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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Anayma De Frias
Office of Planning, Research and Evaluation (OPRE)
Administration for Children and Families (ACF)

Date: July 2, 2025

Subject: Change Request – Registration Information for the Evaluation and Monitoring 101 Training (OMB #0970-0617)

This memo requests approval of nonsubstantive changes to the approved generic information collection (GenIC), Registration Information for the Evaluation and Monitoring 101 Training (OMB #0970-0617).

Background

The “Registration Information for the Evaluation and Monitoring 101 Training” was approved on January 15, 2025, under the ACF umbrella generic for Formative Data Collections for Program Support (OMB #0970-0617). The event was originally planned to be fully virtual, but given ACF’s staff returning to offices, the event will now be hosted in a hybrid format. In order to plan for seating and space needs for in-person attendees, we are adding two additional questions to the registration form to capture if staff plan to attend each day virtually, in-person, or are undecided. Registration information has not been collected yet. Additionally, the event has been moved from May 5-6, 2025, to September 8-9, 2025.

Overview of Requested Changes

Two questions have been added to the registration form:

- Do you plan to attend Monday, September 8th session in-person in the Humphrey building or virtually? (Response options are “In-Person,” “Virtually,” or “Undecided”)
- Do you plan to attend Tuesday, September 9th session in-person in the Humphrey building or virtually? (Response options are “In-Person,” “Virtually,” or “Undecided”)

The submission form’s description has been updated to reflect the switch from virtual to hybrid.

Time Sensitivities

The Evaluation and Monitoring 101 Training will be held on September 8-9, 2025. We would like to launch registration as soon as possible, ideally by July 18, 2025, to ensure that we have adequate time to advertise and register ACF staff for the event.