

# **Personal Responsibility Education Program (PREP) Innovative Strategies (PREIS) Local Evaluation Support: Final Evaluation Report Template**

**OMB Information Collection Request  
New Collection**

## **Supporting Statement Part A**

**December 2025**

**Type of Request: New**

Submitted By:  
Office of Planning, Research, and Evaluation  
Administration for Children and Families  
U.S. Department of Health and Human Services

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**Alternative Supporting Statement for Information Collections Designed for  
Research, Public Health Surveillance, and Program Evaluation Purposes**

## **Part A**

### **Executive Summary**

- **Type of Request:** This Information Collection Request is for a new data collection. We are requesting two years of approval.
- **Description of Request:** The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval of the Personal Responsibility Education Program (PREP) Innovative Strategies (PREIS) Local Evaluation Support Final Evaluation Report Template for PREIS grant recipients. PREIS grant recipients are required to carry out local evaluations of their programs and submit a final evaluation report to ACF at the end of their grant. This request includes a template for grant recipients to use to document their evaluation's analysis and findings. In addition, the information collected in the Final Evaluation Report Template will inform technical assistance provided to grant recipients as they develop the final evaluation reports for ACF to fulfill the grant requirement. We do not intend for this information to be used as the principal basis for public policy decisions.
- **Time Sensitivity:** ACF would like to distribute the Final Evaluation Report Template and instructions to PREIS grant recipients as soon as possible to allow them sufficient time to complete and submit their final evaluation reports by June 2026, so they can receive approval from ACF before the end of the grant funding period in September 2026.

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### **A1. Necessity for Collection**

To improve the long-term health and wellbeing of adolescents and reduce the risks related to sexual activity, Congress first authorized the Personal Responsibility Education Program (PREP) as part of the 2010 Affordable Care Act. Section 513 of the Social Security Act (42 USC 713) -- as amended by Section 50503 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123), and extended by Section 3822 of the CARES Act, 2020 (Pub. L. No. 116-136) which authorizes funding for Personal Responsibility Education Innovative Strategies (PREIS) grants. The legislation mandates that the U.S. Department of Health and Human Services (HHS) Secretary evaluate the programs and activities carried out with funds made available through PREP. PREIS funding supports the development of innovative strategies to prevent teen pregnancy for youth populations.

In accordance with grant requirements as outlined in the Notice of Funding Opportunity (NOFO), PREIS grant recipients must plan and conduct their own rigorous program evaluations. In 2021, the Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) contracted with Abt Global (Abt) to provide evaluation support and technical assistance (TA) to PREP grant recipients and their evaluators. The TA provided by the Abt team is intended to enhance evaluation rigor and monitor the progress of the program evaluations to set the stage for the next generation of evidence building specifically for this grant program. To increase the consistency and quality of the final evaluation reports to ACF, PREIS grant recipients will use a structured final evaluation report template to provide critical information on the rigor and appropriateness of their research approaches and clearly present the findings. The report template provides guidance to grant recipients to develop the required final reports and the information provided will inform the provision of TA on the final evaluation reports grant recipients will submit to ACF to meet the grant requirement.

#### ***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**

The purpose of the current information collection request (ICR) is to provide a standardized template and accompanying instructions to PREIS grant recipients for them to tailor to their evaluation and document their research questions, measures, study design, planned and actual implementation of the program, analytic methods for their evaluation, and evaluation findings. A structured final evaluation report template will facilitate grant recipients' efficient and effective reporting of evaluation findings in their final evaluation reports. The completed reports will be reviewed by the PREP Local Evaluation Support (LES) team for the purpose of determining whether the reports meet ACF's standards of rigor, developing recommendations for improvement, and informing TA on the development of the report before final submission to ACF. The template will be used by grant recipients upon OMB approval allowing them to submit draft versions of their final evaluation reports before revising and finalizing their reports by the end of their grant.

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Specifically, this ICR includes the following template:

1. **PREIS Final Evaluation Report Template & Guidance (Instrument 1):** PREIS grant recipients will complete a final evaluation report template that discusses and documents their evaluation and findings.

Grant recipients will complete the final evaluation report template using the tailored instructions which we have included within each template section.

The information collected is meant to contribute to the body of knowledge on ACF programs. It is not intended to be used as the principal basis for a decision by a federal decision-maker and is not expected to meet the threshold of influential or highly influential scientific information.

### *Information Collection Processes*

Upon OMB approval, the PREP LES team will send an email to all PREIS grant recipients. There are a total of 12 PREIS grant recipients. The email (Appendix A) will introduce the template, the instructions, and the timeline for submission. Grant recipients will submit their draft and final evaluation reports to the PREP LES team and their federal Project Officers (POs). The PREP LES team will review completed draft reports from all grant recipients using a standardized process and provide TA to grant recipients so they can further improve the clarity and quality of the report to meet the ACF grant requirements for the final submission. Ultimately, ACF's Family and Youth Services Bureau (FYSB) will approve the final evaluation reports and notify the grant recipients that the report meets the ACF grant requirements.

The PREP LES team will primarily provide support by continuing to offer one-on-one TA calls with grant recipients while they develop the reports. The cadence of these calls (such as monthly, bimonthly, or quarterly) will continue to be mutually decided by OPRE, FYSB, the TA contractor (Abt), and grant recipients. The evaluation TA liaisons for each grant recipient will continue to invite the grant recipient's project director and key staff, the local evaluator, and the OPRE and FYSB POs to join these calls. The TA contractor will determine whether to provide additional TA, such as training webinars or other resources to support reporting, in consultation with OPRE.

Table A2.1 shows the data collection activities, instrument, respondents, content, and purpose of collection, as well as the mode and expected duration to complete the instrument. Of note, some grant recipients may receive a no-cost extension (NCE) for their grant, which would allow additional time to complete data collection. Consequently, they may begin completing the template during the second year of approval. However, the reporting burden for these recipients would remain consistent with that of grantees who do not receive an NCE.

As outlined in the NOFO, the final evaluation reports must be developed and refined as a condition of grant recipients' funding, thus we expect a response rate of 100 percent among those responding to the data collection activities outlined in this package.

**Table A2.1. Data Collection Activities**

<i>Instrument and instructions</i>	<i>Respondent, Content, Purpose of Collection</i>	<i>Mode and Duration</i>
PREIS Final Evaluation Report Template & Guidance (Instrument 1)	<b>Respondents:</b> PREIS grant recipients and program evaluator staff  <b>Content:</b> The PREIS final evaluation report describes the research questions, the selected outcome measures,	<b>Mode:</b> Shared and collected via email, written responses in a template (Word Document)

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	<p>the program design and counterfactual conditions, the evaluation impact study design, the analytic approaches to gauge the impact of the intervention, the evaluation sample, and the findings and their implications.</p> <p><b>Purpose:</b> To document grant recipients' final evaluation findings and inform subsequent TA before submission of the report to ACF.</p>	<b>Duration:</b> 40 hours
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### *Other Data Sources and Uses of Information*

The information collection described above is the only source of information about the findings resulting from the local evaluations conducted by each PREIS grant recipient.

#### **A3. Use of Information Technology to Reduce Burden**

The burden on PREIS grant recipients is reduced where possible. This data collection effort will make use of an electronic template for completion and electronic submission. Grant recipients and their evaluators can complete the reports on their own computers, at a time of their choosing, and submit the final evaluation reports electronically, via email. ACF does not require grant recipients to submit or follow-up on the report in-person, and they do not require hardcopies of the report.

#### **A4. Use of Existing Data: Efforts to reduce duplication, minimize burden, and increase utility and government efficiency**

The purpose of the final evaluation report template is to provide grant recipients guidance on structuring a comprehensive final evaluation report that clearly communicates details and findings of their evaluation. Grant recipients will be encouraged to build on their local evaluation plans<sup>1</sup> and their analysis plans<sup>2</sup> to complete the final evaluation report template. Grant recipients can draw directly from their previously approved evaluation and analysis plans for many of the report sections, such as the research questions, description of the intervention, and study design. The final evaluation report template specifically notes other sources that grant recipients can pull information from to complete sections of the final evaluation report, when applicable. This will reduce the burden in writing the report and support consistency between the evaluation plans, analysis plans, and final evaluation reports. Consistency between the final evaluation report and prior approved plans promotes credibility and transparency by demonstrating grant recipients' commitment to a prespecified and systematic approach to the focus and execution of the study and data analysis methods. No unnecessary information is being requested of grant recipients.

#### **A5. Impact on Small Businesses**

Data collection activities could affect small organizations that are under subcontract to the grant recipient since PREIS grant recipients often contract out the execution of evaluations to local evaluators who may be affiliated with small businesses. Grant recipients may task the local evaluator with writing portions of the final evaluation report. The proposed template is designed to minimize the burden on all

<sup>1</sup> PREIS evaluation plans were collected under a generic clearance request for formative data collections for research and evaluation beginning in June 2022 (Personal Responsibility Education Program (PREP) Local Evaluation Support; OMB #0970-0531).

<sup>2</sup> PREIS analysis plans were collected under a generic clearance request for formative data collections for program improvement in May 2025 (Personal Responsibility Education Program (PREP) Local Evaluation Support; OMB #0970-0531).

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organizations involved, including small businesses and entities, by collecting only critical information using the standardized template and directing those completing the template to pull information from other sources where applicable. Grant recipients can complete the template on their own time depending on what is most convenient to them. Additionally, the TA provided to grant recipients to help with completing the template will also minimize the burden on all organizations involved.

**A6. Consequences of Less Frequent Collection**

This is a one-time data collection.

**A7. Now subsumed under 2(b) above and 10 (below)**

**A8. 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 activity. This notice was published on August 29, 2025 (90 FR 42249) and provided a sixty-day period for public comment. During the notice and comment period, no substantive comments were received.

*Consultation with Experts Outside of the Study*

ACF consulted the evaluation TA contractor, Abt Global, along with its subcontractor, Child Trends, to prepare the final evaluation report template.

In addition, several current PREIS grantees' evaluators volunteered to review the PREIS Final Evaluation Report Template to provide feedback. See below for a list of individuals consulted.

<b>Name</b>	<b>Organization</b>
Cindy Walker	Consultant to AMTC & Associates
Andrew Warnke	Evaluation Strategies
Dallas Elgin	RTI

**A9. Tokens of Appreciation**

No tokens of appreciation for respondents are proposed for this information collection.

**A10. Privacy: Procedures to protect privacy of information, while maximizing data sharing**

*Personally Identifiable Information*

This data collection effort does not include collecting personally identifiable information.

*Data Security and Monitoring*

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As specified in the contract, Abt shall protect respondent privacy to the extent permitted by law and will comply with all Federal and Departmental regulations for private information. The Contractor shall ensure that all its employees, subcontractors (at all tiers), and employees of each subcontractor, who perform work under this contract/subcontract, are trained on data privacy issues and comply with the above requirements. The Contractor has a documented Data Security Plan (DSP) in place that is updated annually at a minimum and more frequently as needed throughout the life of the contract. All data, including computerized files, are kept in secure areas.

Grant recipients will submit their completed Final Evaluation Report Templates via email, which will be saved in secure project files that can only be accessed by project staff. Project staff will record in a tracking file the dates they receive the completed (and revised) reports and dates when the reports are returned to grant recipients for revision.

### **A11. Sensitive Information<sup>3</sup>**

There are no sensitive questions in this data collection.

### **A12. Burden**

Table A12.1 provides the estimated annual reporting burden and cost calculations for the instrument included in this request. As described in section A2, 12 PREIS grant recipient organizations must complete final evaluation reports.

#### *Explanation of Burden Estimates*

The total annual burden for the **PREIS Final Evaluation Report Template & Guidance** is estimated based on the following assumptions:

- At most, 12 PREIS grant recipients will complete the final evaluation report template.
- On average, it will take 40 hours to complete this template, which includes edits to the report identified during the review process and final submission of the report.

Note that some grant recipients may receive a no-cost extension (NCE) for their grant, which would allow additional time to complete data collection. Consequently, they may begin completing the template during the second year of approval. For this reason, we have annualized burden over two years, but the overall reporting burden for these recipients would remain consistent with that of grantees who do not receive an NCE.

#### *Estimated Annualized Cost to Respondents*

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<sup>3</sup> Examples of sensitive topics include (but not limited to): social security number; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close relationships, e.g., family, pupil-teacher, employee-supervisor; mental and psychological problems potentially embarrassing to respondents; religion and indicators of religion; community activities which indicate political affiliation and attitudes; legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; records describing how an individual exercises rights guaranteed by the First Amendment; receipt of economic assistance from the government (e.g., unemployment or WIC or SNAP); immigration/citizenship status.

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For cost calculations for the labor associated with completing the final evaluation reports, we estimate the average hourly wage for local evaluators to be the average hourly wage for “Economists” (\$55.50), taken from the U.S. Bureau of Labor Statistics, Occupational Employment Statistics, 2024.<sup>4</sup> The average hourly wage rate was multiplied by two to account for overhead and fringe benefits (\$111.00).

**Table A12.1. Total Burden Requested Under this Information Collection**

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)	Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Instrument 1: PREIS Final Evaluation Report Template & Guidance	12	1	40	480	240	\$111.00	\$53,280.00

### A13. Costs

There are no additional costs to respondents.

### A14. Estimated Annualized Costs to the Federal Government

Table A14.1 presents the annualized costs to the federal government estimated based on the contractors’ staff costs for development of the template, review of the final evaluation reports, and TA support to grant recipients to develop and submit their final evaluation reports. The total estimated cost to the federal government for the data collection activities under this ICR will be \$115,187. This has been divided by two to account for a two year approval period to allow for reporting by those receiving NCEs.

**Table A14.1. Annualized Costs to Federal Government**

Cost Category	Estimated Costs
Development of template, Review of and TA support for final evaluation reports	\$115,187
<b>Total costs over the request period</b>	<b>\$115,187</b>
<b>Annual costs over the request period</b>	<b>\$57,593.50</b>

### A15. Reasons for changes in burden

This is a new information collection request.

### A16. Timeline

<sup>4</sup> Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Social and Community Service Managers, on the Internet at <https://www.bls.gov/ooh/management/social-and-community-service-managers.htm> (visited December 2025).



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Table A16.1 presents the timeline for the data collection activities. Upon OMB approval, the dissemination of materials and the collection of final evaluation reports will begin. The goal is to begin use of the template as soon as OMB approval is received. The template will continue to be used through the end of their grant period which ends September 2026. However, we anticipate some grant recipients will receive a NCE for their grant, which would allow additional time to complete data collection. Consequently, they may begin completing the template during the second year of approval. Thus, the template will be used by some until September 2027. However, the reporting burden for these recipients would remain consistent with that of grantees who do not receive an NCE.

**Table A16.1. Timeline for Activities Under the Information Collection**

Activity	Time Period*
Evaluation TA contractors distribute final evaluation report template with instructions to PREIS grantees	As soon as OMB approval is received
PREIS grant recipients complete and submit final evaluation report drafts	OMB Approval – June 2026
Evaluation TA contractors review final evaluation report drafts	June – July 2026
PREIS grantee revises and/or clarifies information in the final evaluation report	July – August 2026
ACF approves grant recipient final evaluation reports	Beginning in August – September 2026 and may continue until August – September 2027

\*Start dates for use of template is dependent on OMB approval of this information collection request.

**A17. Exceptions**

No exceptions are necessary for this information collection.

**Attachments**

Instrument 1: PREIS Final Evaluation Report Template & Guidance

Appendix A: PREIS Final Evaluation Report Template Dissemination Email for PREIS grant recipients