

SUPPORTING STATEMENT

COPS Hiring Recovery Program (CHRP) 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 I of the “crime bill,” the Public Safety Partnership and Community Policing Act of 1994 (the Act). The Act authorizes the Attorney General to make grants to States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia thereof to increase police presence, to expand and improve cooperative efforts between law enforcement agencies and members of the community, to address crime and disorder problems, and otherwise to enhance public safety.

As a grant-making agency, the COPS Office is charged with monitoring each program, project or activity it funds. To accomplish this, 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 CHRP Progress Report will be an important instrument in our grant management and monitoring plan, and will be used to measure our grantees’ progress in grant implementation and to track the community policing activities of grant recipients. The report will also provide the COPS Office with OMB mandated quarterly performance measures.

2. Needs and Uses

The CHRP Progress Report solicits information about the grantees’ hiring efforts, grant implementation assistance needs, retention planning, and the impact of the grant on increasing the capacity of grantees to implement community policing strategies.

All COPS grantees that have active CHRP hiring grants will be required to complete the report on a quarterly basis.

3. Efforts to Minimize Burden

The COPS Office is committed to furthering our E-government projects and plans to minimize respondent burden by administering the CHRP Progress Report using an Internet-based system that will allow the respondents to electronically submit their reports. Grantees without access to the Internet will be contacted by the COPS Office and provided the opportunity to complete their report over the phone. This report will then be manually entered into the system. The Internet-based report will include pre-populated data based on grant award and respondent information found in the COPS Management System, thus minimizing the amount of information the respondent must enter.

In addition, the COPS Office limited the data collected on this report to only those questions that were not part of the Recovery Act Report on www.FederalReporting.gov. For example, the COPS Office did not include a narrative question on grant implementation activities as that will be reviewed on the Recovery Act report.

4. Efforts to Identify Duplication

There is no duplicative effort.

5. Methods to Minimize Burden on Small Business

This collection instrument will have no significant impact on small business.

6. Consequences of Less Frequent Collection

Less frequent collection would not allow the COPS Office to obtain the most current information on our grantees' grant implementation efforts and community policing activities. It would hinder our ability to report on the grantees' implementation of their Recovery Act CHRP grants.

7. Special Circumstances Influencing Collection

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

8. Reasons for Inconsistencies with 5 CFR 1320.6

There are no inconsistencies with this regulation.

9. Payment or Gift to Respondents

The COPS Office does not provide any payment or gift to respondents. Furthermore, it is not permitted under the terms of the grants.

10. Assurance of Confidentiality

No assurance of confidentiality has been made to respondents.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature. No information commonly considered as private is included in the proposed requested information.

12. Estimate of Hour Burden

There will be approximately 1,046 grantees submitting an a quarterly progress report. The estimated time to complete the progress report is ten minutes per grantee submission.

10 minutes per respondent x 1,046 respondents X 4 quarters = 697.334 annual hours

Total Annual Respondent Burden: 697.334 hours

There is no record keeping burden for this collection.

13. Estimate of Cost Burden

Completing this 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 a contracting agency to review, compile, and process the reports should require approximately 30 minutes per report. No special equipment, other than currently in-use personal computing equipment, is required. The total annual cost to the Federal government is estimated as follows:

.5 hours per report x 1,046 reports per year = 523 hours
523 hours @ \$54.72 per hour = \$28,618.56 annually

15. Reason for Change in Burden

Since this is a new collection, there is no change in burden.

16. Publication

This data collection will not be published.

17. Request not to Display OMB Control Number

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

18. Exceptions to Certification Statement

COPS does not request an exception to the certification of this information collection.

Part B. Statistical Methods: Not applicable