Request for approval under the clearance of the "Generic Performance Progress Report" OMB control Number: 0970-0490

TITLE OF INFORMATION COLLECTION: Community Economic Development – Planning (CED-P) Grant Recipient Performance Progress Report (PPR)

PURPOSE: The Administration for Children and Families (ACF) Office of Community Services (OCS) launched planning grants for the Community Economic Development (CED) in fiscal year 2023. The CED-Planning program aims to build the capacity of local community development corporations (CDC) to develop job creation projects for individuals in low-income communities.

OCS has developed the CED-Planning PPR to monitor the progress and planning activities of grant recipients involved in Community Economic Development-Planning (CED-P) projects. It requests quarterly updates on project activities and challenges as well as information on specific capacity-building activities such as community and stakeholder engagement, economic development visioning, and the identification of funding opportunities. The form also requests specific details about partnerships, market analysis, and supportive services that support the CED-P job creation projects.

The PPR will assist program staff in monitoring grant recipients' progress and challenges and assess how recipients are achieving community economic development and job creation goals. OCS can use the information to refine program design and better support grant recipients by targeting training and technical assistance needs.

DESCRIPTION OF RESPONDENTS: CED awards funds to CDCs, which are private, non-profit organizations that have a principal purpose in planning, developing, or managing low-income housing or community development activities.

CERTIFICATION:

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services (HHS) regulations.
2. The collection is non-controversial and does not raise issues of concern to other federal agencies.
3. Information gathered is meant primarily for program improvement and accountability.

Name and Title: Jessica Hale, Program Evaluator, Office of Community Services

To assist the Office of Management and Budget (OMB) review of your request, please provide answers to the following question:

PERSONALLY IDENTIFIABLE INFORMATION:

1. Is personally identifiable information (PII) collected? [ ] Yes [x] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

BURDEN HOURS

Information Collection Title	Category of Respondent	No. of Respondents	No. of Responses per Respondent (Annual)	Burden per Response	Annual Burden
CED-P PPR	Private Sector	31	4	2 hours	248

FEDERAL COST: The estimated annual cost to the federal government is $5,332. The average grade of federal staff reviewing these data is GS 12, which is compensated at an average hourly wage of $43. It is anticipated that federal staff will spend about 124 hours on this project.

TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)

[X] Web-based
[ ] Email
[ ] Paper mail
[ ] Other, Explain