

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

From: Janice Shafer
Children's Bureau (CB)
Administration for Children and Families (ACF)

Date: January 27, 2026

Subject: Change Request – Children's Bureau Grant Reviewer Recruitment Module (OMB #0970-0477)

This memo requests approval of changes to the approved information collection, Children's Bureau Grant Reviewer Recruitment Module, approved under the Generic Clearance for Reviewer Recruitment (OMB #0970-0477).

Background

The Children's Bureau (CB) received approval under the Generic Clearance for Reviewer Recruitment (OMB Control No. 0970-0477) for the Grant Reviewer Recruitment Module (RRM), which supports CB's objective grant application review process by collecting professional background information from qualified subject matter experts in child welfare and related fields.

Overview of Requested Changes

CB is requesting approval of minor, non-substantive and burden-related updates to improve clarity and accuracy. The changes requested include:

- **Clarified language** by replacing the term “advisory” with “one element” to accurately reflect that review findings are one element considered in award decision-making.
- **Clarified CB’s role** by revising language from “responsible for making award decisions” to “responsible for making award recommendations,” consistent with CB’s procedural role.
- **Editorial corrections** to ensure the submission form is current (updating some verb tense and phrasing)
- **Removed descriptive language referencing** “affiliations with organizations and institutions that serve special populations” to ensure alignment with applicable Executive Order requirements.
- **Reduced the estimated number of respondents** from 500 to 250 to reflect the estimated number of respondents over the next three year. Total annual burden was recalculated based on this update.

There are no changes to the purpose of the collection, the information collected, the method of collection, the voluntary nature of participation, or the estimated Federal cost.

Time Sensitivities

CB respectfully requests timely approval of this change request to ensure continuity of reviewer

recruitment activities supporting upcoming discretionary grant application reviews.