

Title V State Sexual Risk Avoidance Education

**OMB Information Collection Request
0970 - 0551**

Reinstatement with No Changes

Supporting Statement Part A - Justification

September 2023

Submitted By:
Family and Youth Services Bureau
Administration on Children, Youth and Families
Administration for Children and Families
U.S. Department of Health and Human Services

Summary

This request is to **reinstate approval** of the following materials for the Title V State Sexual Risk Avoidance Education program: funding recipient applications, state plans, and performance progress reports. **No changes are proposed.**

1. Circumstances Making the Collection of Information Necessary

The Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) publishes a notice of funding opportunity (NOFO) to solicit applications from states and territories for the development and implementation of the Title V State Sexual Risk Avoidance Education (SRAE) Program. The purpose of the Title V State SRAE Program is to fund states/territories to implement education exclusively on sexual risk avoidance that teaches youth participants to voluntarily refrain from non-marital sexual activity.

States and territories are expected to submit plans for the implementation of sexual risk avoidance education that normalizes the optimal health behavior of avoiding non-marital sexual activity, with a focus being on the future health, psychological wellbeing, and economic success of youth. Further, the plans must address the social, psychological, and health gains to be realized by refraining from non-marital sexual activity and engaging in healthy relationships.

This request is to extend approval of the application, state plan, and performance progress report documents related to funding states and territories to develop and implement Title V State Sexual Risk Avoidance Education Programs. These materials are necessary for the SRAE Program to assess and determine that proposed state projects meet the minimum requirements of the NOFO and to inform funding recipient monitoring on service delivery, legislation compliance, and program design.

The SRAE Program is authorized and funded by Section 510 of the Social Security Act (42 U.S.C. § 710), as amended by Section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) and extended by Division CC, Title III, Section 303 of the Consolidated Appropriations Act, 2022 (Pub. L. No. 117-103).

2. Purpose and Use of the Information Collection

Application

The application response to the NOFO includes the following required components for applicants to apply for funding:

- 1) Letter from the Authorized Representative (Transmittal Letter)
- 2) Application Abstract
 - Applicant's contact and grant request information

- Summary of program strategies used in the State

ACYF has used and will continue to use the application and state plans to determine if the applicant has a viable plan for the implementation of a successful Title V State SRAE project.

State Plan

The submission of the State Plan informs ACYF on how the funding recipients will develop flexible, medically accurate and effective sexual risk avoidance education plans responsive to their specific needs.

The components of the State Plans are as follows:

- 1) State Plan Cover Page: Requests basic information about the applicant including location, contact information, and some funding information.
- 2) Table of Contents: Provides an outline of the headings and sections of the plan.
- 3) Program Narrative: Requests a detailed description of the following:
 - Description of the Problem and Need
 - Implementation Plan, to include logic model(s)
 - Objective Performance Measures and Efficiency Measures
 - Description of Programmatic Assurances; and Sustainability Plan
- 4) Appendices: Include but are not limited to:
 - Resumes
 - Budget Narrative
 - Logic model
 - Memoranda of Understanding for all participating sites and partners
 - Organizational chart
 - Other documents necessary to support the application, such as subcontractors scope of work, formal agreements and compliance with legislative priority documents

The FY 2023 and FY 2024 awardees will submit their State Plans by the application due date of the NOFO that provides a detailed description of the activities to be implemented throughout the project period. The State Plan will be reviewed and approved by ACYF in order for states to initiate implementation of the project.

As noted previously, ACYF has used and will continue to use the application and state plans to determine if the applicant has a viable plan for the implementation of a successful Title V State SRAE project.

The state plan is used to provide guidance and approval to the funding recipients prior to the implementation of the project to ensure compliance with authorizing legislation and program announcement guidelines for Title V State SRAE. Federal staff reviews and negotiates

necessary modifications to the state plan within two months of receipt from the applicant. Funded recipients will document final plans for program implementation; indicate the selected models/curricula to be replicated; solidify evaluation plans and procedures that include both process and outcomes; demonstrate adherence to requirements for providing medically accurate and age and culturally appropriate services; and document performance data tracking and sub-awardees and partner involvement.

Performance Progress Reports

Performance progress reports are to be submitted semi-annually to report on the activities and youth served during the reporting period. Additional information is provided on the status of the target population and needs of recipients, implementation plan, monitoring, budget, objective output measures, outcome measures, service recipients' involvement, and training needs.

There are requirements for funding recipients to maintain and report on the target population, number of youth served, program completion data, and list the communities served. These data are intended to assess program performance and may be used to evaluate program effectiveness.

The performance progress report informs the monitoring of funding recipients for program design, program evaluation, management improvement, service quality and compliance with agreed upon goals. ACYF uses the information collected to assure effective service delivery and program management and to guide the development of national monitoring and technical assistance and performance measurement systems. Finally, information from this collection has been and will continue to be used for reporting outcomes and efficiencies.

3. Use of Improved Information Technology and Burden Reduction

Funding recipients must submit their reports online through the GrantSolutions Online Data Collection (OLDC) system.

4. Efforts to Identify Duplication and Use of Similar Information

The submission of the described application components, state plans, and performance progress reports are not duplicative of any other sources of information available for Title V State SRAE.

5. Impact on Small Businesses or Other Small Entities

The information collected are from states so there will be no impact on small businesses or small entities.

6. Consequences of Collecting the Information Less Frequently

If the FYSB collects less information or collects it less frequently, FYSB could not accurately identify which state SRAE projects meet the minimum requirements for funding a grant award nor will FYSB have the information to determine if there is effective service delivery for youth program participants.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

Not applicable.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on July 17, 2023, (88 FR 45430) and provided a sixty-day period for public comment. We did not receive comments.

9. Explanation of Any Payment or Gift to Respondents

There is no remuneration of any kind for respondents.

10. Assurance of Confidentiality Provided to Respondents

All efforts will be made to keep information private to the extent permitted by law. All documents for this information collection are submitted by the funding recipient into the GrantSolutions OLDC system, which is a secure online data system that meets and exceeds all government IT security and policy requirements. Only assigned Federal staff will have access to the information.

11. Justification for Sensitive Questions

This information collection does not include any sensitive questions. The information collected is required for determination that projects meet the minimum requirement for grant awards.

12. Estimates of Annualized Burden Hours and Costs

Annual Burden Estimates

We anticipate 47 FY 2023 and FY 2024 applicants and funding recipients. Applications and state plans will be submitted once each year. Based on the previous three years, the estimated time to complete the application is about 24 hours and state plans are estimated to take about 40 hours to complete.

Funding recipients are required to submit performance progress reports semi-annually. These reports are estimated to take an average of 16 hours for each submission.

Information Collection Title	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Application	47	1	24	1,128	40.00	\$15,040
State Plans	47	1	40	1,880	40.00	\$25,080
Performance Progress Reports	47	2	16	1,504	20.00	\$60,160
Estimated Annual Burden Total:				4,512	Estimated Annual Cost Total:	\$100,280

Annual Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Human Services Assistants [21-1093] and wage data from May 2022, which is \$20.00 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$40.00.

https://www.bls.gov/oes/current/oes_stru.htm

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There is no cost burden to respondents and there are no capital or start-up costs associated with the preparation and submission of the information collection documents.

14. Annualized Cost to the Federal Government

The anticipated average costs associated with receiving, reviewing, accepting, or monitoring of funding recipients' application documents, state plans, and performance progress reports over a three-year period is \$71,688. The annualized cost is \$23,896 per year.

15. Explanation for Program Changes or Adjustments

There are no changes to the information collection since the last OMB approval. The total number of respondents has been updated (from 59 to 47) to reflect the expected number of funding recipients for FY 2023 and FY 2024, but the number of responses and the estimated time per response remains unchanged.

16. Plans for Tabulation and Publication and Project Time Schedule

There is no need or requirement to tabulate and publish the documents. However, the application and state plan documents are to be submitted at the due date of the program's NOFO and the performance progress reports are due semi-annually after funding is received.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.