

Request for approval under the clearance of the “Generic Performance Progress Report” OMB control Number: 0970-0490

TITLE OF INFORMATION COLLECTION: Diaper Distribution Demonstration and Research Pilot Quarterly Reporting Requirements

PURPOSE: The Administration for Children and Families (ACF) Office of Community Services (OCS) awarded grants for the new Diaper Distribution Demonstration and Research Pilot (DDDRP) in September 2022. This is a the first-ever federal diaper pilot program and being carried out by Community Services Block Grant (CSBG) state associations and tribal organizations.

Grant recipients have been submitting performance progress report (PPR) information through the standard ACF PPR (OMB #0970-0406), which requests general information that is not specifically tailored to programs. The quarterly reporting requirements in this request will allow OCS to better understand and interpret successes and challenges of this brand-new demonstration program. Moreover, it will be utilized for program management, support, and oversight; such as identifying recipients’ technical assistance needs and ensuring compliance with federal and programmatic regulations and policies. This includes, but is not limited to, identifying additional needs for program guidance, development or updates to support for recipients, and making informed refinements to programs in general and the related activities and supports.

The information from these added questions to DDRP’s standard PPR will also help ACF to ensure recipients comply with program planning and design requirements that are a new requirement for all FY23 funding opportunities (2 CFR 200.202 and 2 CFR 200.329). This includes requirements for the agency to develop a clear program plan, design, monitoring, and reporting requirements prior to issuing a NOFO. These consistent elements will allow ACF to then measure recipients’ performance and financial data under a risk management lens.

DESCRIPTION OF RESPONDENTS: DDRP program grant recipients include Community Services Block Grant (CSBG) state associations and tribal organizations.

CERTIFICATION:

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services (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.

Name and Title: Juliana Melara, Policy Advisor, OCS

To assist Office of Management and Budget (OMB) review of your request, please provide answers to the following question:

PERSONALLY IDENTIFIABLE INFORMATION:

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

BURDEN HOURS

The number of respondents is estimated based on the number of grant recipients and their partners who we expect they will need to engage with to complete the PPR. We expect the time to complete each report will average about 3 hours.

Information Collection Title	Category of Respondent	No. of Respondents	No. of Responses per Respondent (Annual)	Burden per Response	Annual Burden
DDDRP PPR	Private Sector	140	4	3	1,680

FEDERAL COST: The estimated annual cost to the federal government is \$8,600. The average salary of the staff working on this program is a GS12, which is compensated at an average wage rate of \$89,834 annually, \$43 hourly. It is anticipated that federal staff will spend about 200 hours on this project.

TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)

- ☒ Web-based
- ☐ Email
- ☐ Paper mail
- ☐ Other, Explain