

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 Respondent ^a	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	731	\$7.25	\$5,300.00
Participant Exit Survey	PREP State and Tribal Participants	133,722	1	0.16667	22,287	7	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	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	128	\$7.25	\$928
Performance	CPREP Grantees	37	2	19	1,406	469	N/A	\$20.76	\$9,736

Reporting Data System Entry Form									
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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 Respondent ^a	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	1	0.08333	14		1,209	\$7.25	\$8,765.25
Participant Exit Survey	PREP State and Tribal Participants	226	1	0.16667	37		121,258	\$7.25	\$9,123.40
Sub-awardee Data Collection and Reporting	PREP State and Tribal Sub-Awardee Administrator	1	1	18.6667	22		N/A	\$20.76	\$155,014.92
Participant Entry Survey	CPREP Participants	29	1	0.08333			814 204	\$7.25	\$1,478.38
Participant Exit Survey	CPREP Participants	44	1	0.16667			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.