

To: Kelsi Feltz
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Jacquelyn Cabada Branscomb
Office of Grants Policy
Administration for Children and Families (ACF)

Date: November 7, 2024

Subject: NonSubstantive Change Request – ACF Uniform Project Description (OMB #0970-0139)

This memo requests approval of nonsubstantive changes to the approved information collection, ACF Uniform Project Description (OMB #0970-0139).

Background

In March 2023, ACF obtained approval for the current ACF Uniform Project Description (UPD) (OMB expiration date: March 31, 2026). A subsequent nonsubstantive change request was approved in October 2023 to allow for an alternate, simplified version of the UPD to be piloted with 25 NOFOs. The pilot effort, which was part of the HHS SimplerGrants, SimplerNOFOs Initiative, was successful and ACF would like to expand use of the simplified version in 2025.

Overview of Requested Changes

ACF proposes to increase the use of the streamlined UPD from 25 NOFOs to approximately 50 NOFOs. Other ACF NOFOs will continue to use the full UPD, but burden estimates have been updated to reflect fewer NOFOs using the full version.

We have changed no requirements. The revisions are to improve flow and readability only. For both versions, we moved the highly detailed budget and budget justification section to the web in line with the streamlined UPD. Additional edits were made to this section in both versions to reflect updated citations to the recently updated 2 CFR 200 and HHS's implementation of that regulation.

Through the SimplerNOFO Pilot effort, applicants self-reported spending 66.1 hours on the NOFOs with the traditional UPD in FY 2024 while the NOFOs with the simplified UPD showed a decrease in application time to 57.9 hours. Burden estimates have been updated to reflect this feedback.

Time Sensitivities

ACF writers are beginning to develop their NOFOs for this FY and need an updated template to complete their drafts. As such, we request a response as soon as possible, and ideally no later than **November 15, 2024**. This is to ensure that changes are in effect to apply to NOFOs prepared in November 2024.