

Justification for the Collection of Program Implementation Design Information from Personal Responsibility Education Program (PREP) Grantees – Generic Clearance for Formative Data Collections for Policy Research

**OMB Information Collection Request
0970 - 0356**

Supporting Statement

Part B

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This information collection request (ICR) is submitted under the generic clearance for Formative Data Collections for Policy Research (0970-0356). For further background, please see Supporting Statement A.

B1. Respondent Universe and Sampling Methods

No sampling will be employed for data collection related to this request. All grantees (13 total; 4 respondents per grantee = 52 respondents total) that applied to a FOA requiring them to conduct a local evaluation will be asked to provide a complete version of the Implementation Design Template (Attachment 1) about their program design and implementation plan (described in more detail in Supporting Statement A, Section A2). An additional 7 PREP grantees (4 respondents per grantee = 28 respondents; either TPREP, CPREP and SPREP) may be asked to complete this template, in order to better understand their implementation plan. This information is necessary to provide appropriate training and technical assistance.

B2. Procedures for Collection of Information

Each respondent will complete up to three drafts of the Implementation Design template (in initial, and two revisions). All three drafts will be completed within the grantees' planning period after award. All information will be submitted electronically.

B3. Methods to Maximize Response Rates and Deal with Nonresponse

Expected Response Rates and Dealing with Nonresponse

We anticipate that all grantees will provide the requested information on the schedule indicated in Supporting Statement A, Section A16. If an individual grantee is not responsive to a request for information, staff in ACF's OPRE and FYSB will work with grantees to encourage them to provide the requested information as soon as possible. Grantees are strongly encouraged to complete these templates for planning purposes, as discussed in the funding opportunity announcement and in Grantees' cooperative agreements.

Maximizing Response Rates

We anticipate that all grantees will provide the information requested. Our past experience indicates that more than 95 percent of grantees will comply with the request at each time point, with a handful not able to complete a request in a timely manner due to extenuating circumstances. This response rate is consistent with FYSB's past experiences. To ensure that response rates are maximized, the project officer will closely monitor and track grantees' completion of the template. If there are any difficulties with receiving a response, the project officers will work with grantees to encourage the grantees to complete the template.

B4. Tests of Procedures or Methods to be Undertaken

All templates build on existing materials and previous experience from similar evaluation TA efforts by FYSB. Consequently, pretesting of these templates has not been planned.

B5. Individual(s) Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The data collection tools for this project were developed in partnership with staff in ACF's Family and Youth Services Bureau (FYSB) and Office of Planning, Research, and Evaluation (OPRE).