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

TITLE OF INFORMATION COLLECTION: Diaper Distribution Demonstration and Research Pilot Quarterly Reporting Requirements

PURPOSE: The Administration for Children and Families (ACF) Office of Community Services (OCS) awarded grants for the new Diaper Distribution Demonstration and Research Pilot (DDDRP) in September 2022. This is the first-ever federal diaper pilot program and is being carried out by Community Services Block Grant (CSBG) state associations and tribal organizations.

Grant recipients have been submitting performance progress report (PPR) information through the standard ACF PPR (OMB #0970-0406), with additional program-specific items reported on the form through an information collection approved under this umbrella generic (*Diaper Distribution Demonstration and Research Pilot Quarterly Reporting Requirements,* most recently approved April 17, 2024). This request builds upon the items in the ACF PPR and the currently approved program-specific items to request additional information about the administration of diaper distribution programs and transition to a program-specific entry form rather than the PDF form used for the standard ACF PPR. Once approved, this submission will replace the currently approved version.

Once approved, this PPR will request information about grant recipients' activities in the previous quarter, as formerly requested in the standard ACF PPR. In alignment with the currently approved PPR, it requests information on service delivery, including enrollment numbers, diaper distribution totals, and connections to wraparound services. It expands upon the previous request by asking for more detail on the types of diapering supplies distributed, the number of referrals to wraparound services by service type, partner diaper distribution activities and service area, and allocations and spending for key program inputs for grant recipients and partners.

The quarterly reporting requirements in this request will allow OCS to better understand and interpret successes and challenges of this brand-new demonstration program. Moreover, it will be utilized for program management, support, and oversight; such as identifying recipients' technical assistance needs and ensuring compliance with federal and programmatic regulations and policies. This includes, but is not limited to, identifying additional needs for program guidance, development or updates to support for recipients, and making informed refinements to programs in general and the related activities and supports.

The information from this PPR will also help ACF to ensure recipients comply with program planning and design requirements that were a new requirement for all FY23 funding opportunities (2 CFR 200.202 and 2 CFR 200.329). This includes requirements for the agency to develop a clear program plan, design, monitoring, and reporting requirements prior to issuing a NOFO. These consistent elements will allow ACF to then measure recipients' performance and financial data under a risk management lens.

DESCRIPTION OF RESPONDENTS: DDDRP program grant recipients include CSBG state associations and tribal organizations.

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, OCS

To assist 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 [X] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

BURDEN HOURS

The number of respondents is estimated based on the number of grant recipients and their partners who we expect they will need to engage with to complete the PPR. We expect the time to complete each report will average about 4 hours for grant recipients, who aggregate responses from partners and provide a narrative discussion of project activities. We expect partners to spend 3 hours per response in preparing summary data for the quarterly reports. The following table provides annual burden estimates. If the number of grant recipients changes in future years, we will submit a change request to adjust those numbers.

Information Collection Title	Category of Respondent	No. of Respondents	No. of Responses per Respondent (Annual)	Burden per Response	Annual Burden
DDDRP PPR—Grant Recipients	Private Sector	28	4	4	448
DDDRP PPR -- Partners	Private Sector	224	4	3	2,688
	Totals:	252	4	Avg: 3.11	3,136

FEDERAL COST: The estimated annual cost to the federal government is $8,600. The average salary of the staff working on this program is a GS12, which is compensated at an average wage rate of $89,834 annually, $43 hourly. It is anticipated that federal staff will spend about 200 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