

# **Runaway and Homeless Youth Program- Grantee Assesment**

**Formative Data Collections for ACF Research**

**0970 - 0356**

## **Supporting Statement**

### **Part A**

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Submitted By:  
Family and Youth Services Bureau  
Runaway and Homeless Youth Program  
Administration for Children and Families  
U.S. Department of Health and Human Services

Mary E. Switzer Building  
330 C Street, SW  
Washington, D.C. 20201

Project Officer:

**Ana Cody, FYSB Human Trafficking Specialist**

## **A1. Necessity for the Data Collection**

The Administration for Children and Families (ACF), Family and Youth Services Bureau (FYSB) at the U.S. Department of Health and Human Services (HHS) seeks approval to conduct an online assessment as part of our training and technical assistance (TTA) plan. The purpose is to gather information about the TTAs needs of FYSB Runaway and Homeless Youth (RHY) grantees. The primary goal of this information collection is to inform our capacity building activities, technical assistance, and training. The information will also inform ACF research and evaluation efforts.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections (0970-0356): Inform the provision of technical assistance and the development of research and evaluation efforts.

### ***Study Background***

The FYSB/RHY grantee assessment is an opportunity to learn about the current status of the RHY and identify the TTAs needs of grantees. The assessment is an effective tool to capture grantees' feedback to inform our TTAs efforts and activities and to inform potential future research and evaluation.

### ***Legal or Administrative Requirements that Necessitate the Collection***

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

## **A2. Purpose of Survey and Data Collection Procedures**

### ***Overview of Purpose and Approach***

This data collection will assist FYSB identify the TTA needs of grantees and assist ACF in planning research and evaluation efforts related to the RHY program. The implementation of this grantees' assessment is an investment in technical assistance intended to effectively build the capacity of grantees and understand the status of RHY field to better provide technical support. It will also provide us with an understanding of the current and potential capacity of grantees and inform the development of research projects related to the RHY program. We plan to collect grantees' feedback about their program's needs and existing gaps and trends at the local level. The responders to the assessment are FYSB/RHY grantees.

### ***Study Design***

The online grantee assessment was developed in alignment with the existing RHY programs funded by FYSB (i.e., Street outreach program, Basic Center Program, and Transitional Living Program). The assessment will be emailed to Executive Directors at RHY grantees, who will be asked to respond to the survey on behalf of their program. The online assessment is voluntary.

### ***Universe of Data Collection Efforts***

**Attachment A - Grantee Assessment:** The survey includes a set of questions with the interest of gathering feedback from grantees to inform ACF's TTA and research agenda. The survey is expected to take thirty minutes to complete and will be completed online.

### **A3. Improved Information Technology to Reduce Burden**

The burden to participating individuals is minimal since the assessment will be disseminated and completed online by grantees.

### **A4. Efforts to Identify Duplication**

The proposed information collection does not duplicate information that is available about these grantees elsewhere. The assessment was developed in collaboration with ACF and the current TTA provider to avoid any duplication of efforts and/or information. This assessment will provide an opportunity to highlight new needs that have emerged within RHY settings.

### **A5. Involvement of Small Organizations**

FYSB/RHY grantees include small youth service providers and/or organizations. To minimize burden, the assessment is voluntary and will be conducted online so respondents can complete the survey at a convenient time.

### **A6. Consequences of Less Frequent Data Collection**

This is a one-time information collection.

### **A7. Special Circumstances**

There are no special circumstances for the proposed data collection efforts.

### **A8. Federal Register Notice and Consultation**

#### ***Federal Register Notice and Comments***

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of the overarching generic clearance for formative information collection. This notice was published on October 11, 2017, Volume 82, Number 195, page 47212, and provided a sixty-day period for public comment. During the notice and comment period, no substantive comments were received.

**A9. Incentives for Respondents**

No incentives for respondents are proposed for this information collection.

**A10. Privacy of Respondents**

No personally identifiable information will be requested from grantees. All information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data and that their participation is voluntary. The grantees will be informed that their responses will be utilized to inform FYSB/RHY technical assistance activities and that information will be shared with TTA provider and FYSB/RHY federal staff. The grantees will be informed that the information provided will not be used to make funding decisions, or other grantee-specific decisions.

**A11. Sensitive Questions**

There are no sensitive questions in this data collection.

**A12. Estimation of Information Collection Burden**

**Total Burden Requested Under this Information Collection**

The assessment will be distributed via email to 100 grantees. We expect a response rate of about 70%, for a total of 70 respondents. We anticipate it will take grantees 30 minutes to complete the assessment.

Stakeholder	Total Number of Respondents	Annual Number of Respondents <sup>1</sup>	Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Grantees	70	24	1	.5	12	\$40.01	\$480.12

**Total Annual Cost**

The costs estimates are based on the Department of Labor (DOL) May 2017 estimates for the mean hourly wage for Social Sciences Professionals.

[https://www.bls.gov/oes/2017/may/oes\\_nat.htm#19-0000](https://www.bls.gov/oes/2017/may/oes_nat.htm#19-0000)

**A13. Cost Burden to Respondents or Record Keepers**

There are no additional cost to respondents.

**A14. Estimate of Cost to the Federal Government**

<sup>1</sup> Annualized over the three year period of the umbrella generic

The total cost for the data collection activities under this current request will be \$ 1,000. The estimates includes the costs of TTA staff time developing and analyzing the collected data.

**A15. Change in Burden**

This is for an individual information collection under the umbrella formative generic clearance for ACF research (0970-0356).

**A16. Plan and Time Schedule for Information Collection, Tabulation and Publication**

After OMB approval, the assessment will be sent via email to FYSB grantees. Grantees will have 30 days to respond to the assessment. The TTA provider will collect and analyze the data and provide a final internal report to FYSB. The information collected from grantees who voluntarily shared their feedback will not be published.

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.