

# **Survey on Tribal Homelessness and Housing Support for Communities that Utilize Tribal TANF**

**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) at the U.S. Department of Health and Human Services (HHS) seeks approval for a survey on Tribal Homelessness and Housing Support for Communities that Utilize Tribal Temporary Assistance for Needy Families (TANF).

### ***Background***

ACF is working to learn more from tribal TANF administrators about how they are currently using TANF to support housing needs in order to provide relevant information about Tribal TANF and support to Tribal TANF administrators.

### ***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 purpose of the survey is to gather feedback from Tribal TANF administrators about how TANF funds are utilized to support homelessness and housing initiatives in tribal communities. The information will be used to inform the drafting of an information memorandum about how TANF dollars are used for housing supports. The information memorandum will provide information to Tribal TANF programs about innovative practices and flexibilities currently implemented to address homelessness and housing needs. The goal is for the information to be useful to Tribal TANF programs and to inform ACF efforts to update and improve policy and program support for Tribal TANF programs. The information will also be used by ACF to inform Technical Assistance (TA) on Tribal TANF.

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

- Obtaining feedback about processes and/or practices related to program implementation and the refinement of program and grantee processes.
- Delivery of TA related to program implementation or the development or refinement of program and grantee processes.

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

The *Survey on Tribal Homelessness and Housing Support for Communities the Utilize Tribal TANF* will be emailed to a list of Tribal TANF administrators. The survey, which can be completed online in Microsoft Forms, consists of both multiple-choice and open-ended questions designed to gather detailed feedback on how Tribal TANF funds are utilized to support homelessness and housing initiatives in tribal communities. The initial request will ask for a

response within 6 weeks. Administrators will be able to complete the survey online. ACF will send a reminder to those who do not complete the survey by the initial deadline.

The information collected will be stored securely, and no personal identifiers will be used. The collected data will be aggregated and analyzed to identify trends, challenges, and opportunities in the use of TANF for homelessness and housing supports in tribal communities. The information will then be used to inform TA and to draft an Information Memorandum.

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

We will use email to distribute a Microsoft Forms for data collection. Respondents will receive an email invitation containing a link to the Microsoft Forms survey.

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

The specific information sought through this survey on how Tribal TANF funds are used for homelessness and housing support in tribal communities does not exist or is not available elsewhere. While there are other data collection efforts related to Tribal TANF and housing, they do not provide the detailed, community-specific insights that this collection aims to gather. Additionally, current administrative data does not offer a comprehensive view of the challenges and opportunities in using TANF for these purposes in tribal settings. This survey is designed to fill that gap by collecting firsthand information directly from Tribal TANF administrators.

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

No small organizations will be involved in this information collection request.

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

This is a one-time data collection.

### **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 to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, 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 survey will be sent to 74 Tribal TANF administrators. Administrators will be asked to respond just once to the survey, which is estimated to take an average of 20 minutes to complete.

***Cost Estimates***

We used the Bureau of Labor Statistics (BLS) data to estimate the average hourly wage for respondents based on job categories relevant to Tribal TANF administrators and tribal housing officials. Specifically, the wage estimates were derived using BLS job code 11-3012 Administrative Services Managers, and wage data from May 2023, which is \$58.27 per hour. To account for fringe benefits and overhead, we doubled this rate, bringing the total hourly rate to \$116.54.

[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
Survey on Tribal Homelessness and Housing Support for Communities the Utilize Tribal TANF	76	1	.33	25.08	\$116.54	\$2,922.82

**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 \$2,845.91.

#### **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**

The planned timeline for this data collection is as follows:

- **Survey Distribution:** The survey will be distributed after OMB approval.
- **Data Collection Period:** The data collection period will last for approximately 6 weeks,.
- **Data Analysis:** After the collection period ends, the data will be tabulated and analyzed over about 4 weeks, with a focus on identifying key trends and insights related to the use of Tribal TANF funds for homelessness and housing supports.
- **Findings Reported:** Results will be used to inform an information memorandum that is planned to be drafted by the end of Q1 2025 and also to inform TA and support resources to be used moving forward.

#### **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.

#### **Attachments**

- Survey on Tribal Homelessness and Housing Support for Communities that Utilize Tribal TANF