

# SUPPORTING STATEMENT

## PART A—JUSTIFICATION

### 1. Necessity of Information Collection

The Victims of Crime Act (VOCA), as amended, was signed into law in 1984. VOCA established the Crime Victims Fund (the Fund). Each year, millions of dollars are deposited into the Fund from criminal fines, forfeited bail bonds, penalty fees, and special assessments collected by U.S. Attorneys' Offices, U.S. courts, and the Bureau of Prisons. These dollars come from offenders convicted of federal crimes—not from taxpayers. (See Attachment A-1 for a copy of VOCA).

Section 1403(a)(1) of VOCA provided that “the Director shall make an annual grant from the Fund to an eligible crime victim compensation program of 40 percent in Fiscal Year 2002 and of 60 percent in subsequent fiscal years of the amounts awarded during the preceding fiscal year, other than the amounts awarded for property damage.”

The elements of the attached Performance Report are based on the eligibility requirements of Section 1403(a)(1), the Program Guidelines of the VOCA Victim Compensation Program, and the experience of 28 years of program implementation. (See Attachment A-2 for a copy of the *Victim Compensation Program Guidelines*).

### 2. Needs and Uses

VOCA and the Program Guidelines require each state crime victim compensation program to submit an annual Performance Report. The Report includes information about claims compensated, including terrorism, drunk driving, and domestic violence; disposition of claims; payments for compensable expenses; and use of administrative funds. Every effort has been made to minimize the burdens associated with these reporting requirements.

Information received from state crime victim compensation programs is aggregated to form the basis of the Director's report to the President and Congress on the effectiveness of the activities supported with VOCA funds. This report is submitted to the President and Congress on June 30, every 2 years.

Information contained in the VOCA Victim Compensation Performance Report provides a vehicle for compensation programs to provide to OVC documentation of compliance for each of the eligibility requirements. Additionally, report submissions reflect the effectiveness of the activities supported under VOCA and the crime victim compensation grant program.

If this information was not provided, OVC could not assess the impact or effectiveness of the grant funds on each state crime victim compensation program and could not submit

the required report to the President and Congress.

**3. Efforts to Minimize Burden**

The Performance Report is submitted electronically via the Web-based Grants Management System (GMS). Each VOCA crime victim compensation program has developed a database to maintain and track reporting elements. OVC does not foresee any technical or legal obstacle to complying with this program requirement. GMS provides an easy mechanism for states to provide data to OVC, and the aggregate data is tabulated via computer rather than manually.

**4. Efforts to Identify Duplication**

Given the program nature of the state crime victim compensation program, this collection effort does not duplicate other activities. Assurances of a state compensation program's eligibility and compliance with the provisions of VOCA can be provided only by the state agency or board designated by statute to administer the state victim compensation program. There is no alternative source for the information and statistics necessary to assess and report on the impact of the federal crime victim compensation grants awarded under VOCA.

**1. Methods to Minimize Burden on Small Business**

Collection of information does not pertain to small businesses or other small entities.

**6. Consequences of Less Frequent Collection**

The annual collection of information has been reduced to the lowest number of submissions possible. If information was collected less frequently, it would be outdated, would not assist OVC in its monitoring efforts, and would not be available in time for the preparation of the report to the President and Congress.

**7. Special Circumstances**

There are no special circumstances.

**8. Consultation Outside the Agency**

OVC solicited input from the states and the National Association of Crime Victim Compensation Boards to develop a form that captures only data that is pertinent to states, as well as provides the Federal Government with information necessary to monitor compliance and respond to congressional reporting requirements.

**9. Payment or Gift to Respondents**

The information OVC requests is specifically designed to enable OVC to measure the impact of the monies deposited in the Crime Victims Fund and awarded to state programs. No payment or gift is provided to a grantee for providing this information.

**10. Assurance of Confidentiality**

No assurance of confidentiality has been made to respondents. The information requested does not specifically identify any individual crime victim or victims.

**11. Justification for Sensitive Questions**

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

**12. Estimate of Hour Burden**

A total of 53 respondents (grantees) will be asked to complete the Victim Compensation Performance Report form annually. The annual hour burden is based on the approved burden of two reporting hours for each respondent. (53 respondents x 2 hours per respondent = 106 hours). Because respondents will utilize a similar database for tracking program statistics, OVC does not anticipate that the hour burden on respondents will vary.

The estimated annualized cost to respondents for completing the above referenced form is based on a total of two reporting hours required for each respondent. An estimated cost for the 53 respondents is based on the time required for one GS-7 (equivalent) statistical clerk to identify and record performance data. The estimated annualized cost for the 53 respondents is \$1,725.68. Estimated cost is calculated at \$16.28 per hour for one staff person at the GS-7 (equivalent) grade level.

$$\begin{aligned} 2 \text{ hours} \times 53 \text{ respondents} &= 106 \text{ hours} \\ 106 \text{ hours} \times \$16.28 \text{ per hour} &= \$1,725.68 \end{aligned}$$

**13. Cost Burden to Respondents**

Because OVC developed and provided each respondent (grantee) with a comprehensive crime victim compensation database product in 1993, no capital and startup costs will be incurred by the respondents.

**14. Annualized Cost to Federal Government**

The estimated annualized cost to the Federal Government for reviewing, compiling, and processing the Performance Report forms from 53 respondents is no more than 2 hours per form. The estimate is based on the time required for one GS-9 program assistant to

record this information into a nationwide database and generate an aggregate report. The estimated total cost to the Federal Government is \$2,111.52.

$$106 \text{ hours} \times \$19.92 \text{ per hour} = \$2,111.52$$

There are no other anticipated costs in complying with these requests.

**15. Reason for Change in Burden**

OVC has no change in burden.

**16. Project Schedule**

The results of this collection of information are not planned to be published for statistical purposes. This collection of information does not require the employment of statistical methods.

**17. Expiration Date**

OVC has no objection to displaying the expiration date for OMB approval of the information collection.

**18. Certification for Paperwork Reduction Act Submissions**

OVC has no exceptions to the certification statement.

## PAPERWORK CERTIFICATION

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 for directives, and any other information policy directives promulgated under the Paperwork Reduction Act of 1995.

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Signature (Program Signatory)

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Date

## **Public Reporting Burden**

**Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this information is 120 minutes or 2 hours. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the State Compensation and Assistance Division, Office for Victims of Crime, U.S. Department of Justice, 810 Seventh Street NW, Washington, DC 20531.