

**Nonprofit Program Office (NPPO)  
Office of Research and Development  
Veterans Health Administration (VHA)**

**NPPO Operations Oversight Questionnaire for  
VA Affiliated Nonprofit Research and  
Education Corporations (NPCs)**

**The Paperwork Reduction Act of 1995:** This information is collected in accordance with Section 3507 of the Paperwork Reduction Act of 1995. The public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time to review instructions, search existing data sources, gather and maintain data needed, and complete and review the collection of information. Respondents should be aware that we may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB number. This collection of information is intended to assist the Nonprofit Program Office (NPPO) in evaluating its oversight of VA affiliated Nonprofit Research and Education Corporations (NPCs) and identify areas requiring improvement. Your response to this information collection is mandatory as an NPC participating in the program.

**Privacy Act Statement:** VA is asking you to provide the information requested in this form under the authority of 38 U.S.C. section 7366 in order for the VA NPPO to evaluate its oversight of NPCs. VA may disclose the information that you provide as permitted by law. VA may make a "routine use" disclosure of the information for: civil or criminal law enforcement; congressional communications; the collection of money owed to the United States; litigation in which the United States is a party or has interest; the administration of VA programs, including verification of your eligibility to participate; and personnel administration. You must provide the requested information to VA to continue participation with the NPPO as an NPC. This information also may be used for other purposes as authorized or required by law.

## Introduction and Instructions

This Operations Oversight Questionnaire is a tool designed by the Nonprofit Program Office (NPPO) to be used in its oversight of the VA affiliated Nonprofit Research and Education Corporations (NPCs).

This questionnaire is a mandatory NPPO oversight review or audit tool. The questionnaire allows NPPO to assess the NPC's operations and to identify areas that need improvement. When appropriate, NPPO will provide formal written recommendations for improvements to the NPC's management, the VA Medical Center Director, the VISN Director, and the NPC's board of directors.

NPPO may create best practices from responses to this questionnaire to improve operations and to provide recommendations to the Office of Research and Development, VHA's Nonprofit Program Oversight Board, or to VHA.

Normally, this questionnaire will be completed by the NPC's Executive Director, Chief Executive Officer or other person with equivalent authority, ability and knowledge of the NPC's operations.

If you are uncertain about how to answer any of the questions, please leave the question unanswered and continue to the next question. The NPPO will discuss skipped questions with you either over the phone or during the on-site review.

NPPO estimates that answering this questionnaire will take an average of one and a half hours. However, because of the huge size disparities in the NPCs and other factors peculiar to some of the NPCs, more or less time may actually be required. If you would like to comment upon the estimated burden of completing this questionnaire, or have any questions or suggestions, please contact Kimberly Collins, NPPO Director, at 202-731-6973 or [kimberly.collins@va.gov](mailto:kimberly.collins@va.gov).

VA and NPPO cannot assure that the Operations Oversight Questionnaire answers will be kept confidential or private. However, NPPO will make a reasonable effort to confine the answers to those within VA who have a need to know.

This questionnaire does not contain any information that can reasonably be regarded as sensitive.

Under the Paperwork Reduction Act, VA may not conduct or sponsor, and you are not required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) number or is being collected from fewer than ten persons (entities) in a twelve-month period. It is highly likely that NPPO will require answers to at least some of the questions in this questionnaire from ten or more of the NPCs annually.

This Operations Oversight Questionnaire will be made available to respondents electronically by email or by downloading from the NPPO Web site. Completed questionnaires must be returned to NPPO electronically. There is no additional record-keeping requirement for this questionnaire.

The VA Office of Inspector General's Report No. 07-00564-121 of May 5, 2008 states that "The NPPO is responsible for providing oversight and guidance affecting operations... (of) each NPC ...and ensuring deficiencies are corrected." The responses to the questionnaire will assist the NPPO in fulfilling its obligation to review NPC operations and to make recommendations for improvements where warranted.

NPC: [Click here to enter text.](#)

Prepared by: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

## People, Programs, and Plans

**1. Who are the NPC's key administrative employees or management team? What are their backgrounds and roles in the organization? Does the NPC employ adequate staff to support current operations?**

[Click here to enter text.](#)

**2. What major programs are vital to the NPC in its support of VA research and education? Are there any new programs planned for the future? What have been the NPC's greatest accomplishments?**

[Click here to enter text.](#)

**3. What are the NPC's growth and development plans for the next three to five years? Does the NPC have the resources and support necessary to accomplish these plans? Are there any obstacles to future growth and development? Does the NPC employ adequate staff to support future growth and development?**

[Click here to enter text.](#)

## Fiscal Operations

**4. What, if anything, can be done to increase revenues?**

[Click here to enter text.](#)

**5. What, if anything, can be done to reduce administrative expenses?**

[Click here to enter text.](#)

**6. Does the NPC maintain an administrative expense reserve fund?**

[Click here to enter text.](#)

**7. Has the NPC given consideration to becoming part of a Multi-NPC?**

4

Click here to enter text.

**8. What can VHA's Office of Research and Development do to help the NPC be more effective and successful?**

Click here to enter text.

**9. What can the NPPO do to help the NPC be more effective and successful?**

Click here to enter text.

**10. Please provide recommendations or suggestions for improving the nationwide NPC program?**

Click here to enter text.