



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Proposed Information Collection Activity: Personal**

**Responsibility Education Program Innovative Strategies**

**Local Evaluation Support: Final Evaluation Report Template  
(New Collection)**

**AGENCY:** Office of Planning, Research, and Evaluation,  
Administration for Children and Families, U.S. Department  
of Health and Human Services.

**ACTION:** Request for public comments.

**SUMMARY:** The Administration for Children and Families  
(ACF) at the U.S. Department of Health and Human Services  
seeks approval of the Personal Responsibility Education  
Program (PREP) Innovative Strategies (PREIS) Local  
Evaluation Support (LES) Final Evaluation Report Template  
for PREIS grantees. PREIS grant recipients are required to  
carry out local evaluations of their programs and submit a  
final evaluation report to ACF documenting their analyses  
and findings. This request includes guidance for grant  
recipients in the form of templates. Information will  
inform technical assistance (TA) to support grantees in  
developing and submitting the final reports to ACF to  
fulfill a grant requirement. We do not intend for this  
information to be used as the principal basis for public  
policy decisions.

**DATES:** *Comments due* [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

**ADDRESSES:** In compliance with the requirements of the Paperwork Reduction Act (PRA) of 1995, ACF is soliciting public comment on the specific aspects of the information collection described above. You can obtain copies of the proposed collection of information and submit comments by emailing [opreinfocollection@acf.hhs.gov](mailto:opreinfocollection@acf.hhs.gov). Identify all requests by the title of the information collection.

**SUPPLEMENTARY INFORMATION:**

**Description:** The purpose of the current information collection request is to provide a standardized template and accompanying instructions to the 12 PREIS grant recipients carrying out impact evaluations. This template will help them document their evaluation's research questions, measures, study design, planned and actual implementation of the program, analytic methods, and findings. A structured final evaluation report template will facilitate grant recipients' efficient and effective reporting of evaluation findings. The completed reports will be reviewed by the PREP LES team to determine whether they meet ACF's standards of rigor. The LES team will then develop recommendations for improvement and provide TA to support report development prior to final submission to ACF. While grantees are developing the reports, the PREP LES team will continue to provide support primarily by

continuing to offer one-on-one TA calls with grant recipients.

The template will be used by grant recipients upon Office of Management and Budget approval until September 2026 (or until the end of their grant, if a no-cost extension is granted), which will allow them to submit draft versions of their final evaluation reports before revising and finalizing their reports by the end of their grant. Grant recipients will complete the PREIS Final Evaluation Report Template using the instructions which are included within each template section.

The information collected is meant to contribute to the body of knowledge on ACF programs. It is not intended to be used as the principal basis for a decision by a federal decision-maker and is not expected to meet the threshold of influential or highly influential scientific information.

**Respondents:** PREP PREIS Grant Recipients

**Annual Burden Estimates**

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)	Annual Burden (in hours)
PREIS Final Evaluation Report Template	12	1	40	480	240

**Comments:** The Department specifically requests comments on (a) whether the proposed collection of information is necessary for the proper performance of the functions of

the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

**Authority:** Authorized and appropriated by Social Security Act section 513.

**Mary C. Jones,**  
*ACF/OPRE Certifying Officer.*

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