

**Department of Health and Human Services
Administration for Child and Families
Office of Family Assistance**

Data Collection Request for Grantee Performance Measurement Data

**Office of Management and Budget
Clearance Revision Package Supporting Statement and Data Collection
Instruments**

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A. Justification

A1. Circumstances of Information Collection

This Supporting Statement is a request and justification for extension of the current OMB Form 0970-0365 from the Office of Management and Budget (OMB) to continue the collection of performance (outputs and outcomes) information of Community-Centered Healthy Marriage, Pathways to Responsible Fatherhood and the Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project funded by the Office of Family Assistance (OFA). The request for extension is a result of the extension offered to all grants in April 2014 by the OFA, Administration for Children and Families (ACF) in an effort to increase the consistency and stability in program implementation, particularly in view of grantee program toward achieving program goals.

These grants were authorized under Sec. 811 (b) Healthy Marriage Promotion and Promoting Responsible Fatherhood Grants of the Claims Resolution Act of 2010, Pub. L. No. 111-291, 124 Stat.3064 (Dec. 8. 2010). A copy of the legislative authority is included as Appendix A.

The Community-Centered Healthy Marriage, Pathways to Responsible Fatherhood and the Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot grants received initial OMB clearance in 2012. However, the current clearance expires August 31, 2015. This request is to continue to collect data through the end of the additional year of funding (September 2014 – December 2015).

The continued information collection is necessary for OFA and ACF to ensure the accountability and performance of these grants programs. The grant solicitations issued by the Administration for Children and Families require the grantees to participate in data collection. Specifically, the grant announcements state, “[a]ll grantees will participate fully in quantitative or monitoring activities that capture measurable indicators and outcomes. ACF will require a consistent measuring system across all funded programs.”

A1.1. Healthy Marriage and Responsible Fatherhood Grants

The Community-Centered Healthy Marriage grants announcement and the Claims Resolution Act funds grantees to conduct one or more of the following activities:

- Public advertising campaigns on the value of marriage and the skills needed to increase marital stability and health.
- Education in high schools on the value of marriage, relationship skills, and budgeting.

- Marriage education, marriage skills, and relationship skills programs that may include parenting skills, financial management, and job and career advancement.
- Premarital education and marriage skills training for engaged couples and for couples or individuals interested in marriage.
- Marriage enhancement and marriage skills training programs for married couples.
- Divorce reduction programs that teach relationship skills.
- Marriage mentoring programs that use married couples as role models and mentors in at-risk communities.
- Programs to reduce the disincentives to marriage in means-tested aid programs, if offered in conjunction with any activity described above.

The Pathways to Responsible Fatherhood grant announcement and the Claims Resolution Act funds grantees to conduct of the following activities:

- Activities to promote marriage or sustain marriage
- Activities to promote responsible parenting
- Activities to foster economic stability

The Community-Centered Responsible Fatherhood Ex-Prisoner Reentry Pilot Project announcement and the Claims Resolution Act funds grantees to provide the following activities to formerly incarcerated parents:

- Activities to promote marriage or sustain marriage
- Activities to promote responsible parenting
- Activities to foster economic stability

A2. Purpose and use of information collection

The purpose of the information collection is to allow OFA and ACF to continue carrying out its responsibilities for program accountability. The collected information will be used by OFA to assist Federal Project Officers (FPOs) to monitor and manage the performance of grantees on the outputs and the short- and intermediate-term outcomes of the grant program. The data will also be aggregated to assess the overall performance of the grant program, and support management and budget decisions regarding the grant program.

A3. Use of improved information technology and burden reduction

Grantees will report the data twice yearly using the ACF's Online Data Collection (OLDC). Online Data Collection will reduce grantees' reporting burden by providing a convenient and simple method for submitting data electronically. Grantees will only be able to view and report on the allowable/authorized activities which they are funded to conduct, reducing the burden for grantees of determining what forms to complete. The questions are broad enough to allow grantees to report on the data requested, despite the extensive variety of activities being conducted by the grantees. Grantees are expected to

report data for activities they conduct and collect data on. Hard copies of the data forms, data entry instructions, and glossaries being incorporated into OLDC for the information collection are included in Attachments B-F.

A4. Efforts to identify duplication and use of similar information

We examined several potential data sources, both internal and external to the grant program and found none of the data sources to be suitable for providing OFA with performance metrics on the grant program.

Grantees are currently providing some information on program activities in their semi-annual reports to OFA. However, the information collected for the performance measurements will obtain information on program performance that is not provided in the semi-annual reports. Specifically, this information request will provide data about the discrete number of people enrolled and completed, the demographic information and the positive changes experienced by individuals attributed to program participation.

We also considered that grantees are conducting individual evaluations of their programs. The methods and instruments grantees are designing to gather data for evaluation purposes are tailored to each program and the methodology and outcome measures vary greatly across grantees. The performance measures were developed to create a consistent set of measures that can be aggregated up to the program level and be broad enough to apply to the variety of activities grantees are conducting. Grantees can use information collected for their evaluations, but the performance measures will not duplicate existing evaluation efforts. Grantees will be encouraged to include the performance measures in their local evaluations.

In addition to the individual grantee's evaluations, there are two HHS-sponsored national level evaluations of Healthy Marriage, Responsible Fatherhood and Fatherhood Reentry grants being conducted¹. There is little overlap between grantees participating in any of the national evaluations and those being funded through the Healthy Marriage and Responsible Fatherhood grant programs. The national level evaluations are narrowly focused on specific program models and cannot be used to monitor and determine the performance of these OFA grantees. Collecting performance data from the Healthy Marriage, Responsible Fatherhood and Fatherhood Reentry grantees will complement and contribute to knowledge in the field about Healthy Marriage and Responsible Fatherhood programs and will not duplicate information.

We also considered State or national level data on marriage and divorce rates as benchmark performance measures to reflect the intermediate-term goals of the grant program of increasing healthy marriages and decreasing divorce rates, on the way to the long-term goal of increasing family and child well-being. However, due to the small

¹ The two evaluations are the Parents and Children Together (PACT) study project sponsored by the Administration of Children and Families' Office of Planning, Research and Evaluation (OPRE) and conducted by Mathematica Policy Research, Inc., and the Ex-Prisoner Reentry Strategies Study project sponsored by the Administration of Children and Families' Office of Planning, Research and Evaluation (OPRE) and conducted by The Urban Institute.

geographic regions that the grants operate in and the multitude of other factors that can affect marriage and divorce rates, these measures were deemed inappropriate benchmarks. Collecting data from grantees is the most reasonable and appropriate way to determine program performance.

A5. Impact on small businesses or other small entities

Information being requested has been held to the minimum information necessary to construct performance measures for the Healthy Marriage, Responsible Fatherhood and Fatherhood Reentry grants. It is anticipated that these requirements will have no impact on small businesses or other entities. The grantees submit all of their reports to OFA electronically, therefore they will not be required to purchase computers or incur other capital costs for providing the required information using the ACF's OLDC. The time required for the average entity to respond is estimated at 1.6 hours per year. This amount of time should not impose substantial burdens on these entities.

A6. Consequences of collecting the information less frequently

Grantees are required to provide information semi-annually. This frequency of reporting is needed to obtain information needed for timely grant monitoring and assessment of the development of the grant programs.

A7. Special circumstances relating to the guidelines of 5 CFR 1320.5

None. The information collection does not involve any special circumstances relating to the guidelines of 5 CFR 1320.5.

A8. Comments in response to the Federal Register notice and efforts to consult outside the agency

We received no comments in response to the Federal Register Notice published on January 21, 2015 (page 2943).

OFA did not consult any outside agency since no changes were made to the performance measures. However, OFA consulted with the ICF International (Penny Tinsman – 703-225-2230), the contracted Technical Assistance (TA) provider in the initial development of the performance measures.

A9. Explanation of any payment or gift to respondents

None. There are no gifts or payments for respondents.

A10. Assurance of confidentiality provided to respondents

Respondents are grantees; they are reporting on grant outputs and outcomes during the reporting period. Information on the performance of individual grantees will be used by FPOs in monitoring and managing the grants. Grantee information will be aggregated to

the program level (or other intermediate level, such as program grantees working in particular grant areas) to provide information on the performance of the grant program.

Respondents are told that the information they provide will be available to their FPO and to OFA, and that for public reporting, the information will be presented in aggregate form rather than for individual grantees.

A11. Justification for sensitive questions

No sensitive questions are asked. Grantees are only asked to provide information on changes in participants’ knowledge and skills for marriage and parenting (e.g., conflict resolution, communication), attitudes about the importance of marriage and fatherhood, or similar changes and demographic information.

A12. Estimates of annualized burden hours and costs

Data will be collected from all 60 Community-Centered Healthy Marriage, 54 Pathways to Responsible Fatherhood and 5 Community-Centered Responsible Fatherhood Ex-Prisoner Reentry grantees in the OFA program. We estimate it will take on average approximately 1.6 hours per year per grantee to respond to this information request. Based on an estimated average hourly salary of \$40 per hour (including fringe benefits, overhead, etc), the total annual cost for the 119 grantees is estimated to be \$7,616 ($\$40 \times 1.6 \times 119$). Table 1 shows the burden estimate.

Table 1: Annual Burden Estimates

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total annual burden hours
Performance measure reporting form (for private sector affected public)	110	2	0.8	176
Performance measure reporting form (for State, local, and tribal government affected public)	9	2	0.8	14
Estimated Total Annual Burden Hours	190

A13. Estimates of other total annual cost burden to respondents and record keepers

For this information collection the respondents will not have to invest in any new technologies or data collection resources for the purpose of producing and providing this information. Therefore, no additional cost burden applies.

A14. Annualized cost to the federal government

We estimate total annual Federal burden to be 297 hours for an estimated annual cost of \$24,679.

Table 2: Annualized Cost to the Federal Government

	Development		Monitoring		Total Cost
	Hours	Avg. Salary	Hours	Avg. Salary	
Total – All Federal staff	130	83	762	83	\$74,036
Average Annual Cost					\$24,679

Note: Federal burden estimate includes costs for development and monitoring for years 1 through 3 of the grants. Average salary is calculated as a weighted average of the loaded hourly rates of GS-15 and GS-14 Step 2 managers, GS-13 step 2 and GS-12 Step 2 Federal Project Officers.

A15. Explanation of program changes or adjustments

There are no program changes or adjustments. ACF offered a one year extension to all grants to continue implementation.

A16. Plans for tabulations and publication and project time schedule

Performance measurement data will be tabulated (descriptive statistics such as frequencies and percentages) twice a year. The information will be used by FPOs to provide feedback to and monitor the performance of individual grantees. The aggregate data will be used by OFA for program monitoring and management and to create efficiency measures for the grant program. The aggregate data may be used as part of a Congressional report or briefing or other products to report on the Community-Centered Healthy Marriage, Responsible Fatherhood and Fatherhood Reentry grant programs.

Project Timeline

OFA will have one data collection for the requested year. The following table maps out the timeline for the last round of data collection and analysis.

Table 3: Project Timeline

Activity	Approximate Time Frame
Last round of data reporting	September 2015 – October, 2015
Data approvals	November, 2015
Data analysis preliminary	December, 2015 – January 2016
Data analysis final and report	January, 2016 – March , 2016

A17. Reason(s) display of OMB expiration date is inappropriate

Not applicable. OMB expiration date will be displayed.

A18. Exceptions to certification for Paperwork Reduction Act Submission

None. No exceptions to certification.

B. Collection of Information Employing Statistical Methods

Data will be reported by all grantees thus no statistical sampling or other statistical methods will be used.

List of Appendices

- Appendix A - Copy of the legislative authority
- Appendix B – Healthy Marriage Data Collection Instruments
- Appendix C – Responsible Fatherhood Data Collection Instruments
- Appendix D – Responsible Fatherhood Reentry Data Collection Instruments
- Appendix E – Data Entry Instructions
- Appendix F – Glossary: Healthy Marriage
- Appendix G – Glossary: Responsible Fatherhood
- Appendix H – Glossary: Responsible Fatherhood Reentry