

DATE: August 13, 2025

TO: OMB Desk Officer

FROM: HRSA Information Collection Clearance Officer

Request: The Health Resources and Services Administration (HRSA) requests approval for changes to the Voluntary Partner Surveys to Implement Executive Order 12862 in the Health Resources and Services Administration (OMB No. 0906-0084, Expiration Date 02/28/2027).

Purpose: This purpose of this request is to increase the number of responses and burden hours used for collections falling under this umbrella Information Collection Request (ICR). This memo explains the changes and supporting rationale.

Changes: HRSA is requesting a modest increase in the number of burden hours for this Information Collection Request (ICR). The current allocation of burden hours is running low, primarily because several generic ICRs were recently approved with higher burden hour counts due to a larger number of respondents. Furthermore, there are some collections that were uploaded with the original revision package and then later in the approval period, those collections were updated, resulting in approximately 40% of the respondent budget and 14% of the burden hour budget used on outdated collections.

As HRSA is in the process of renewing this ICR, additional burden hours are needed to ensure approval of small-scale generic information collections (ICs) between now and the final approval of the ICR renewal package.

Based on an average burden of 500 hours per IC and an average of 9 ICs approved annually under this umbrella collection, HRSA estimates that approximately five more ICs will be submitted to OMB between now and February 2027. Therefore, HRSA requests an additional 2,500 burden hours, with no increase in the number of burden responses.

The first of these collections, the FTCA Site Visit Follow-Up Survey is included in the IC List in ROCIS. A separate generic IC memo is included with that package.

Time Sensitivity: The data collection changes must be completed in a timely manner to ensure that HRSA can continue to obtain OMB approval for ICs under this Umbrella ICR without significant delay. HRSA requests approval of this non-substantive change memo by August 20, 2026.

Burden: HRSA is requesting an increase of 2,500 burden hours that HRSA can collect under this umbrella ICR for the full 3-year period. The new total burden hours requested will be 17,545 (which will also be approximately the amount of burden requested in the updated Revision package for this Umbrella ICR). This amounts to a total increase of 35 percent compared to the originally approved burden hours.