

**To:** Jordan Cohen  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Caryn Blitz  
Office of Planning, Research and Evaluation (OPRE)  
Administration for Children and Families (ACF)

**Date:** August 10, 2020

**Subject:** NonSubstantive Change Request – Personal Responsibility Education Program (PREP) – Performance Measures and Adulthood Preparation Subjects (PMAPS) (OMB #0970-0497)

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This memo requests approval of nonsubstantive changes to the approved information collection, Personal Responsibility Education Program (PREP) – Performance Measures and Adulthood Preparation Subjects (PMAPS) (OMB #0970-0497).

### ***Background***

The approved PREP PMAPS information collection includes (1) grantee-, provider-, and program-level measures of PREP program structure and delivery, and (2) measures grantees collect through participant entry and exit surveys. The approved submission includes four data collection instruments:

**Instrument #1:** Participant entry survey

**Instrument #2:** Participant exit survey

**Instrument #3:** Performance reporting system data form – grantees

**Instrument #4:** Performance reporting system data form – sub-awardees

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

For the past several months, due to issues related to the COVID-19 pandemic and social distancing, many PREP providers have been unable to provide programming or conduct data collection with youth in person. ACF would like to understand the extent to which COVID-19-related challenges have resulted in interruptions in programming or in providers shifting their mode of program delivery and/or their collection of youth participant entry and exit surveys. ACF is requesting approval for the following revisions to Instruments #3 and #4:

1. *Interruptions in programming and shifts to online programming:*
  - Add measures on number of youth participants before and after COVID-19, overall and by setting
  - Revise the existing measures of program setting to include “online” as a separate category (rather than being included in the “other” category)

- Add items on whether PREP programming ended prematurely due to COVID-19 and the number of intended program hours that had been delivered at the point implementation ended (if applicable)
- Add items on whether PREP programming shifted from in-person to online and the percentage of participants who shifted to online programming (if applicable)
- Add measures on interruptions of PREP operations or services due to COVID-19
- Add measures on changes in staffing due to COVID-19

2. *Administration of the participant entry and exit surveys:*

- Add items on whether the program had to stop collecting entry or exit survey data due to COVID-19
- Add items on whether the program changed their mode of data collection due to COVID-19 and what alternative modes were used (if applicable)
- Add items on how many youth completed the surveys using the intended mode of data collection and how many youth completed the surveys using the alternative mode of data collection due to COVID-19

We do not request any changes to Instruments #1 or #2.

Due to the proposed changes to Instruments #3 and #4, we expect the annual burden to increase by 786 hours. Table 1 shows the currently approved burden with the estimated increase for Instruments 3 and 4 in track changes:

**Table 1. Revised Burden Estimates**

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)	Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Participant Entry Survey (all versions)	319,673	1	0.15	47,951	15,984	\$7.25	\$9,039
Participant Exit Survey (all versions)	291,624	1	0.13333	38,882	12,961	\$7.25	\$7,329
Performance reporting system data form - State grantees	51	6	19	5,814	1,938	\$24.98	\$ 48,411
Performance reporting	9	6	18.75	1,013	338	\$24.98	\$ 8,433

system data form - TPREP grantees							
Performance reporting system data form - CPREP grantees	25	6	15	2,250	750	\$23.69	\$ 17,768
Performance reporting system data form - PREIS grantees	13	6	14.75	1,151	384	\$23.69	\$ 9,097
Performance reporting system data form - State subawardees	329	6	14.75	29,117	9,706	\$23.69	\$ 229,935
Performance reporting system data form - TPREP subawardees	28	6	14.5	2,436	812	\$23.69	\$ 19,236
Performance reporting system data form - CPREP subawardees	37	6	12.75	2,831	944	\$23.69	\$ 22,363
Performance reporting system data form - PREIS subawardees	22	6	12.5	1,650	550	\$23.69	\$ 13,030
Total				133,095	44,367		\$ 384,641

***Time Sensitivities***

ACF requests approval as soon as possible so that grantees can submit data on these revised measures during the next data submission period, which begins in mid-August.