

# Request for Approval under the “Generic Clearance for the Grant Reviewer Recruitment” (OMB Control Number: 0970-0477)

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**TITLE OF INFORMATION COLLECTION:** “Grant Reviewer Recruitment for the Family and Youth Services Bureau (FYSB) Discretionary Grant Programs”

**PURPOSE:** The purpose of this information collection is to select qualified reviewers for ACF Family and Youth Services Bureau (FYSB) review processes based on professional qualifications using data entered and documents provided by candidates. For example, documents include writing samples and curriculum vitae and/or resume. FYSB will use the information collected to recruit well-qualified reviewers with relevant background experience and knowledge.

**DESCRIPTION OF RESPONDENTS:** Applicants to become FYSB grant reviewers.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Chris Holloway, RHY Program Manager, Family and Youth Services Bureau, Administration for Children and Families

To assist review, please provide answers to the following questions:

**BURDEN HOURS**

| Category of Respondent     | No. of Respondents | Participation Time | Burden   |
|----------------------------|--------------------|--------------------|----------|
| Reviewers and Chairpersons | 250                | 10 min             | 42 hours |
| <b>Totals</b>              | 250                |                    | 42       |

**FEDERAL COST:** The estimated annual cost to the Federal government is \$1000.00. Costs are associated with oversight of the contract supporting FYSB’s grant reviews.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**