

THE SUPPORTING STATEMENT

Specific Instructions

A. Justification

1. Circumstances Making the Collection of Information Necessary

Title II of the Child Abuse and Treatment Act (CAPTA), as amended by Public Law 111-320, reauthorized on December 20th, 2010 (42 U.S.C. 5116 et seq.), requires the applicant agency to submit information required by section 201; 202; 205; and 206 pursuant to receiving a grant award under this authority. Section 206 (1) – (8) and CFR Part 92 Subpart C specify requirements for the annual program and financial reports. The financial reports it submitted on Standard Form 425 which has been approved by OMB No. 0348-0061.

This Program Instruction provides guidance to States and Territories on the required content of the Community-Based Grants for the Prevention of Child Abuse and Neglect (administratively known as Community-based Child Abuse Prevention Program or CBCAP) application as well as content requirements for the annual program and financial reports.

2. Purpose and Use of the Information Collection

All of the information submitted will be used by ACYF to: (1) ensure compliance with the statute, (2) complete the calculation of the State's grant award entitlement, and (3) provide training and technical assistance to the grantee.

3. Use of Improved Information Technology and Burden Reduction

Applicants must submit these reports electronically.

4. Efforts to Identify Duplication and Use of Similar Information

No other data source collects similar information.

5. Impact on Small Businesses or Other Small Entities

Only the lead agency designated by the Chief Executive Office in each State or Territory, is eligible to submit an application for this grant award. Any Territory, at its own discretion, may request that the CBCAP funds be awarded as part of the Territory's consolidated grant. In that case, the Territory would not be required to submit an application under this program instruction. The information required is the absolute minimum necessary for meeting the statutory requirements and providing the information on which the actual grant awards are calculated.

6. Consequences of Collecting the Information Less Frequently

Both the application, itself, and the annual program and financial reports are one-time per

annum requirements. Without the prescribed application, as required by the statute, a State may not receive funding under this authority.

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

There are no special circumstances required in the collection of this information in a manner other than required by OMB.

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

The 60 day notice was published 1/14/15, vol. 80, page 1915.

Regular ongoing contact through the CBCAP listserv, annual grantee meetings, and informational inquires have yielded string support for the Program Instruction.

9. Explanation of Any Payment or Gift to Respondents

No payments other than a one-time grant award per application will be made to States or Territories.

10. Assurance of Confidentiality Provided to Respondents

Data in the applications are not confidential.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature in the application requirements.

12. Estimates of Annualized Burden Hours and Costs

The information collection burden listed on the ICRAS are only estimates. The CBCAP application and annual report is submitted on a one-time only (per annual grant award) basis. The hours per response are based on an average amount of time needed by the States, and those Territories so choosing to submit an independent application and report, for consultation, coordination, collection of baseline information, and for developing and submitting the required application and annual report. The application will be the basis for States and Territories to receive funding under Title II of CAPTA. The annual reports provide compliance information, indicate progress with meeting program goals and objectives, and pinpoint technical assistance needs.

The Financial reports will be submitted annually on or before December 31st. The estimated information collection burden hours required to complete the Application, the Annual Program Report, and the Annual Financial Report (SF 425, OMB No. 0348-0039) are based on the assumption that all States and Territories will submit applications under this authority. Cost and respondent time are based on previous CBCAP grant applications and reports.

We estimate that it will take approximately one and a half weeks (64 hours) for each applicant to complete the Application, the annual report, and Financial Reports. We estimate the average hourly wage for staff developing the reports @ \$20/hour.

Annual Burden Estimates

Instrument	Number of Respondents/	Number of responses of respondent/	Average burden hours per response/	Total burden hours
Application	52	1	40	2080
Annual Report	52	1	24	1248
Estimated Total Annual Burden Hours: 3328				

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no additional annual direct costs to respondents as a result of this information collection.

14. Annualized Cost to the Federal Government

There are no additional Federal costs as a result of this information collection.

15. Explanation for Program Changes or Adjustments

The last Program Instruction submission burden numbers were based on an estimate of the number of States and Territories that would respond. That estimate has not changed. The expected number of States and Territories applying for funding through this process remains 52.

There were no program changes

16. Plans for Tabulation and Publication and Project Time Schedule

The Department does not plan to publish the information collected.

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

The Department will display the expiration date on the Program Instruction and the SF-425. The States and Territories will submit the Application and annual Program Report in the format of their choice.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification statement.

B. Statistical Methods (used for collection of information employing statistical methods)

1. Respondent Universe and Sampling Methods

Using Statistical Methods would not reduce burden or improve accuracy of results.

2. Procedures for the Collection of Information

There will be no additional procedures for the collection of information

3. Methods to Maximize Response Rates and Deal with Nonresponse

All States submit responses annually, so there is need for additional method to maximize response rates.

4. Test of Procedures or Methods to be Undertaken

There will be no additional procedures or methods undertaken.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Rosie Gomez – Federal Project Officer

Experts at the National Resource Center for Community-Based Child Abuse and Neglect