collect current data on the condition, location, and ownership of facilities used by AIAN Head Start programs. The results inform the 2025 Report to Congress and support ongoing policy, funding, and technical assistance decisions. For the 2025 cycle, updates have been made to reflect lessons learned from the 2020 survey and feedback from OHS staff and partners. Changes include more detailed questions on facility safety (e.g., lead testing, pest control, disaster impact), clearer definitions of facility conditions, and expanded items on funding sources and barriers. These revisions aim to strengthen data quality and ensure the survey captures the full scope of infrastructure challenges and needs across AIAN programs.

3. Use of Improved Information Technology and Burden Reduction

The survey will be sent out by e-mail and can be filled out electronically.

4. Efforts to Identify Duplication and Use of Similar Information

Information submitted by applicants is not duplicated in other information collection activities.

5. Impact on Small Businesses or Other Small Entities

Not applicable.

6. Consequences of Collecting the Information Less Frequently

This information must be gathered on AIAN facility to meet congressional reporting requirements.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

Not applicable.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and 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 activity. A 60-day notice was published on July 16, 2025, and the notice can be found at 90 FR 32013.

One comment was received during the 30-day notice period. OHS revised the survey to include many of the suggestions, including: a revised definition of “facility” to account for outdoor spaces; additional questions about transportation; a new question about facility location; separately identifying facility ownership and land ownership; additional selection options to the facility issues checklist; and questions about outdoor areas/structures. OHS included drop-down questions for grant number and facility address. OHS can connect to program name based on the way the survey is designed and distributed, as OHS does not want to increase respondent burden with duplicative questions. Additionally, OHS considered adding questions about the last major renovation, remaining useful life, and cost of needed renovation/replacement in response to public comments, but in order to minimize respondent burden, these suggested topics are included in the optional final question asking for additional comments or concerns.

The comment also provided feedback regarding bias and undue burden, which OHS has considered in the revisions to the survey. Feedback regarding engagements with the community, including suggestions such as trainings, webinars, and technical assistance opportunities, is being considered by OHS.

9. Explanation of Any Payment or Gift to Respondents

Not applicable.

10. Assurance of Confidentiality Provided to Respondents

Not applicable.

11. Justification for Sensitive Questions

Not applicable.

12. Estimates of Annualized Burden Hours and Costs

Estimated Burden Hours

Grant recipients will complete the survey for each facility they operate, which based on current grant recipient information is an average of 3.5 responses per respondent. Data collection is expected to take place following OMB approval over a period of about 6 weeks. There are a total of 155 AIAN grantees funded by OHS. The burden table below

shows the total burden for all AIAN grantees responding to the survey. Grantees would complete the form for each facility they operate, for an average of 3.5 surveys completed per respondent.

Estimated Cost to Respondents

The job code is 11-9031 and median wage for Preschool and Childcare Center Directors from May 2024 is \$27.05 per hour. Therefore, to account for fringe benefits and overhead the rate is multiplied by two which is \$54.10. <https://www.bls.gov/ooh/management/preschool-and-childcare-center-directors.htm>.

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total/Annual Burden Hours
AIAN Facility Condition, Location, and Ownership Survey	155	3.5	0.33	180

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

No other annual costs. Information collected is drawn from grantees established records of their facilities.

14. Annualized Cost to the Federal Government

The estimated annual cost to the Federal government is \$4,026.40.

This amount represents the staff costs associated with reviewing and approving applications submitted under this information collection, estimated at 40 hours of work performed by staff at a blended GS-12/GS-13 level at an hourly rate of \$50.33, which increases to \$100.66 when including overhead, fringe benefits, and other associated costs, for a total of \$4,026.40.

15. Explanation for Program Changes or Adjustments

This request is for additional data collection under OMB #0970-0534 to collect follow up data from respondents, as required every five years by the Head Start Act.

16. Plans for Tabulation and Publication and Project Time Schedule

These will be published in a congressional report in Fiscal Year 2026.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

Not applicable.