

# **State Personal Responsibility Education Program (PREP)**

**OMB Information Collection Request  
0970 - 0380**

## **Supporting Statement Part A - Justification**

**February 2024**

**Type of Request:** Reinstatement with Changes

Submitted By:  
Family and Youth Services Bureau  
Administration for Children and Families  
U.S. Department of Health and Human Services

## **1. Circumstances Making the Collection of Information Necessary**

The Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) administers the Personal Responsibility Education Program (PREP), which funds states and territories to implement personal responsibility education programs that educate adolescents on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS. PREP projects must also implement at least three adulthood preparation subjects and replicate evidence-based effective programs or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior. This means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.

States and territories are required to submit plans for the implementation of personal responsibility education. The plans provide information about how the state or territory plans to use their state allotment for the development and implementation of education programs aimed to reduce the pregnancy rates and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth. No changes are proposed to the state plan.

States and territories must also submit a performance progress report (PPR) on a semi-annual basis that informs the monitoring of their program design, program evaluation, management improvement, service quality, and compliance with agreed upon goals. The PPRs provide FYSB with information to assure effective service delivery for youth participants, report outcomes and efficiencies, and provide valuable information to policy makers and key stakeholders in the development of program and research efforts. FYSB proposes updates to the PPR to include a request for information related to equity activities and strategies to mitigate challenges. The inclusion of information on equity activities will support the FYSB Equity Action Plan objectives and identify opportunities to inform the development of T&TA resources, as needed. The inclusion of strategies to mitigate challenges will allow grant recipients to demonstrate how they overcome challenges which can inform peer to peer sharing.

PREP is authorized and funded by section 513 of the Social Security Act (42 U.S.C. § 713), as amended by section 50503 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) extended by Division CC, Title III, Section 302 of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260).

## **2. Purpose and Use of the Information Collection**

FYSB requires that each State PREP grant recipient submit a State Plan and a PPR.

### ***State Plans***

State Plans provide a detailed description of the activities the State PREP awardees plan to implement throughout the project period. FYSB will review and approve the State Plans to provide guidance and approval to the grantees prior to the implementation of their projects to ensure compliance with authorizing legislation and program announcement guidelines for PREP.

Federal staff review and negotiate necessary modifications to the state plans within two months of receipt of the planning document from the applicant. Funded grant recipients will document final plans for program implementation; indicate the selected intervention model(s) to be replicated; identify at least three of six Adulthood Preparation Subject to implement; solidify evaluation plans and procedures that include both process and outcomes; demonstrate adherence to requirements for providing medically accurate and age and culturally appropriate services; and document performance measures data tracking and subrecipients and partner involvement.

The components of the State Plans are as follows:

#### **1) State Plan Cover Page**

- The cover page requests the following information:
  - o applicant name;
  - o service area included in the application, described by county and USPS zip codes;
  - o fiscal year;
  - o grant allocation amount;
  - o address;
  - o contact name;
  - o contact phone numbers (voice and fax); and
  - o email address and web site address, if applicable.

#### **2) Program Narrative**

- The program narrative requests a detailed description of the following:
  - o Description of the Problem and Need
  - o Implementation Plan, to include logic model(s)
  - o Objective Performance Measures and Efficiency Measures
  - o Description of Programmatic Assurances
  - o Sustainability Plan.

#### **3) Appendices – that include:**

- Budget narrative;
- Logic model;
- Memoranda of Understanding for all participating sites and subrecipients;
- Organizational chart; and
- Other documents necessary to support the application, such as subcontractors scope of work, formal agreements and compliance with legislative priority documents.

### ***PPRs***

PPRs are submitted semi-annually to report on the implementation activities, youth served during the reporting periods, the status of the budget and funds used, engagement of youth in programming, training needs, outputs and outcome measures, number of youth served, communities served, and challenges experienced. Changes are proposed to the PPRs and include the addition of information related to equity activities and strategies to mitigate challenges. Information on equity activities will be used to support the FYSB Equity Action Plan objectives and to inform the development of T&TA resources, as needed. The purpose of including strategies to mitigate challenges is to allow grant recipients to demonstrate how they overcome challenges. This information can be used to inform peer to peer sharing.

FYSB uses information from the PPRs to inform the regular monitoring of grant recipients for effective service delivery, program management, to guide the development of national monitoring and technical assistance resources, and performance measurement systems. Finally, the PPRs will continue to provide valuable information for policymakers and key stakeholders in the development of programs and research efforts.

### **3. Use of Improved Information Technology and Burden Reduction**

State PREP grant recipients must submit their State Plans and PPRs online through the GrantSolutions Online Data Collection (OLDC) system, which is the only system available for ACF formula grant programs.

### **4. Efforts to Identify Duplication and Use of Similar Information**

The submission of the described the state plan components are not duplicative of any other sources of information available for State PREP. States only develop state plans as a response to the program guidelines for review and approval prior to the awarding of funds. The PPRs have been tailored to PREP grant recipients and are not duplicative of any other sources collected from PREP recipients. No similar data are gathered or maintained by FYSB or are available from other sources known to FYSB.

**5. Impact on Small Businesses or Other Small Entities**

No small businesses or entities will be involved in this collection of information.

**6. Consequences of Collecting the Information Less Frequently**

The PREP State Plan will be submitted once each year to document details of planned activities. The PPRs will be submitted semi- annually throughout the project period. FYSB will be unable to exercise appropriate oversight and stewardship if collection of this information is not conducted. If the PPRs are not collected semi-annually, the program office will be unable to determine program impacts.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

Not applicable.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

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 activity. This notice was published on December 5, 2023, Volume 88, Number 232, page 84334, and provided a sixty-day period for public comment. We did not receive comments.

**9. Explanation of Any Payment or Gift to Respondents**

There is no remuneration of any kind for respondents outside of PREP grant funding.

**10. Assurance of Confidentiality Provided to Respondents**

There are no assurances of confidentiality provided. The State Plans will collect program information only, and no personally identifiable information will be collected as part of the State Plans or PPRs.

**11. Justification for Sensitive Questions**

There are no sensitive questions included with this information collection.

## 12. Estimates of Annualized Burden Hours and Costs

### ***Burden Estimates***

State PREP grant recipients will use the State Plans to develop a comprehensive and detailed description of the activities to be implemented throughout the project period, and the PPRs to report on all project activities. There are currently 52 funded State PREP. Estimated respondents is based on this assumption. It is estimated the time to develop the State Plans is 40 hours estimated time to complete the PPRs will be about 16 hours per grant recipient.

### **Cost Estimates**

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Community Service Managers [11-9151] and wage data from May 2022, which is \$34.91 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$69.82.

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

Information Collection Title	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
State Plans	52	1	40	2,080	\$69.82	\$145,225.60
Performance Progress Reports	52	2	16	1,664	\$69.82	\$116,180.48
Estimated Annual Burden Total:				3,744	Estimate d Annual Cost Total:	\$261,406.08

## 13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no other costs to respondents and record keepers.

## 14. Annualized Cost to the Federal Government

The anticipated average costs associated for nine Federal Project Officers (FPOs) to receive, review, and approve the State Plans over a three-year period is \$105,104.79. The anticipated average costs associated for eleven FPOs to monitor activities and document efforts grant recipients used to achieve project goals included in the PPRs is \$385,384.23 over a three-year period. The total estimated cost over a three-year period is \$490,489. Annualized over three years, the average annual cost is \$163,496.

**15. Explanation for Program Changes or Adjustments**

The previous approval included the application for State PREP. These have been completed and there are no requests for applications planned over the next three years.

There are no changes to the State PREP State Plan information collection since the last OMB approval.

Changes are proposed to the PPRs and include the addition of information related to equity activities and strategies to mitigate challenges. The additional requests in the PPRs are not expected to change the estimated average time to complete a PPR.

Finally, we have updated the number of respondents to reflect the current number of funded State PREP programs.

**16. Plans for Tabulation and Publication and Project Time Schedule**

There is no need or requirement to tabulate and publish the PREP State documents. Information will be used for FYSB's internal purposes.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

The OMB expiration date will be displayed on the first page of each instrument.

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

No exceptions are necessary for this information collection.