

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

From: Anne Bergan
Tribal Maternal, Infant and Early Childhood Home Visiting Program
Administration for Children and Families (ACF)

Date: April 5, 2022

Subject: NonSubstantive Change Request – Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389)

This memo requests approval of nonsubstantive changes to the approved information collection, Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389).

Background

The Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389) was renewed on April 1, 2022. The categories of staff listed under the recently approved Instructions and Definitions of Key Terms include 4 categories: Home Visitors, Project Directors/Managers/Coordinators, Data/Evaluation Staff and Project Support Staff. In the approved Form 1, rows for the following categories were inadvertently not included: Data/Evaluation Staff and Project Support Staff. These categories need to be added to the actual form to match the approved Instructions and Definitions of Key Terms.

Overview of Requested Changes

The change request is to add rows in Form 1 that cover all 4 staff categories that were included in the approved Instructions and Definitions of Key Terms portion of the information collection under Section B Program Staff Characteristics. The change request is minor and ensures accurate reporting.

Time Sensitivities

The previous Form 1's expiration was June 30, 2022. We would like the changes made so we can notify grantees that the form has been renewed before June 30, 2022.