**To:** Kelsi Feltz

Office of Information and Regulatory Affairs (OIRA)

Office of Management and Budget (OMB)

**From:** Administration for Children and Families (ACF)

**Date:** February 27, 2025

**Subject:** NonSubstantive Change Request – Administration for Children and Families Information Collection Updates in Response to the Protecting Women Executive Order.

This memo requests approval of nonsubstantive changes to an Administration for Children and Families (ACF) information collection in response to the *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government* Executive Order (Defending Women EO) and recent Presidential Actions related to diversity, equity, and inclusion (DEI), such as those covered under the *EO Initial Recissions of Harmful Executive Orders and Actions*. ACF is submitting multiple requests with very similar updates.

***Background***

In January 2025, the current Administration released multiple EOs and memoranda requiring updates to information collections that request gender and/or gender identity, to only request “Sex” with the options Male/Female. Additionally, presidential actions focused on the removal of DEI-specific activities. To be responsive to the new administration, ACF is submitting change requests for a number of implicated information collections.

***Overview of Requested Changes***

ACF has implemented changes to remove language related to DEI and update gender collected data to denote sex as a biological variable in current approved information collection requests to comply with the directives.

This request is specific to only these updates and include the following information collections:

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| **OMB #** | **ICR Title** | **Updated ICs** | **Gender or DEI-related Updates** |
| 0970-0207 | OHS – Grant Application Instructions | Head Start Grant Application Instructions with Guidance – Version 3.01 | Both |
| 0970-0490 | Generic Performance Progress Reports | Regional Partnership Grant Program Semi Annual ACF Performance Progress Report | DEI |
| 0970-0542 | Domestic Victims of Human Trafficking (DVHT) Program Data | Client Characteristics and Program Entry; Client Service Use and Delivery; Client Case Closure; Barriers to Service Delivery and Monitoring; Categories of Assistance; Subrecipient Enrollment; Victim Outreach | Gender |
| 0970-0490 | Generic Performance Progress Reports | Preschool Development Grant Birth through Five (PDG B-5) Renewal Grant | DEI |
| 0970-0640 | Healthy Marriage and Responsible Fatherhood Local Evaluation Final Report Templates | Descriptive Evaluation Final Report Template, Impact Evaluation Final Report Template | Both |
| 0970-0519 | NHTTAC Consultant and Evaluation Package | Follow-up Feedback Qualitative Guide; Intensive TTA Participant Feedback; Qualitative Guide; Resource Feedback Survey; Sample Questions Reference Document; Universal TTA Participant Feedback | Both |
| 0970-0114 | Child Care and Development Fund (CCDF) Plan Preprint for States and Territories for Federal Fiscal Year (FFY) 2022-2024 & 2025-2027 | 2025-2027 CCDF State Plan | DEI |
| 0970-0517 | Child Care Development Fund (CCDF) Quality Progress Report | FFY24 QPR Form | DEI |
| 0970-0490 | Generic Performance Progress Reports | Office of Head Start Collaboration Office Annual Report | DEI |
| 0970-0605 | Culture of Continuous Learning Project: Case Study | Instrument 9: Organizational Self-Assessment; Instrument 12: BSC Implementation Staff and Faculty Background Survey; Instrument 17a: Administrator Surveys | Gender |
| 0970-0618 | Chafee Strengthening Outcomes for Transition to Adulthood (Chafee SOTA) Project Overarching Generic | Instrument A: Sample Administrator Interview; Instrument B: Sample Staff Interview; Instrument C: Sample Youth Focus Group; Instrument D: Sample Youth Survey; Instrument E: Sample Administrative Data Extraction | Both |
| 0970-0566 | Healthy Marriage and Responsible Fatherhood Performance Measures and Additional Data Collection | Instrument 1: Applicant Characteristics Survey; Instrument 2: Program Operations Survey; Instrument 5: HM PPR Survey; Instrument 5: PR PPR Survey; Instrument 6: HM QPR Survey; Instrument 6: RF QPR Survey | Both |
| 0970-0545 | Next Generation of Enhanced Employment Strategies Project [Impact, Descriptive, and Cost Studies] | Semi-structured program discussion guide –program leaders; Semi-structured program discussion guide -program supervisors and partners; Semi-structured program discussion guide - program staff and providers | Gender |
| 0970-0574 | Supporting Youth to be Successful in Life (SYSIL) Study | SYSIL Youth Survey | Gender |
| 0970-0497 | Personal Responsibility Education Program (PREP) Performance Measures | Performance Reporting System Data Entry Form - Grantees (Instrument 3); Subrecipient Data Collection and Reporting Form (Instrument 4) | DEI |
| 0970-0616 | Replication of Recovery and Reunification Interventions for Families-Impact Study (R3-Impact) | Appendix D: Crosswalk of Survey Items to Research Questions; Baseline Parent Survey; Topic Guide – Child Welfare Lead Staff; Topic Guide – Child Welfare Frontline Staff; Topic Guide – Partners; Topic Guide – Program Managers; Topic Guide – Mentor Supervisors; Topic Guide – Parent/Family Mentors; Topic Guide – Parents; Participant Interview Information Form | Both |
| 0970-0536 | OPRE Descriptive Study - Sexual Risk Avoidance Education Program Performance Analysis Study (SRAE PAS) [Descriptive Study - Performance Measures] | Instrument 3 - Performance Reporting Data Entry Form; Instrument 4 - Sub-awardee Data Collection and Reporting Form | Gender |
| 0970-0622 | Testing Identified Elements for Success in Fatherhood Programs | TIES Baseline Survey; Nine-month Follow-up survey | Gender |
| 0970-0638 | Understanding and Expanding the Reach of Home Visiting (HV-REACH) Project | Instrument 7: Participant Characteristics Form | Gender |
| 0970-0167 | ACF-801: Child Care and Development Fund (CCDF) Quarterly Case-Level Report | ACF-801 Supporting Statement | Gender |
| 0970-0401 | Fast Track Generic Clearance for Collection of Qualitative Feedback on Agency Service Delivery | Child Care State Capacity Building Center Feedback Collection for Child Care Technical Assistance (TA) Network TA Partners; Child Care State Capacity Building Center Feedback Collection for Communities of Practice and Peer Learning Groups; Child Care State Capacity Building Center Feedback Collection for Fundamentals of CCDF Administration; Child Care State Capacity Building Center Feedback Collection for Presentations; Child Care State Capacity Building Center Feedback Collection for Training for Trainers; Child Care State Capacity Building Center Feedback Collection for Webinars; National Center on Afterschool and Summer Enrichment (NCASE) Technical Assistance Follow-up Survey; National Center on Subsidy Innovation and Accountability Feedback Surveys | DEI |
| 0970-0617 | Administration for Children and Families Generic for Information Collections related to Gatherings | Office of Child Care Events Registration and Post-Event Survey | DEI |

***Time Sensitivities***

In an effort to be responsive to the new administration’s requests, ACF has implemented many of these updated ICs in the field. To ensure ACF comes into compliance with the Paperwork Reduction Act as soon as possible, ACF requests immediate approval.