

# **Runaway and Homeless Youth Prevention Demonstration Program Prevention Plan Template**

**Formative Data Collections for Program Support**

**0970 – 0531**

## **Supporting Statement**

### **Part A - Justification**

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Submitted By:  
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## **A1. Necessity for the Data Collection**

The Administration for Children and Families (ACF) Family and Youth Services Bureau (FYSB) at the U.S. Department of Health and Human Services (HHS) seeks approval for the Runaway and Homeless Youth Prevention Demonstration Program (RHY-PDP) Prevention Plan template.

### ***Background***

On June 1, 2023, ACF, for the first time ever, announced the availability of funding to competitively award RHY-PDP projects to support the design and delivery of community-based demonstration initiatives to prevent youth from experiencing homelessness. Through the development and coordination of partnerships with youth and young adult service providers, community organizations, and private and public agencies, the RHY-PDP will: 1) design and develop a comprehensive community-based prevention plan to prevent youth homelessness; 2) identify young people at risk of experiencing homelessness; and 3) implement robust, holistic prevention services tailored for youth and young adults to respond to the diverse needs of youth who are at risk of homelessness and their families. The RHY-PDP has two phases with the first phase serving as a 6-month timeline to develop a prevention plan to prevent youth homelessness. The plan should lay the foundation for program implementation of prevention services. Upon completion of their prevention plan, grant recipients will submit their prevention plan to FYSB for review and approval. To support the funded RHY grant recipients in the development of their comprehensive prevention plans, FYSB is seeking OMB clearance for a prevention plan template which will provide guidance and some standardization to the content of the plans. The prevention plans will also identify common areas of training and technical assistance needed by grant recipients.

### ***Legal or Administrative Requirements that Necessitate the Collection***

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

## **A2. Purpose of Survey and Data Collection Procedures**

### ***Overview of Purpose and Use***

The RHY-PDP requires that grant recipients develop and submit their comprehensive prevention plan to FYSB for review and approval. To facilitate the 6-month planning phase to develop their prevention plans, FYSB developed a prevention plan template that will provide guidance on the content of the prevention plan to ensure core common areas of the plans. The template will be shared with the RHY-PDP grant recipients to support the development and submission of their prevention plans.

This template is intended to guide and support grant recipients as they develop and refine prevention plans and to support program implementation of their prevention services and other grantee processes such as participation in a cross-site evaluation. For example, funding recipients may receive training or technical assistance (TA), if a need is identified through this process. The process will also allow for FYSB to obtain information and input on defining prevention and identifying prevention interventions for preventing youth homelessness.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of training or TA related for the development of grantee processes.
- Planning for provision of both programmatic and evaluation-related T/TA.
- Obtaining feedback about processes and practices to inform ACF program development and support.

### ***Overview of Information Collection***

The RHY-PDP prevention template will support the eleven RHY funded grant recipients with guidance on the content of the of the prevention plan to ensure there are core common areas of the plans. The template will ensure grant recipients include:

- An overview of their grant organization;
- Information on how grant recipients will identify and assess youth to prevent homelessness;
- What data grant recipients will use to identify youth at risk of homelessness;
- The guiding principles such as how coordination and collaboration, diversity, equity and inclusion, and engaging youth with lived experience, to name a few, will be utilized to develop prevention services;
- What specific prevention interventions will be used by grant recipients; and
- Who are the community partners that will support the development of the prevention plan and support program implementation.

### ***Processes for Information Collection***

The RHY-PDP grant recipients will receive the FYSB developed prevention template via email from their assigned Federal Project Officer (FPO) and will submit the template to their FPO by email. This process is to help support the development of prevention plans, which will be due in spring 2024. As such, grantees may submit this template on a rolling basis through February 2024. FPOs will provide feedback as needed to support grantee planning.

### **A3. Improved Information Technology to Reduce Burden**

The RHY-PDP grant recipients will receive and submit the template by email.

### **A4. Efforts to Identify Duplication**

There is no other source for the information requested through the prevention template as this is the first RHY demonstration of this nature.

### **A5. Involvement of Small Organizations**

The eleven RHY-PDP grant recipients must coordinate with stakeholders that include community-based organizations that may be considered small businesses. The use of the FYSB developed prevention template is designed to impose minimal burden on the grant recipients and will enhance their development of their comprehensive prevention plan.

### **A6. Consequences of Less Frequent Data Collection**

The RHY-PDP is a new demonstration project and the FYSB developed prevention template is a one-time data collection effort.

#### **A7. Special Circumstances**

There are no special circumstances for the proposed data collection efforts.

#### **A8. Federal Register Notice and Consultation**

##### ***Federal Register Notice and Comments***

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 request to extend approval of the umbrella generic with minor changes. The notice was published on January 28, 2022, (87 FR 4603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

##### ***Consultation with Outside Experts***

No consultations have taken place with experts outside of the project team.

#### **A9. Tokens of Appreciation for Respondents**

No tokens of appreciation for respondents are proposed for this information collection.

#### **A10. Privacy of Respondents**

Information collected will be kept private. Respondents will be informed of all planned uses of their prevention plans and that their information will be kept private.

#### **A11. Sensitive Questions**

There are no sensitive questions in this data collection.

#### **A12. Estimation of Information Collection Burden**

**Burden Estimates**

The eleven funded RHY-PDP grant recipients will use the prevention template to develop their comprehensive prevention plan. It is estimated the time to use the prevention plan template for planning purposes will be about 8 hours per grant recipient.

**Cost Estimates**

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social Workers [21-1029] and wage data from May 2022, which is \$30.94 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$61.80.

[https://www.bls.gov/oes/current/oes\\_stru.htm](https://www.bls.gov/oes/current/oes_stru.htm)

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
FYSB RHY-PDP Prevention Template	11	1	8	88	\$61.80	\$5,438.40

**A13. Cost Burden to Respondents or Record Keepers**

There are no additional costs to respondents.

**A14. Estimate of Cost to the Federal Government**

The total cost for the data collection activities under this current request will be \$7,944.40.

**A15. Change in Burden**

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

**A16. Plan and Time Schedule for Information Collection, Tabulation and Publication**

Once OMB approval is received, the Federal Project Officers will send the FYSB prevention plan template to their assigned grant recipients. Grant recipients will have until February 2024 to submit a completed template. Completed templates will be shared with the RHY T/TA provider to assist with any technical assistance needed.

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.