

## **B. Collections of Information Employing Statistical Methods**

- 1. Describe the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The respondent universe for this collection is 56 States and territories of the U.S. (a list is attached). All respondents are required to submit complete information regarding their JABG subgrantees on an annual basis, with each new Block Grant award. Information is submitted through the Office of Justice Program's Grants Management System (GMS). No sampling is done for this collection and there are no plans to implement sampling procedures in the future. The expected response rate for the universe is 100% and, based on previous collections, this is considered a realistic response rate. The response rate for 2006 was 100%.

- 2. Describe the procedures for the collection of information including:**
  - a. Statistical methodology for stratification and sample selection.**
  - b. Estimation procedure.**
  - c. Degree of accuracy needed for the purpose described in the justification,**
  - d. Unusual problems requiring specialized sampling procedures.**
  - e. Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

The JABG subgrantee information is collected through the Office of Justice Programs' Grants Management System (GMS), an online system used for the solicitation, application, awarding and administration of OJP (including OJJDP's) grants. OJJDP's State and Territorial grantees complete the subgrantee information form on GMS for each of the subgrantees receiving JABG funds through the State or Territory in the given Fiscal Year. This information is entered into GMS on an annual basis, at the time when subgrantees are selected by the specific State or Territory. (This occurs after the funds are awarded to the State or Territory by OJJDP.)

OJJDP has program staff assigned to each of the 56 respondents to ensure that they receive individualized assistance in completing their annual applications for funding and in completing subgrantee information through the Grants Management System. Attached is a list of OJJDP staff who serve as State

Representatives for JABG applicant States and Territories. In addition, State and Territories can contact the Grants Management System (GMS) helpline at (888) 549-9901 for assistance in completing their information.

All States and Territories complete the information, there is no sampling or stratification that occurs. OJJDP does not use any estimation procedures in this collection. Information is collected annually.

**3. Describe methods to maximize response rates and to deal with issues of non response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.**

As described in #2, OJJDP provides direct assistance to all respondents through State Representative Staff. In addition, technical assistance is provided through the GMS Helpline for respondents in submitting their information.

A primary factor that impacts response is that respondents are required to submit this information on an annual basis, as a condition of receiving funding through the JABG program. At the time in which they obligate their JABG Block Grant funds to subgrantees, State and Territorial grantees are required to enter this information into the GMS system. This is an integral part of their required reporting to OJJDP. Those respondents who are delinquent in reporting this information are subject to a hold on their funding from OJJDP, and these funds are not released until the information is complete. Grant awards to the 56 States and Territories include the following Special Conditions:

*The recipient agrees to submit to the Office of Juvenile Justice and Delinquency Prevention a completed Subgrant Information Form for each subaward within 30 days of granting the subaward via the Office of Justice Programs Grants Management System.*

*The recipient agrees to submit its Annual Performance Report for the prior calendar year, no later than June 30 of each year, to the Office of Justice Programs, Grants Management System.*

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

There are no tests of procedures or methods for this collection. This is part of OJP's overall GMS system.

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons(s), who will actually collect and/or analyze the information for the agency.**

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