

# **Title V State Sexual Risk Avoidance Education Program**

## **OMB Information Collection Request New Collection**

# **Supporting Statement Part A - Justification**

**May 2020**

Submitted By:  
Administration on Children, Youth and Families  
Administration for Children and Families  
U.S. Department of Health and Human Services

## **SUPPORTING STATEMENT A – JUSTIFICATION**

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

The Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) published a new funding opportunity announcement to solicit applications from states and territories for the development and implementation of the Title V State Sexual Risk Avoidance Education (SRAE) Program. The purpose of the SRAE Program is to fund states/territories to implement education exclusively on sexual risk avoidance that teaches participants to voluntarily refrain from non-marital sexual activity.

States and territories are expected to submit plans for the implementation of sexual risk avoidance education that normalizes the optimal health behavior of avoiding non-marital sexual activity, with a focus being on the future health, psychological wellbeing, and economic success of youth. Further, the plans must address the social, psychological, and health gains to be realized by refraining from non-marital sexual activity and engaging in healthy relationships.

OMB approval is requested for the Application, State Plan and Performance Progress Report documents related to funding states and territories to develop and implement State Sexual Risk Avoidance Education Programs. The State Sexual Risk Avoidance Education (SRAE) Program is authorized and funded by Section 510 of the Social Security Act (42 U.S.C. § 710), as amended by section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123), and as further amended by section 701 of Division S of the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141).

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

#### *Application*

The application includes two components:

- 1) Letter from the Authorized Representative (Transmittal Letter)
  - The transmittal letter will provide the CFDA number and indicate SRAE as the priority area to which the application is responding.
  - The transmittal letter will cite the authority of the authorized representative to apply for and administer funds on behalf of the State or Territory.
- 2) Application Abstract
  - Applicant's contact information
  - Summary of program strategies used in the state

ACYF/FYSB will use the application to determine if the applicant has a viable plan for the implementation of SRAE and as a reference tool in monitoring the awardees' performance throughout the project period.

## *State Plan*

The FY 2020 and FY 2021 awardees will submit their State Plan by the application due date of the Funding Opportunity Announcement, which provides a detailed description of the activities to be implemented throughout the project period. ACYF will review and approve the State Plan in order for states to initiate implementation of the project.

The submission of the State Plan informs ACYF how the grantees will develop flexible, medically accurate, and effective sexual risk avoidance education plans responsive to their specific needs. The components of the State Plans are as follows:

### 1) State Plan Cover Page

- The cover page will request the following information:
  - applicant name;
  - service area included in the application, described by county and USPS zip codes;
  - fiscal year;
  - grant allocation amount;
  - address;
  - contact name;
  - contact phone numbers (voice and fax); and
  - e-mail address and web site address, if applicable.

### 2) Program Narrative

- The program narrative requests a detailed description of the following:
  - Description of the Problem and Need
  - Implementation Plan, to include logic model(s)
  - Objective Performance Measures and Efficiency Measures
  - Description of Programmatic Assurances; and
  - Sustainability Plan.

### 3) Appendices – that include:

- Budget Narrative;
- Logic model;
- Memoranda of Understanding for all participating sites and partners;
- Organizational chart; and
- Other documents necessary to support the application, such as subcontractors scope of work, formal agreements and compliance with legislative priority documents.

The state plan will be used to provide guidance and approval to the grantees prior to the implementation of the project to ensure compliance with authorizing legislation and program announcement guidelines for SRAE. Federal staff will review and negotiate necessary modifications to the state plan within two months of receipt of the planning document from the applicant. Funded recipients will document final plans for program implementation; indicate the

selected model(s) to be implemented; solidify evaluation plans and procedures that include both process and outcomes; demonstrate adherence to requirements for providing medically accurate and age and culturally appropriate services; and document performance data tracking and sub-awardees and partner involvement.

### *Performance Progress Reports*

Performance Progress Reports are to be submitted semi-annually to report on the activities and youth served during the reporting periods, the status of the target population and needs of recipients, implementation plan, monitoring, budget, objective outcome measures, objective output measures, service recipient involvement, assurances, and training needs.

Grantees are required to report on the number of youth served, program completion data, and list the communities served. The data is intended to assess program performance and may be used to evaluate program effectiveness.

The performance progress report will inform the monitoring of grantees for program design, program evaluation, management improvement, service quality and compliance with agreed upon goals. ACYF/FYSB will use information to assure effective service delivery and program management and to guide the development of national monitoring and technical assistance and performance measurement systems. Finally, data from this collection will be used for reporting outcomes and efficiencies. It will provide valuable information for policymakers and key stakeholders in the development of programs and research efforts.

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

Grantees must submit their application, state plan and performance progress reports online through the GrantSolutions Online Data Collection (OLDC) system.

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

The submission of the described application components and the state plan are not duplicative of any other sources of information available for SRAE. States only develop state plans as a response to the funding opportunity announcement for review and approval prior to the awarding of funds. No similar data are gathered or maintained by the Agency or are available from other sources known to the Agency.

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

No small businesses or entities will be involved in this collection of information.

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

Grantees will submit the application and initial state plan once and then will provide updates as

needed every year. States are not required to submit an update to the state plan after the initial funding year unless there are significant changes to the program. The performance progress reports will be submitted semi-annually throughout the project period. FYSB will be unable to exercise appropriate oversight and stewardship if collection is not conducted. If the data is not collected semi-annually, the program office will be unable to determine program success, challenges and outcomes.

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

None are applicable.

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

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on March 25, 2020, (Volume 85, No. 58, pp. 16948, 16849) and provided a sixty-day period for public comment. During the notice and comment period, no comments were received from the public.

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

There is no remuneration of any kind for respondents.

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

Respondents will be informed of the intended uses of information provided. There is no requirement to collect individual case specific information.

**11. Justification for Sensitive Questions**

There are no sensitive questions included with this information collection

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

Information Collection Title	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Application	59	1	24	1416	472	\$57.36	\$27,074
State Plan	59	3	40	7,080	2,360	\$57.36	\$135,370
Performance Progress Report	59	6	16	5664	1888	\$57.36	\$108,296
<b>Estimated Annual Burden Total:</b>					<b>4,720</b>	<b>Estimated Annual Cost Total:</b>	<b>\$270,740</b>

Costs to respondents were calculated using the U.S. Bureau of Labor Statistics job code for Health Educators (21-1091) and wage data from May 2018. The average hourly wage rate is \$28.68 per hour. Therefore to account for fringe benefits and overhead the rate is multiplied by two which is \$57.36. The estimate of annualized cost to respondents for hour burden is \$270,740.

<https://www.bls.gov/oes/current/oes211091.htm>

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

There is no cost burden to respondents and there is no capital or start-up costs associated with the preparation and submission of the application documents.

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

The anticipated average costs associated with receiving, reviewing, and approving the application and state plans over a three year period is \$20,000. The anticipated average costs is associated with evaluating program effectiveness, monitoring activities and documenting efforts to achieve project goals. The costs associated with the Performance Progress Reports is \$20,000 over a three year period. Therefore, the total estimated cost to the federal government over three years is \$40,000 and the annualized cost is \$13,333 per year.

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

This is a new information collection request.

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

There is no need or requirement to tabulate and publish the documents. Information will be used for ACF internal purposes. However, the application and state plan documents are to be submitted at the due date of the program announcement.

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

The OMB expiration date will be displayed in the upper right hand corner of the instrument.

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

No exceptions are necessary for this information collection.