

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

**From:** Tyanna Williams  
Families and Youth Services Bureau  
Administration for Children and Families (ACF)

**Date:** August 4, 2021

**Subject:** NonSubstantive Change Request – Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) National Needs Assessment (OMB #0970-0531)

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This memo requests approval of nonsubstantive changes to the approved generic information collection (GenIC), Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) National Needs Assessment (OMB #0970-0531).

### ***Background***

The National Needs Assessment survey was approved on June 30, 2021 under the ACF umbrella generic for Formative Data Collections for Program Support (OMB #0970-0531) but has not been released. The Family and Youth Services Bureau (FYSB) identified the need to add one question in the Background section so respondents can select the State/Territory of their program's operation. The purpose is twofold — the added question will facilitate data validation as well as allow us to conduct analysis and report findings from the needs assessment by region.

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

FYSB requests approval to add one question in the first section, Background, after the initial question that asks for organization name. The added question, tagged as BAC\_2 in the updated version of the Needs Assessment Survey, asks “Please select your state or territory” and provides a drop down list of the 50 state and 5 territory abbreviations. The only other change is to update the tag of the resulting questions in the section to account for the added question.

### ***Time Sensitivities***

RHYTTAC and FYSB will use the results of the survey to identify priorities for RHYTTAC training and technical assistance events for the upcoming year, and to inform the agenda for the annual Runaway and Homeless Youth National Training event scheduled for November 2021. We would like to get the survey into the field as soon as possible – ideally by early August – to allow for 4 weeks of data collection followed by analysis and reporting in time to inform the National Training agenda and events planned for the fall of 2021.