

ADMINISTRATION FOR CHILDREN AND FAMILIES
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY VIOLENCE PREVENTION AND SERVICES PROGRAM
INFORMATION COLLECTION CLEARANCE
SUPPORTING STATEMENT

1. Circumstances Making the Collection of Information Necessary

This request for information collection is submitted to the Office of Management and Budget (OMB) for approval of revised program announcements (Appendix A) and progress reporting forms (Appendix B) for the Family Violence Prevention and Services Program authorized under the Family Violence Prevention and Services Act (FVPSA) (42 U.S.C 10401 et seq.) (Appendix C).

States, Tribes and State Domestic Violence Coalitions are required to submit applications for FVPSA formula grant funding (42 U.S.C. 10402(a)(2), (b)(2)) and implementing regulations (45 CFR Part 1370) (Appendix D). The program announcements for the FVPSA formula grants currently approved under OMB Number 0970-0280 will expire in October, 2008. Therefore, this information collection clearance request is submitted to update the OMB approval for the Fiscal Year 2009 (FY-09) program announcements.

States, Tribes, and State Domestic Violence Coalitions receiving FVPSA grants are required to file an annual performance report on the activities carried out and the effectiveness of those activities in achieving the purposes of FVPSA (42 USC 10402 (a)(4); 45 CFR Part 1370). A section of the State performance report is to be completed by each grantee and sub-grantee that performed the direct services. The Performance Progress Report (SF-PPR) forms in Appendix B utilize the OMB approved standardized format (OMB No. 0970-0334). The proposed reporting forms collect information that is very similar to that required in the current FVPSA Progress Reports, and the number of data elements has been reduced. The primary changes in the reporting requirement are standardizing the reporting format and clarifying the instructions.

2. Purpose and Use of the Information Collection

The Administration for Children and Families (ACF) will use the information collected to: a) make grant awards to

eligible applicants who meet the statutory requirements and comply with other applicable regulations; b) collect uniform data on FVPSA funded programs and services from State and Tribal grantees; and c) assess the progress and impact of programs and services funded through FVPSA. The information requested will allow FVPSA Program staff to monitor grantee compliance with program requirements, to assist grantees, and to collect information on program services and outcomes that will be used to prepare statutorily required biennial reports to Congress on the effectiveness of FVPSA Program funding in preventing and responding to family violence.

3. Use of Improved Information Technology and Burden Reduction

The program announcements for FVPSA grants are available each year on the internet, www.acf.hhs.gov/grants. Additionally, all forms are available to grantees in a fillable Word format. Because recipients of FVPSA State and Tribal grants receive funding from multiple Federal, State and private sources, many have existing databases to collect information on services provided. Therefore, in consultation with grantees, the decision was made not to create an automated reporting system that would be duplicative. Instead, grantees will continue to pull data on program services from existing databases.

4. Efforts to Identify Duplication and Use of Similar Information

While respecting the need for ensuring the safety of clients who are victims of domestic violence, grantees are required to report an unduplicated count of clients served within the fiscal year within that program. In FY-07 and FY-08, the FVPSA Program held working groups to consult with State and Tribal grantees on the proposed reporting requirements. Grantees confirmed that no other report provides the requested information on the scope of domestic violence prevention and intervention services offered by FVPSA grantees.

5. Impact on Small Businesses or Other Small Entities

Recognizing that the domestic violence programs funded by FVPSA are continually reponding to crisis situations and high demand for services, the proposed information collection efforts were kept to the minimum information

required to achieve program accountability and oversight.

6. Consequences of Collecting the Information Less Frequently

ACF would be unable to exercise oversight and stewardship if information collection were not conducted. The Program would be unable to make funding determinations, to assess program effectiveness, or to focus monitoring and technical assistance where needed.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

None are applicable.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

Federal Register: The 60 day notice was published in the Federal Register on April 15, 2008 (Vol.73, No. 73, Page 20304). We received three requests for copies of the draft information collection; those were provided. No further comments were received.

In addition, FVPSA Program personnel convened working group meetings during FY-07 and FY-08 with representatives of State, Tribal, and State Domestic Violence Coalition grantees to discuss proposed changes to reporting requirements, to gather recommendations regarding efficient and non-burdensome data on program services, and to avoid duplicative or conflicting requests for information. The following individuals are representative of working group participants:

- Anne Menard, Director, National Resource Center on Domestic Violence, 800-537-2238, extension121
- Susan Hannibal, FVPSA State Administrator, Washington State Department of Social and Health Services, 206-923-4910
- Lanisha Bell, Program Manager, Mississippi Band of Choctaw Indians, Family Violence and Victim Services, 601-650-1775

9. Explanation of Any Payment or Gift to Respondents

No gifts or payments were made to respondents.

10. Assurance of Confidentiality Provided to Respondents

This instrument only requires the submission of aggregate level data on client services to protect the confidentiality of individual level data regarding victims of domestic violence. Protection of privacy and case files is the responsibility of the grantees, but ACF may examine agency diligence in this regard through onsite monitoring or other means.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature in the FVPSA grant program announcements or reporting forms.

12. Estimates of Annualized Burden Hours and Costs

The burden estimate for this activity is on prior respondent burden for information collection. Several data elements in the Progress Reports have been collapsed or eliminated to lessen the overall complexity. Therefore, it is estimated that the burden hours will remain the same. Specific estimates for the hour burden for each information collection are shown in the table below:

INSTRUMENT	NUMBER OF RESPONDENTS	RESPONSES PER RESPONDENT	BURDEN HOURS PER RESPONSE	TOTAL BURDEN HOURS	WAGE RATE	TOTAL HOUR COST
FVPSA State Grant Program Announcement	53	1	10	530	\$25	\$13,250
FVPSA Tribal Program Announcement	200	1	10	2,000	25	50,000
FVPSA State Domestic Violence Coalition Program Announcement	52	1	10	520	25	13,000
FVPSA State Grant Performance Report	53	1	15	795	25	19,875
FVPSA Tribal Grant Performance Report	200	1	15	3,000	25	75,000
Total	558			6,845		\$171,125

13. Estimates of Annualized Cost Burden to Respondents

No additional incremental costs are anticipated. Responses to FVPSA Program Grant Announcements and Progress Reports will, in most cases, be completed by existing staff using data collection and reporting procedures currently in place for formula grant recipients. The minor revisions to data collection processes can be accommodated through routine updates and maintenance to existing databases to capture the required Progress Report data elements.

14. Estimates of Annualized Cost to the Federal Government

This information collection process is part of the normal duties and functions for the FVPSA Program and therefore no additional costs are projected to be incurred.

15. Explanation of Program Changes or Adjustments

This adjustment to the current OMB inventory results from three factors: 1)a revised estimate of the hourly burden

for completing grant applications and progress reports; 2) a revised estimate of responses to include the current population of formula grant recipients; and 3) counting responses each time grantees submit an application or a progress report. The previous inventory estimated did not break out the information collected for the application and progress report as two separate responses. The actual burden on grantees has not changed. The proposed information collection includes minor changes to the application process from the currently approved OMB inventory. The proposed changes to the reporting requirement replace the existing requirements currently found in the OMB approved program announcements. The proposed Progress Report reduces the number of data elements, and standardizes and clarifies the data to be reported.

16. Plans for Tabulation and Publication and Project Time Schedule

It is anticipated that the Program Announcements will be published in December, 2009. Grantees will submit applications within 45 days after the announcement. Applicants are subsequently notified of awards approximately 90 days after the due date. Annual Progress Reports are due each year on December 29th. Aggregation, verification and analysis of Progress Report data will be completed by March of each year. Analysis will include totals and percentages of clients served, demographic data, client outcomes, and services provided, including tracking of trends in program clients and services. Annual data on FVPSA Program grants and services will be reported through regular budget submissions, intra-Departmental updates, biennial Reports to Congress, and other reports for grantees and the general public.

17. Reason (s) Display of OMB Expiration Date is Inappropriate

The expiration date will be displayed.

18. Exceptions to Certification Requirements and Employing Statistical Methods

There are no exceptions to the Certification statements for Paperwork Reduction Act Submissions. This information collection does not employ statistical methods as indicated

in the Information Collection Request Review and Approval System Jr., item 12.

ATTACHMENTS TO SUPPORTING STATEMENT

- Appendix A** **Fiscal Year 2009 Program Announcements for Family Violence Prevention and Services Program Grants to States; Native American Tribes and Alaskan Native Villages; and State Domestic Violence Coalitions**
- Appendix B** **Program Progress Report (PPR) Forms:
SF-PPR Family Violence Prevention and Services Program State Grants
SF-PPR Family Violence Prevention and Services Program Native American Tribal Programs**
- Appendix C** **Family Violence Prevention and Services Act (42 U.S.C 10401 et seq.)**
- Appendix D** **Family Violence Prevention and Services Act Regulations 45 CFR Part 1370**