

**To:** Josh Brammer,  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Nicole Constance and Amelia Popham  
Office of Planning, Research, and Evaluation (OPRE)  
Administration for Children and Families (ACF)

**Date:** July 23, 2020

**Subject:** Request for Non-Substantive Change to Pathways for Advancing Careers and Education (PACE) (OMB Control 0970-0397)

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This memo requests approval of a nonsubstantive change to the approved information collection, Pathways for Advancing Careers and Education (PACE) (OMB Control 0970-0397).

### ***Background***

The Pathways for Advancing Careers and Education (PACE) project is a rigorous evaluation of next-generation strategies for increasing the economic self-sufficiency of low-income individuals and families. In September 2017, OMB approved the 72-month Follow-up Survey and data collection under OMB Control 0970-0397. ACF submitted a non-substantive change request following instrument pretesting, which was approved March 2018. The ongoing 72-month data collection effort began in February 2018 and is expected continue through September 2020. The current protocol is for local interviewers to attempt to contact and survey each respondent by telephone before switching to in-person locating and data collection protocols.

As a result of the recent COVID-19 outbreak and the social distancing recommendations in effect, the evaluation team has paused in-person locating and data collection efforts until it is safe to resume in-person efforts.

### ***Overview of Requested Changes***

ACF is requesting approval for a revised version of the email reminder text included in Attachment K2, originally approved in September 2017 under OMB Control 0970-0397. Attachment K2 has been revised to include a new version of the email reminder text. The revisions are intended to streamline the communications to study participants and emphasize to study participants that interviewers are scheduling interviews by telephone. The revisions also offer greater flexibility in how the text can be used. The revised email text can be used by interviewers as a direct email to study participants or as a letter, sent from the survey director to all survey non-responders. If in-person locating and interviewing resumes before the survey closes, the evaluation team may return to using the previously approved email text. The new revised version of the email text can be found in the attached revised version of *Appendix K2: PACE 72-Month Alternate Email Text*.

### ***Time Sensitivities***

Interviewers are currently conducting data collection efforts by telephone. It will be helpful to begin using the revised email text in order to remind study participants that they can participate by telephone. In order to maximize production, it would be helpful to have approval as soon as possible.