

# **Request for Approval under the “Generic Clearance for Grants Program Monitoring Activities” (OMB Control Number: 0930-0395)**

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**TITLE OF INFORMATION COLLECTION:** Transforming Lives Through Supported Employment Program (Short Title: Supported Employment Program (SEP)) Programmatic Progress Report (PPR)

**PURPOSE:** This data collection is for standardized program monitoring and performance reports of SAMHSA’s grants for No. SM-23-008 FY 2023 SEP. Program monitoring is a post-award process through which SAMHSA assesses a recipient’s programmatic performance and business management performance. Monitoring activities are necessary to ensure timely action by SAMHSA to support grant recipients and protect federal interests.

Program offices will use information collected through this PPR to monitor funding recipient activities and to provide support or take appropriate action, as needed. For SEP grantees, the PPR includes:

- Key personnel and staffing updates
- Changes in project budget, scope, and/or implementation
- Project activity accomplishments and challenges and plan/action for overcoming
- Progress towards goals set including capacity building completed and clients served
- Program specific questions
  - Employed during enrollment (Count)
  - Employed 90+ days (Count)
  - Employed at exit (Count)
  - Employed at 180 days (Count)
  - Median Hourly Salary (\$)
  - Median Weekly Hours Worked
- Disparity Impact Statement progress towards goals, barriers encountered and efforts to overcome, monitoring activities, and plan adjustments
- Other accomplishments or concerns [Optional]
- Success stories [Optional]

The information gathered will be used primarily for internal purposes, but aggregate data may be included in public materials to support findings from other data sources.

**DESCRIPTION OF RESPONDENTS:** All grant awardees will be required to submit these data. Grantees may include States and Territories, including the District of Columbia, political subdivisions of States, Indian tribes, or tribal organizations (as such terms are defined in section 5304 of title 25), health facilities, or programs operated by or in accordance with a contract or award with the Indian Health Service, or other public or private non-profit entities.

**TYPE OF COLLECTION:** (Check one)

Progress Report Template (Annual)

Progress Report (Interim)

Other: \_\_\_\_\_

Site Visit Report Template

Grant Closeouts

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with HHS regulations.
2. The collection is non-controversial and does not raise issues of concern to other federal agencies.
3. Information gathered is meant primarily for program improvement and accountability, and it is not intended to be used as the principal basis for policy decisions.

Name: \_\_\_\_\_

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [X] N/A
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [X] N/A

**BURDEN HOURS**

Category of Respondent	Number of Respondents	Number of Responses	Total Responses	Hours per Response	Total Hours	Hourly Wage Cost	Total Hour Cost
SEP grantees awarded 9/30/2023 PPR	6	5	30	8	240	\$26	\$6,240
<b>TOTAL</b>	6	5	30	8	240		<b>\$6,240</b>

**FEDERAL COST:** The estimated annual cost to the federal government is \$6,240.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - [ ] Web-based or other forms of Social Media
  - [ ] Telephone
  - [ ] In-person
  - [ ] Mail
  - [X] Other, Explain

To complete the PPR, SEP grantees will be required to track and document key dates and other pertinent information about clients served. The grantees will enter aggregate counts for each measure into a fillable PDF and upload the completed document to the secure eRA Commons. The information reported on the form will be provided to SAMSHA in performance reports every 12 months throughout the life of the grant.

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**