

## SUPPORTING STATEMENT

### Tribal Resources Grant Program Equipment and Training Progress Report

#### Part A. Justification

##### 1. Necessity of Information Collection

The Office of Community Oriented Policing Services (COPS) was established under the authority of the Attorney General to implement Title 1, “Public Safety and Community Policing: COPS on the Beat” of the Violent Crime Control and Law Enforcement Act of 1994 (Pub. L. 103-322). The purpose of this section of the law is to:

- 1) Increase substantially the number of law enforcement officers interacting with members of the community;
- 2) Provide additional and more effective training to law enforcement officers to enhance their problem solving, service and other skills needed in interacting with members of the community;
- 3) Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime in and around the community;
- 4) Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

The law requires the COPS Office to monitor each program, project or activity it funds. The monitoring “required...(includes) systematic identification and collection of data about activities, accomplishments and programs throughout the life of the program, project, or activity and presentation of such data in a usable format.” In addition, OMB Circular A-102, Grants Management, Subpart C – Post-Award Requirements, Changes, Property, and Subawards states, “Grantees shall submit annual performance reports unless the awarding agency requires quarterly or semi-annual reports.”

COPS has developed data collection instruments and programmatic progress reports, and has implemented a comprehensive monitoring plan including these reports, proactive phone contact and site visits. The Tribal Resources Grant Program (TRGP) Equipment/Training Progress Report is an important instrument in our grant management and monitoring plan, and is used to measure our grantees’ progress in grant implementation.

##### 2. Needs and Uses

The information collected on the COPS TRGP Equipment/Training Progress Report is necessary to track summary data on equipment purchased and training implemented with COPS funding and to monitor the progress of the grantee in implementing their TRGP grant. In addition, submission of the TRGP Equipment/Training Progress Report will assist the COPS Office in identifying recipients who may need technical assistance concerning the proper utilization of their grant.

The following questions seek to obtain critical information about the progress of the implementation of the TRGP grant.

- Questions 1 & 2 – Questions regarding implementation of training and background investigations awarded under TRGP.
- Question 3 – Question regarding purchase of uniforms awarded under TRGP.
- Questions 4 – 6 – Questions regarding purchase of basic issue equipment, technology, and vehicles awarded under TRGP.

The remainder of the form includes information about how to request an extension of time to complete the grant and submitting Change of Information Sheets.

3. Efforts to Minimize Burden

The TRGP Progress Report represents an effort to simplify the required monitoring component of the COPS grant programs. This report is collected annually. The TRGP Progress Report has been reformatted using yes/no questions with space to include brief explanations where necessary. Each report contains pre-printed grant information to eliminate the agency's need to type, write, or gather original grant award information.

4. Efforts to Identify Duplication

There is no duplicative effort.

5. Methods to Minimize Burden on Small Business

The information collection will have no impact on small business.

6. Consequences of Less Frequent Collection

COPS Office policy states that annual progress reports will be required of TRGP grantees. Less frequent collection would not allow the COPS Office to obtain the most current information on our grantees' community policing activities. Moreover, per OMB Circular A-102, Subpart C – Post-Award Requirements, Changes, Property, and Subawards, "Grantees shall submit annual performance reports unless the awarding agency requires quarterly or semi-annual reports."

7. Special Circumstances Influencing Collection

There are no special circumstances that would influence the collection of information pertaining to the TRGP Progress report.

8. Reasons for Inconsistencies with 5 CFR 1320.6

There are no inconsistencies with this regulation. The COPS Office will display the valid OMB Control Number, expiration date, and PRA Notice on the TRGP Progress Report. The COPS Office also sought public comment through posting 60-day and 30-day federal register notices. The COPS Office did not receive any public comments on this information collection.

9. Payment of Gift to Respondents

There will be no payments or gifts made to respondents.

10. Assurance of Confidentiality

No assurance of confidentiality has been made to the respondents.

11. Justification for Sensitive Questions

There are no sensitive questions in this information collection. No information commonly considered as private is included in the proposed requested information.

12. Estimate of Hour Burden

The estimated hour burden to respondents for completing the above referenced report is .5 hours for each respondent based on previous experience with similar grant forms.

$$0.5 \text{ hours per respondent} \times 275 \text{ respondents per year} = 138 \text{ hours}$$

There is no record keeping burden unless the respondent wishes to make a copy of the report for their records.

*Total Respondent Burden: 138 hours*

13. Estimate of Cost Burden

Completing this progress report will not generate any costs other than those associated with the applicants' time. Therefore, the estimated burden cost is \$0.

14. Estimated Annualized Cost to Federal Government

The estimated annualized cost to the Federal government for reviewing, compiling and processing the progress reports should require approximately .25 hours per form. No special

equipment, other than currently in-use scanning and personal computing equipment, is required. The total annual cost to the Federal government is estimated as follows:

.25 hour per report x 275 reports per year = 68.75 hours  
68.75 hours @ \$17.75 per hour = \$1,220.31 for report review

*Total Annualized Cost to the Federal Government for reviewing the Tribal Resources Grant Program Equipment and Training Progress Report = \$1,220.31*

15. Reason for Change in Burden

There has been a change in burden, from 100 hours annually to 138 hours annually. The COPS Office anticipates that the program will have additional respondents during the next three reporting cycles.

16. Publication

This data collection will not be published.

17. Request not to display OMB Control Number

The COPS Office will display the OMB approval number and expiration date on the upper right hand corner of the collection instrument.

18. Exceptions to Certification Statement

The COPS Office does not request an exception to the certification statement.

**Part B. Statistical Methods**

This data collection does not require the use of statistical methods.

## PAPERWORK CERTIFICATIONS

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives and any other information policy directives promulgated under the Paperwork Reduction Act of 1995.

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Timothy Quinn  
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Office of Community Oriented Policing Services  
U.S. Department of Justice

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Date