



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Office of Management and Budget #: 0970-0139]

Submission for Office of Management and Budget Review;

Administration for Children and Families Uniform Project

Description

AGENCY: Office of Administration, Office of Grants Policy,
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) is requesting revisions and a one-year extension of
the currently approved ACF Uniform Project Description
(UPD) information collection (Office of Management and
Budget (OMB) #: 0970-0139, March 31, 2026, expiration date).
This includes transitioning to use one simplified version
of the UPD with edits to the language for clarification and
plain language purposes. Two versions of the instructions
remain in the proposed simplified version to accommodate
two development methods. ACF is in the process of
identifying more significant revisions to the UPD, which
will be submitted through a future information collection
request to OMB.

DATES: *Comments due [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].*

ADDRESSES: The public may view and comment on this information collection request at:

https://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=202602-0970-015. You can also obtain copies of the proposed collection of information by emailing infocollection@acf.hhs.gov. Identify all emailed requests by the title of the information collection.

SUPPLEMENTARY INFORMATION:

Description: The UPD provides a uniform format for applicants to submit project information in response to ACF discretionary Notices of Funding Opportunities (NOFO). The UPD requires applicants to describe how program objectives will be achieved and provide a rationale for the project's budgeted costs. All ACF discretionary award programs are required to use the UPD.

Since 2023, there have been two versions of the UPD: the traditional version and the simplified version (SimplerNOFOs). SimplerNOFOs were implemented as a pilot, as approved by OMB. SimplerNOFOs streamline the process for applicants and has been well received by programs and applicants. ACF has expanded use of the simplified version as a result. At this time, ACF is proposing to transition completely to the SimplerNOFO UPD, but will retain two sets of instructions for now due to the way NOFOs are currently

developed. The distinction is made in the instructions with the labels "SimplerNOFO" v. "Traditional NOFO". ACF uses the information provided by applicants, along with other OMB-approved information collections (Standard Forms), to evaluate and rank applications. Use of the UPD protects the integrity of the ACF award selection process. This current request would extend OMB approval for an additional year, with the following changes:

- Minor revisions for clarification and plain language purposes
- Updated burden estimates to only include the SimplerNOFOs UPD.

A larger revision effort is in process and will be submitted to OMB in the future. This future revision request will include two additional opportunities for public comment.

Respondents: Applicants responding to ACF Discretionary NOFOs.

Annual Burden Estimates

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total/Annual Burden Hours
Streamlined UPD	2,672	1	57.9	154,709

Authority: 2 CFR 200.204.

Mary C. Jones, ACF/OPRE Certifying Officer.