To: Dominic Mancini, Deputy Administrator
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Jessica Hale
Office of Community Services
Administration for Children and Families (ACF)

Date: November 17, 2026

Subject: NonSubstantive Change Request – Diaper Distribution Demonstration and Research Pilot Quarterly Reporting Requirements Updates

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This memo requests approval of nonsubstantive changes to the Diaper Distribution Demonstration and Research Pilot (DDDRP) Quarterly Reporting Requirements, an approved information collection under the Generic Performance Progress Reports, OMB Control Number 0970-0490.

Background

The Administration for Children and Families (ACF), Office of Community Services (OCS), awarded grants for the Diaper Distribution Demonstration and Research Pilot (DDDRP) in September 2022. DDDRP is the first federal diaper pilot program and is carried out by Community Services Block Grant state associations and tribal organizations. The DDDRP quarterly reporting requirements are used to monitor project progress toward program goals, identify training and technical assistance needs, and support program management and oversight. The approved DDDRP PPR collects information on recipient activities, service delivery, diaper and diapering supply distribution, supportive service referrals, partner activities, and budget and spending information.

OCS is requesting updates to the approved information collection to reflect the current status of the program, improve clarity and consistency, update burden and federal cost estimates, and incorporate changes to the PPR that better align with current program implementation.

Overview of Requested Changes

OCS requests approval for changes to the Generic IC request form to reflect current program operations and changes to the DDDRP PPR form to improve clarity, consistency, and oversight:

- **Generic IC request form**
    - **Updating the purpose narrative to reflect the current phase of the program.** References to the transition from the ACF Standard PPR have been removed

because this transition has been completed. Terminology has been updated to reflect language used in the most recent Notice of Funding Opportunity (NOFO).

- **Updating respondent counts and burden estimates to reflect the new 2026 awards and program design.** Because the FY2026 award pool is larger than typical, the total number of anticipated grant recipients has increased. At the same time, the anticipated number of partners has decreased because the NOFO recommended limiting the number of partners to a smaller number.
- **Updating the federal cost calculations to include 2026 pay scales.** The pay levels have increased since the request form was last completed.

- **DDDRP PPR Form**
  - **Revised language to increase clarity and consistency**
    - Updating the terminology to reflect the language used in the most recent NOFO and correcting minor typographical errors.
    - Revising item I2 from "Problems" to "Challenges" and expanding the instruction to include examples such as staff turnover, diaper storage or distribution challenges, supply chain delays, deviations from the project plan, anticipated delays, and assistance needs.
    - Clarifying definitions for key terms, including the meaning of "served" for the service delivery metrics, the definition of "partner organization" for the partners tab, and the definition of "storage" on the partners tab.
    - Revising geographic reporting from broader "geographic service areas" to the counties supported by the partner on the partners tab.
  - **Removed items to simplify the form**
    - Removing the item S16 description of referral processes because the new item on "changes to approach" (described below) will provide information on referral processes.
    - Removing the column requesting information on the availability of translation services on the partners tab because this information is not used.
    - Removing expense categories for staff travel and indirect costs to consolidate the "everything else" category on the budget and expenses tab.
  - **New items to improve program oversight and monitoring**
    - Adding fields for Lessons Learned and Changes to Approach to allow recipients to describe implementation learning and changes related to recruitment, eligibility, diaper procurement, storage, distribution, and referrals to support services. These changes permit to office to more rapidly learn from program implementation and better monitor key project changes.
    - Adding waitlist questions asking whether the recipient currently has families on a waitlist and, if yes, how many families are on the waitlist.

This change permits the program office to monitor capacity for grant recipients and better respond to public inquiries about the availability of diaper services.

Time Sensitivities

OCS requests approval as soon as possible so the updated reporting materials are available for the new cohort of DDDRP grant recipients beginning in November.