

## **THE SUPPORTING STATEMENT**

### **Specific Instructions**

#### **A. Justification**

##### **1. Circumstances Making the Collection of Information Necessary**

This request is for a generic ICR that will allow ACF program offices to collect performance and progress data from recipients and sub-recipients who receive funding from ACF under a discretionary grant or cooperative agreement. This information is required under 45 CFR 75.342, monitoring and reporting program performance. This is the initial request for a generic performance progress report (PPR); and therefore, cannot reflect any knowledge gained by experience about actual program office usage.

ACF is primarily a grant-making agency that promotes the economic and social well-being of families, children, individuals and communities with partnerships, funding, guidance, training and technical assistance.

In FY 2015 ACF awarded a total of \$9.9 billion in federal financial assistance through 4,368 discretionary awards according to the Tracking Accountability in Government Grants System (TAGGS). Currently a single performance progress report (PPR) (#0970-0406) is used for all ACF discretionary grant and cooperative agreement awards for post award reporting. Historically, ACF required grantees to only respond to a common set of questions. This is basically a one-size-fits-all approach that doesn't adequately collect the specific data needed for particular grant programs. Different grant programs vary in purpose and target population. Therefore the programs would benefit from customized performance measurement. An effective performance progress report needs to include the specific data elements that reflect a specific program's indicators, demographics, priorities and objectives.

A generic PPR that can be tailored for program-specific needs will allow programs to collect useful data in a uniform and systematic manner. The reporting format will allow programs to gather uniform program performance data from each grantee, allowing aggregation at the program level to calculate outputs and outcomes, providing a snapshot and allowing for longitudinal analysis.

Data from a tailored PPR that demonstrates a program's successes and challenges will be useful for accountability purposes, such as required reports to Congress. Moreover, it will be useful for program management, such as identifying grantees' technical assistance needs.

All grantees and will need to submit either the standard ACF required PPR, or a program-specific PPR in addition to the ACF required PPR. The program specific PPR will be used by grantees and sub-grantees for periodic reports and the final report. A generic, program specific

IC will be submitted to OIRA for each program specific PPR. Please see the attachment for the standard ACF required PPR instrument with data elements.

The program-specific, generic ICs will be uncontroversial, low burden, and provide a significant benefit. Also, applying for a grant is a voluntary activity.

## **2. Purpose and Use of the Information Collection**

A generic PPR that can be tailored for program-specific needs will allow programs to collect more relevant data in a uniform and systematic manner. The reporting format will allow programs to gather uniform program performance data from each grantee, allowing aggregation at the program level to calculate outputs and outcomes providing a snapshot and allowing for longitudinal analysis.

Data from a tailored PPR that demonstrates a program's successes and challenges will be useful for accountability purposes, such as required reports to Congress. Moreover, it will be useful for program management, such as identifying grantees' technical assistance needs.

## **3. Use of Improved Information Technology and Burden Reduction**

Program offices will use some of form of electronic collection. This will be web page, email or On-line Data Collection System (OLDC). OLDC is the most sophisticated approach based on web technology. Grantees may enter and retrieve information pertinent to their grants through electronic forms closely resembling the paper forms. OLDC reduces paperwork, allows for quicker processing, automatically completes required calculations, checks for potential errors and provides security.

## **4. Efforts to Identify Duplication and Use of Similar Information**

No similar data are available.

## **5. Impact on Small Businesses or Other Small Entities**

These collections will not have adverse impact on small entities.

## **6. Consequences of Collecting the Information Less Frequently**

The pertinent regulation requires the report be submitted no more frequently than quarterly. Less frequent submission would mean less current information on performance and progress.

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

There are no special circumstances.

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

A Federal Register notice was published 5/5/2016, vol. 81, page 10510.

No comments were received.

**9. Explanation of Any Payment or Gift to Respondents**

There are no payments of gifts to respondents.

**10. Assurance of Confidentiality Provided to Respondents**

We will protect respondents' information to the extent allowed by Federal law.

**11. Justification for Sensitive Questions**

There are no questions of an inherently sensitive nature included in the PPR forms.

**12. Estimates of Annualized Burden Hours and Costs**

Instrument	Number of Respondents	Number of Responses per Respondent	Average Burden Hour per Response	Total Burden Hours
PPR	2,000	2	1 hour	4,000 hours

The estimated opportunity cost associated with this burden is 20,000 hours X \$40 per hour equals \$800,000

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

There are no monetary costs to respondents in completing and submitting the PPR.

**14. Annualized Cost to the Federal Government**

There is no monetary cost to the Federal Government

**15. Explanation for Program Changes or Adjustments**

This is a new request.

**16. Plans for Tabulation and Publication and Project Time Schedule**

There is no plan to publish the results.

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

Not applicable.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions.

