

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

**From:** Office of Community Services  
Division of Social Services, Social Services Block Grant (SSBG)  
Administration for Children and Families (ACF)

**Date:** June 17, 2026

**Subject:** Non-Substantive Change Request – Social Services Block Grant (SSBG) Reports  
(OMB #0970-0234)

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This memo requests approval of non-substantive changes to the approved information collection, Social Services Block Grant (SSBG) Reports (OMB #0970-0234).

**Background**

There are three annual SSBG reports that grantees are required to complete. Two of these—the **Pre-Expenditure Report** and the **Post-Expenditure Report**—are available for grantees to complete online. The third report, the **Intended Use Plan (IUP)**, is used by grantees to describe how the state or territory plans to use its SSBG funding and is not available online.

The IUP provides detailed information by service category (29 in total), including estimated expenditures, the types of services to be delivered, and the populations to be served. These details reflect the state or territory’s goals and priorities for the funding. Currently states and territories complete the IUP manually and then upload it to the SSBG Portal. The proposed changes outlined below will allow the form to be completed online while capturing the same information, along with a few enhancements to improve efficiency. The goal of this effort is to increase efficiency, reduce errors, and enhance transparency.

**Overview of Requested Changes**

Change #	Form Section	Change Type	Description of Change	Rationale / Impact
1	General Information	Terminology Update	“State” represented as “Group” and is pre-filled for the user	This field is automatically populated based on the user’s assigned state or territory within the system. This change aligns with existing terminology used in the SSBG Portal (pre and post-expenditure forms) and does not alter the reporting entity or data

				collected.
2	General Information	Terminology Update	“Fiscal Year” changed to “Year”	Aligns with terminology used in the pre and post-expenditure forms within the SSBG Data Portal. This change does not affect the reporting period or data requirements.
3	General Information	Structural Enhancement	Converted “State Official Contact Information” from a free-text field into structured fields: First Name, Last Name, Title, Agency, Address (Street 1, Street 2, City, State/Territory, Zip), Email, Phone Number). The “Fax Number” field was deleted	Improves data standardization, validation, and reporting capabilities. The Fax Number field was removed as fax is no longer a standard method of communication and the field was rarely, if ever, utilized by respondents.
4	General Information	Structural Enhancement	Converted “SSBG Contact Information” from a free-text field into structured fields (same fields as above, including the deletion of “Fax Number”).	Improves data standardization, validation, and reporting capabilities. The Fax Number field was removed as fax is no longer a standard method of communication and the field was rarely, if ever, utilized by respondents.
5	General Information	Minor Text Correction	Updated “Consolidate Block Grant Funds Included in SSBG Budget” to “Consolidated Block Grant Funds Included in SSBG Budget”	Compliance; Previously mandated by HHS IG.
6	General Information	Structural Enhancement	Changed method of collection of two questions from table	Free text field matches the method of collection of matching fields from other

			to free text field.	SSBG forms, ensuring similar fields across various forms can be easily compared.
7	General Information	Instruction Update; Structural Enhancement	Added instruction: "Provide the carryover amount of funding for each applicable funding source for the previous year."	Improves clarity for respondents and reduces reporting errors.
8	Throughout form	Terminology Update	Replaced references to "State" and "State's" with "State/Territory" and "State's/Territory's"	Compliance; previously mandated by HHS IG.
9	Administrative Operations	Minor Text Correction	"Description of Financial Operations Systems" changed to "Description of Financial Operations System"	Compliance; suggested by SSBG Program Team.
10	Program Planning	Minor Text Correction	Capitalized the p in what was previously written as "Documentation of public Hearing".	Corrects a minor typographical error (capitalization).
11	Program Operations	Instruction Update	Updated instruction from: "Complete one table for each service category..." to: "Click 'Add service category' to add only the categories your State/Territory provides."	Aligns instructions with electronic form functionality to improve usability.
12	Assurances	Structural Enhancement	Added a dedicated "Assurances" section that consolidates existing statutory and regulatory	This change reorganizes and makes explicit the certifications that grant recipients were already required to meet as

			<p>certifications into a structured agree/disagree format</p>	<p>conditions of SSBG and CBG funding eligibility. No new information is being collected from respondents. The certifications reflect pre-existing statutory and regulatory requirements that were previously embedded in the appendix sections of the form or referenced indirectly. The restructured format reduces ambiguity for respondents, improves consistency in how certifications are captured, and supports more efficient review by program specialists, thus reducing the administrative burden on both the respondent and the reviewing agency.</p>
13	Appendices	Structural Enhancement	<p>Restructured the Appendices section from a grouped format (Appendices A–F) into individually numbered upload fields (1–10). Key changes include: certifications previously bundled under a single "Appendix B" are now listed as separate line items; appendices were reordered; several items were relabeled for clarity and consistency (e.g., "Documentation of Public Hearing" to "Public Comment</p>	<p>No new information is being collected. All items were pre-existing requirements, either listed in the prior version of the form or implicit in existing grant conditions. Unbundling, reordering, and relabeling the appendices reduces respondent confusion about what to submit and enables program specialists to verify completeness more efficiently.</p>

			Period," "Environmental Tobacco Smoke" to "Smoke-Free Environment," "Lobbying" to "No- Lobbying," "Debarment, Suspension and Other Responsibility Matters" to "Debarment, Suspension," "Proof of Audit" to "Audit and Proof of Audit," "SF 424M" to "Form SF-424M"); and one certification — Civil Rights Provisions — was added as an explicit line item, reflecting a pre- existing implicit requirement not previously enumerated in the IUP form.	
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***Time Sensitivities***

There are no specific time sensitivities associated with these changes. Implementation is planned in advance of the FY 2028 Intended Use Plan (IUP) reporting cycle, allowing sufficient time for deployment, user training and familiarization, and any other necessary adjustments to ensure a successful launch.