DATE: July 28, 2016

TO: Steph Tatham

Office of Information and Regulatory Affairs (OIRA)

Office of Management and Budget (OMB)

FROM: Caryn Blitz and Seth Chamberlain

Office of Planning, Research, and Evaluation (OPRE)

Administration for Children and Families (ACF)

SUBJECT: Request for Non-Substantive Change to Personal Responsibility Education Program (PREP) Multi-Component Evaluation (OMB Control Number 0970-0398)

This memo requests approval to increase the number of respondents to information collections (ICs) for one component of the Personal Responsibility Education Program (PREP) Multi-Component Evaluation (0970-0398). The *PREP Performance Analysis Study (PAS)* collects and analyzes program performance measures from all PREP grantees to understand whether program objectives are being met and whether technical assistance is needed to support program improvement. Through the PAS, grantees submit data annually on two broad topics – PREP program structure and PREP program delivery.

**Nonsubstantive change request**

*Overview*

The number of participants expected between fall 2016 – fall 2017 exceeds our original estimates. As a result, we need to increase the number of respondents to approved information collections (ICs) for two cohorts of PREP grantees: State and Competitive.

The burden increase for State PREP is for the following instruments:

* Participant Entry Survey
* Participant Exit Survey
* Sub-awardee Data Collection and Reporting

The burden increase for CPREP is for the following instruments:

* Participant Entry Survey
* Participant Exit Survey.

Additionally, the number of CPREP grantees has declined from 37 to 20. We have updated the burden table to reflect that change.

***The content of the ICs and the average burden per response remains the same.***

*Estimated number of respondents*

ACF originally estimated the number of annual respondents using two sources: (1) grant applications, in which grantees projected the reach of their programs, and (2) interviews with grantees during their planning year. State PREP and Competitive PREP (CPREP) grantees have incrementally increased the reach of their programs in a way that they had not anticipated as they were first designing and launching their programs - by about five percent each year. State PREP grantees also have made more sub-awards to program providers than originally estimated. The number of State PREP grantee administrators has remained stable throughout the funding period; the number of CPREP grantees has declined from 36 to 20. Table 1 shows the number of respondents currently approved and Table 2 shows the updated number of respondents and burden level requested through this nonsubstantive change.

**Table 1 – Current Annual Estimates**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Performance Analysis Study – Current Annual Estimates | | | | | | | | | |
| Data Collection Instrument | Type of Respondent | Total Number of Respondents | Number of Responses per Respondenta | Average Burden Hours per Response | Total Burden Hours | Annual Burden Hours | Annual Burden Hours for Age 18 or Older | Hourly Wage Rate | Total Annualized Cost |
| Participant Entry Survey | PREP State and Tribal Participants | 105,309 | 1 | 0.08333 | 8,775 | 2,925 | 731 | $7.25 | $5,300.00 |
| Participant Exit Survey | PREP State and Tribal Participants | 133,722 | 1 | 0.16667 | 22,287 | 7,429 | 743 | $7.25 | $5,386.00 |
| Sub-awardee Data Collection and Reporting Form | PREP State and Tribal Sub-Awardee Administrator | 1,050 | 1 | 18.6667 | 19,600 | 6,533 | N/A | $20.76 | $135,625.00 |
| Participant Entry Survey | CPREP Participants | 17,673 | 1 | 0.08333 | 1,473 | 491 | 123 | $7.25 | $892 |
| Participant Exit Survey | CPREP Participants | 22,961 | 1 | 0.16667 | 3,827 | 1,276 | 128 | $7.25 | $928 |
| Performance Reporting Data System Entry Form | CPREP Grantees | 37 | 2 | 19 | 1,406 | 469 | N/A | $20.76 | $9,736 |

**Table 2 - Updated Annual Estimates (2016-2017 data collection)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Performance Analysis Study – Updated Annual Estimates (2016-2017 data collection) | | | | | | | | | |
| Data Collection Instrument | Type of Respondent | Total Number of Respondents | Number of Responses per Respondenta | Average Burden Hours per Response | Total Burden Hours | Annual Burden Hours | Annual Burden Hours for Age 18 or Older | Hourly Wage Rate | Total Annualized Cost |
| Participant Entry Survey | PREP State and Tribal Participants | 174,105 | 1 | 0.08333 | 14,508 | 4,836 | 1,209 | $7.25 | $8,765.25 |
| Participant Exit Survey | PREP State and Tribal Participants | 226,515 | 1 | 0.16667 | 37,753 | 12,584 | 1,258 | $7.25 | $9,123.40 |
| Sub-awardee Data Collection and Reporting | PREP State and Tribal Sub-Awardee Administrator | 1,200 | 1 | 18.6667 | 22,401 | 7,467 | N/A | $20.76 | $155,014.92 |
| Participant Entry Survey | CPREP Participants | 29,310 | 1 | 0.08333 | 2,442 | 814 | 204 | $7.25 | $1,478.38 |
| Participant Exit Survey | CPREP Participants | 44,889 | 1 | 0.16667 | 7,482 | 2,494 | 249 | $7.25 | $1,808.15 |
| Performance Reporting Data System Entry Form | CPREP Grantees | 20 | 2 | 19 | 760 | 253 | N/A | $20.76 | $5,252.28 |

We have updated Supporting Statement A to reflect the updated number of respondents and resulting levels of burden for the impacted Performance Analysis Study ICs.