**Attachment B: Ongoing Burden – Formative Data Collections for ACF Program Support**

**(OMB #0970-0531)**

**July 2022**

Office of Planning, Research, and Evaluation

Administration for Children and Families

U.S. Department of Health and Human Services

Mary Switzer Building

330 C St., SW

Washington, D.C. 20201

**Previously Approved Information Collections**

At the time of this extension request, 30 GenICs are ongoing, with a total of 13,652 burden hours.

*Ongoing*

The following data collections are ongoing at the time of this submission. Detailed burden tables follow Table 1. Total Ongoing. Burden.

**Table 1. Total Ongoing Burden**

| **Project** | **# Respondents** | **Burden Hours** |
| --- | --- | --- |
| Healthy Marriage and Responsible Fatherhood Grantee Data Collection Plan Template (BUILD) | 113 | 678 |
| Strengthening the Implementation of Responsible Fatherhood Programs (SIRF) | 1,476 | 3,157 |
| Youth Empowerment Information, Data Collection, and Exploration on Avoidance of Sex (IDEAS) – Case Study of Parent Reflections | 240 | 147 |
| Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (PREP PYP Part 2 – Local Eval templates) | 60 | 750 |
| Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) Grantee Technical Assistance (TA) Needs Assessment | 38 | 38 |
| Human Trafficking Youth Prevention Education (HTYPE) Demonstration Grant Program Implementation Surveys | 11,539 | 2,658 |
| Standard Evaluation Survey for the National Center for Early Childhood Development, Teaching, and Learning's (NCECDTL's) Training and Technical Assistance Offerings | 4,500 | 195 |
| ACF Privacy and Confidentiality Toolkit Case Studies  | 99 | 41 |
| Next Generation of Enhanced Employment Strategies Project - MOMS Partnership | 468 | 255 |
| Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) - MARCH 2020 (PREIS and TPREP templates) | 42 | 420 |
| Rapid-Cycle Learning Plan Template for Community Services Block Grant (CSBG) Project Impact Grant Recipients | 16 | 64 |
| Sexual Risk Avoidance Education National Evaluation Program Components Impact Study: Proof of Concept Pilot Phase | 396 | 336 |
| Usability Testing of Resources to Support the Identification and Care of Children with Prenatal Substance or Alcohol Exposure in the Child Welfare System | 21 | 375 |
| OFA Training and Technical Assistance (TTA) | 111 | 111 |
| Personal Responsibility Education Program (PREP) Local Evaluation Support  | 24 | 80 |
| Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds | 52 | 156 |
| Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds for Tribal Lead Agencies – Exploration Stage | 265 | 265 |
| Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds for Tribal Lead Agencies in the Initial and Full Implementation Stages  | 265 | 265 |
| Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds for Tribal Lead Agencies in the Developing Stage | 265 | 265 |
| Strengthening the Implementation of Marriage and Relationship Programs (SIMR) | 720 | 1895 |
| Administration for Children and Families External Speaker Request Form | 60 | 30 |
| Data Collection to Inform a Curriculum Adaptation for the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) Project | 120 | 120 |
| Operation Allies Welcome (OAW) Resettlement State Refugee Coordinator (SRC) Monthly Report | 25 | 600 |
| Tribal Early Learning Initiative (TELI) Statement of Interest | 45 | 90 |
| Pandemic Emergency Assistance Fund (PEAF) Recipients Feedback Survey | 135 | 101 |
| Family Economic Mobility (FEM) Training and Technical Assistance Feedback  | 50 | 59 |
| Multi-Site Study of State-Tribal Collaboration in Home Visiting | 42 | 63 |
| Tribal Home Visiting Continuous Quality Improvement Collaboratives | 23 | 138 |
| HMRF Grantee Site Visits and Community Group Listening Sessions to Support Race Equity for Fatherhood, Relationship, and Marriage Programs to Empower Black Families (REFRAME) | 168 | 277 |
| Services for Survivors of Torture Medical Care Survey | 35 | 23 |
| **Totals:**  | 21,413 | 13,652 |

***Healthy Marriage and Responsible Fatherhood Grantee Data Collection Plan Template (BUILD)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden Hours** |
| Data collection plan template | 113 | 3 | 6 | 2,034 | 678 |

***Strengthening the Implementation of Responsible Fatherhood Programs (SIRF)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **Respondent** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Instrument #1: SIRF Observation  | Learning Cycle Manager and Program Staff | 69 | 55 | .6 | 2,277 |
| Instrument #2: SIRF End of Learning Cycle Site Reflections | Program Staff | 60 | 4 | 0.25 | 60 |
| Instrument #3: SIRF Reflections | Fathers  | 774 | 2 | 0.25 | 387 |
| Instrument #4: SIRF Staff Semi-Structured Discussion Topics | Program Staff | 60 | 1 | 1 | 60 |
| Instrument #5: SIRF Program Participant Semi-Structured Discussion Topics | Fathers  | 100 | 1 | 1 | 100 |
| Instrument #6: Non-Grantee Use of nFORM’s Applicant Characteristics Survey | Fathers | 400 | 1 | 0.25 | 100 |
| Instrument #7: Non-Grantee Use of nFORM – Staff Data Entry | Program Staff | 3 | 1,334 | 0.04 | 160 |
| Instrument #8: Non-Grantee Use of nFORM’s Program Operations Survey | Program staff | 10 | 4 | .32 | 13 |
| **Totals** | **1,476** |  | **3.71** | **3,157** |

***Youth Empowerment Information, Data Collection, and Exploration on Avoidance of Sex (IDEAS) – Case Study of Parent Reflections***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| 1. Parent Screener Script | 150 | 1 | .08 | 12 |
| 2. Parent Discussion Guide | 90 | 1 | 1.5 | 135 |
| **Totals** | **240** |  |  | **147** |

***Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (PREP PYP Part 2 – Local Eval templates)***

| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden** **Hours** |
| --- | --- | --- | --- | --- | --- |
| Impact final report template | 36 | 1 | 25 | 900 | 450 |
| Descriptive final report template | 24 | 1 | 25 | 600 | 300 |
| Totals: | 60 | 1 | 25 | 1,500 | 750 |

***Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) Grantee Technical Assistance (TA) Needs Assessment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden Hours** |
| Self-Reflection Survey Tool (Individual Response) | 18 | 3 | 1 | 54 | 18 |
| Self-Reflection Survey Tool (Team Response) | 20 (5x4) | 3 | 1 | 60 | 20 |
| Totals:  | 38 | 3 | 1 | 114 | 38 |

***Human Trafficking Youth Prevention Education (HTYPE) Demonstration Grant Program Implementation Surveys***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **Total Number of Respondents Contributing for 8 Grantees** | **Annual Number of Respondents** | **Number of Responses Per Respondent** | **Average Burden Hours Per Response** | **Annual Burden Hours** |
| HTYPE for Educators and Other Staff Pre- and Post-Implementation Survey *(Instrument 1)* | 16,060 | 4,015 | 1 | .20 | 803 |
| HTYPE for Students Pre- and Post-Implementation Survey *(Instruments 2, 3)* | 29,462 | 7,365 | 1 | .25 | 1,841.25 |
| HTYPE Training of Trainers (ToT) Post-Implementation Survey *(Instrument 4)* | 638 | 159 | 1 | .0835 | 13.28 |
| Totals:  | 11,539 | 1 | Avg .230301 | **2,657.53** |

***Standard Evaluation Survey for the National Center for Early Childhood Development, Teaching, and Learning's (NCECDTL's) Training and Technical Assistance Offerings***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden Hours** |
| Standard Evaluation Survey |  4,500 | 1 | 0.13 | 585 | 195 |

***ACF Privacy and Confidentiality Toolkit Case Studies***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden Hours** |
| Instrument 1 - Questionnaire to help select orgs | 27 | 1 | .5 | 13.5 | 5 |
| Instrument 2 - Semi-Structured Interviews | 72 | 1 | 1.5 | 108 | 36 |
| Totals: | 99 | 1 | Avg: 1.2424 |  | 41 |

***Next Generation of Enhanced Employment Strategies Project - MOMS Partnership***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **Respondent** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** |
| Survey (A) | Orientation attendees  | 80 | 1 | 0.083 | 7 |
| Focus group (B) | Orientation facilitators  | 8 | 4 | 1.000 | 32 |
| Survey (C) | Stress Management Course attendees  | 80 | 2 | 0.083 | 13 |
| Focus group (D) | Stress Management Course facilitators  | 8 | 4 | 1.000 | 32 |
| Survey (E) | MOMS Moving Forward attendees  | 80 | 2 | 0.083 | 13 |
| Focus group (F) | MOMS Moving Forward coaches  | 8 | 4 | 1.000 | 32 |
| Survey (G) | Staff at referral agencies  | 60 | 4 | 0.083 | 20 |
| Survey (H) | Attendees at recruitment events  | 120 | 1 | 0.083 | 10 |
| Focus group (I) | Staff at referral agencies  | 16 | 4 | 1.000 | 64 |
| Focus group (J) | Intake specialists  | 8 | 4 | 1.000 | 32 |
| Totals:  | 468 |  |  | **255** |

***Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) - MARCH 2020 (PREIS and TPREP templates)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Impact analysis plan template | 13 | 3 | 5 | 195 |
| Descriptive analysis plan template | 8 | 3 | 5 | 120 |
| Lessons learned and promising practices template - PREIS | 13 | 1 | 5 | 65 |
| Lessons learned and promising practices template – Tribal PREP | 8 | 1 | 5 | 40 |
| Totals: | 42 | 2 | 5 | 420 |

***Rapid-Cycle Learning Plan Template for Community Services Block Grant (CSBG) Project Impact Grant Recipients***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Instrument 1: Rapid-Cycle Learning Plan Template | 16 | 3 | 1.33 | 64 |

***Sexual Risk Avoidance Education National Evaluation Program Components Impact Study: Proof of Concept Pilot Phase***

| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| --- | --- | --- | --- | --- |
| Instrument 1. Facilitator Pre-Training Survey | 36 | 1 | 0.167 | 6 |
| Instrument 2. Facilitator Post-Training Survey | 36 | 1 | 0.167 | 6 |
| Instrument 3. Facilitator Interview Guide | 36 | 2 | 0.75 | 54 |
| Instrument 4. Youth Focus Group Protocol | 360 | 1 | 0.75 | 270 |
| **Estimated annual burden total** | **336** |

***Usability Testing of Resources to Support the Identification and Care of Children with Prenatal Substance or Alcohol Exposure in the Child Welfare System***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Usability Testing Interview Protocol – Individual administration | 9 | 1 | 5 | 45 |
| Usability Testing Interview Protocol – Group administration | 12 | 1 | 27.5 | 330 |
| **Total** |  |  |  | **375** |

***OFA Training and Technical Assistance (TTA)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| FastTRAC Updates | 111 | 6 | 10 min (0.167 hrs) | 111 |

***Personal Responsibility Education Program (PREP) Local Evaluation Support***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden Hours** |
| PREIS Evaluation Plan Template  | 12 | 1 | 12 | 144  | 48  |
| PREIS Implementation Plan Template | 12 | 1 | 8 | 96  | 32  |
| Totals |  |  |  | 240  | 80  |

***Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Child Care Stabilization Grants: Interviewer Guide  | 52 | 6 | .17 | 53 |
| Child Care Supplemental Funds: Interviewer Guide  | 52 | 6 | .33 | 103 |
|  | 52 |  |  | 156 |

***Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds for Tribal Lead Agencies – Exploration Stage***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| TCBC ARP Act Stabilization Grants TA Exploring Guide  | 265 | 1 | 1 | 265 |

***Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds for Tribal Lead Agencies in the Developing Stage***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| TCBC ARP Act Stabilization Grants TA Developing Guide  | 265 | 1 | 1 | 265 |

***Information to Inform the Office of Child Care about Implementation of Child Care American Rescue Plan Act (ARPA) Funds for Tribal Lead Agencies in the Initial and Full Implementation Stages***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| TCBC ARP Act Stabilization Grants TA Implementing Guide (Attachment A) | 265 | 1 | 1 | 265 |

***Strengthening the Implementation of Marriage and Relationship Programs (SIMR)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **Respondent** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| **SIMR staff survey** | Frontline staff | 60 | 52 | 0.17 | 530 |
| **SIMR participant focus groups** | Program participants | 560 | 1 | 1.5 | 840 |
| **SIMR staff interview topic guide** | Program leaders, managers, and supervisors | 40 | 7 | 0.75 | 210 |
| Frontline staff | 60 | 7 | 0.75 | 315 |
| **Estimated burden total** | 1,895 |

***Administration for Children and Families External Speaker Request Form***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Form requesting participation of ACF leadership or subjectmatter experts at external event | 60 | 1 | .5 | 30 |

***Data Collection to Inform a Curriculum Adaptation for the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) Project***

| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| --- | --- | --- | --- | --- |
| Instrument 1: Fidelity logs | 24 | 2 | .17 | 8 |
| Instrument 2: Facilitator interviews | 16 | 1 | 1 | 16 |
| Instrument 3: Post-intervention focus groups (youth) | 96  | 1 | 1 | 96 |
| Total |  |  |  | 120 |

***Operation Allies Welcome (OAW) Resettlement State Refugee Coordinator (SRC) Monthly Report***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Total Burden Hours** | **Annual Burden Hours[[1]](#footnote-1)** |
| OAW Resettlement SRC Monthly Report | 25 | 18 | 2 | 900 | 600 |

***Tribal Early Learning Initiative (TELI) Statement of Interest***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| TELI Statement of Interest  | 30 | 1 | 2 | 60 |
| Tribal Leadership Statement of Support | 15 | 1 | 2 | 30 |
| Totals:  | 45 | 1 | 2 | 90 |

***Pandemic Emergency Assistance Fund (PEAF) Recipients Feedback Survey***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Pandemic Emergency Assistance Fund (PEAF) Recipients Feedback Interview | 135 | 1 | .75 | 101  |

***Family Economic Mobility (FEM) Training and Technical Assistance Feedback***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Pre-FEM Academy Participation Feedback | 50 | 1 | .17 | 8.5 |
| Post-FEM Academy Participation Feedback  | 50 | 3 | .33 | 16.5 |
| Short-Term Outcome Interview Form | 50 | 6 | .67 | 33.5 |
| **Total Burden and Costs** | **58.5** |

***Multi-Site Study of State-Tribal Collaboration in Home Visiting***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| INSTRUMENT A: Interview protocol | 42 | 1 | 1.5 | 63 |

***Tribal Home Visiting Continuous Quality Improvement Collaboratives***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Instrument 1: Plan-Do-Study-Act Planning Tool | 23 | 6 | 1 | 138 |

***HMRF Grantee Site Visits and Community Group Listening Sessions to Support Race Equity for Fatherhood, Relationship, and Marriage Programs to Empower Black Families (REFRAME)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Instrument 1. Discussion Guide for REFRAME: HMRF Program Leadership Focus Groups  | 35 | 1 | 1.5 | 53 |
| Instrument 2. Discussion Guide for REFRAME: HMRF Program Client-Facing Staff Focus Groups  | 35 | 1 | 1.5 | 53 |
| Instrument 3. Discussion Guide for HMRF Client Focus Group | 50 | 1 | 1.5 | 75 |
| Instrument 4. Discussion Guide for REFRAME Community Listening Sessions | 48 | 1 | 2 | 96 |
| Totals | 168 |  |  | 277 |

***Services for Survivors of Torture Medical Care Survey***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instrument** | **No. of Respondents** | **No. of Responses per Respondent** | **Avg. Burden per Response** | **Burden Hours** |
| Medical Needs Assessment  | 35 | 1 | .667 | 23 |

1. Reflects 12 months of submissions. [↑](#footnote-ref-1)