

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

From: Mili Patel
Office of Human Services Emergency Preparedness and Response (OHSEPR)
Administration for Children and Families (ACF)

Date: March 25, 2025

Subject: Change Request – Disaster Information Collection Form (OMB #0970-0476)

This memo requests approval of changes to the approved information collection, Disaster Information Collection Form, approved under the Generic Clearance for Disaster Information Collection Form (OMB #0970-0476).

Background

The Disaster Information Collection Form is used to identify the immediate impacts of specific disasters on ACF grant recipients. The current version of the Disaster Information Collection Form contains potentially duplicative questions that may increase the post-disaster burden for ACF grant recipients.

Overview of Requested Changes

OHSEPR has revised the form to reduce burden for respondents by streamlining and simplifying the questions. The majority of open-ended questions were replaced with multiple choice questions (e.g., estimated extent of damage and types of damages); however, the updated survey still includes an open-ended response field for grant recipients to share any additional details.

The updated survey was created in Qualtrics, a digital survey platform used by ACF to collect web-based responses. Requesting digital responses has the potential to further reduce administrative burden and increase efficiency.

At this time, OHSEPR would like to replace the current version of the Disaster Information Collection Form with the revised version. The burden estimates have also decreased.

Time Sensitivities

Program offices may need to collect disaster-related information from their grant recipients following a disaster. The current collection expires on July 31, 2025; OHSEPR is also preparing to submit the full generic information collection for renewal.