

Supporting Statements for the Paperwork Reduction Act Submission

Agency: Office of Justice Programs, Office for Victims of Crime
Title: **OVC Tribal Financial Management Center Needs Assessment and Evaluation Package:**
(Pre/Post) Individualized Training and Technical Assistance Evaluation
Peer to Peer Evaluation
(Pre/Post) Webinar Evaluation
Learning Circle Evaluation
(Pre/Post) Regional Evaluation
Virtual Support Center Evaluation
Website Evaluation
Consultant Evaluation
Focus Group and Interview Protocol
Follow-up Evaluation
Needs Assessment Survey
Interview Intake Assessment

A. JUSTIFICATION

1. Necessity of Information Collection

The Office for Victims of Crime (OVC) is a Federal agency within the Office of Justice Programs, U.S. Department of Justice. This is a new request for OVC TFMC feedback forms to serve the information needs of OVC TFMC under the Office of Justice Program contract number GS-00F-010CA.

Congress formally established OVC in 1988 through an amendment to the 1984 Victims of Crime Act (VOCA) to provide leadership and funding on behalf of crime victims. The mission of OVC is to enhance the nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for victims of crime. As one part of its mission, OVC is committed to providing victims of crime with access to comprehensive, quality services. One of the ways it does this is through its training, technical assistance, and other support to assist the field in building its collective capacity to service victims of crime. The OVC Tribal Financial Management Center (OVC TFMC) provides comprehensive training and technical assistance (TTA) to further this mission through improving the financial infrastructure of tribal grantees.

OVC TFMC was created through Federal funds from OVC through the Tribal Victim Services Set-Aside Program, the Coordinated Tribal Assistance Solicitation, and other OVC

tribal victim services initiatives. TFMC provides organizational financial management TTA and support to American Indian and Alaska Native (AI/AN) grantees and victim services programs. This will be accomplished through needs assessments; individualized, focused financial management TTA; resources to strengthen their financial infrastructure, and; enhancement of their knowledge and skills to efficiently and effectively manage the financial aspects of their Federal (primarily OVC) award(s).

2. Needs and Uses

This is a new request for an OVC TFMC Feedback Form Package. On OVC's behalf, OVC TFMC's Evaluation Team will collect, analyze, and interpret information gathered through this clearance to identify strengths and weaknesses of its T/TA, make improvements based on this feedback, and identify the types of T/TA services needed. The solicitation of feedback will target areas such as timeliness, appropriateness, accuracy of information, courtesy, efficiency of T/TA delivery, and resolution of issues encountered while interacting with OVC TFMC. The Package comprises the following forms: (Pre/Post) Individualized T/TA Evaluation; Peer to Peer Evaluation; Webinar (Pre/Post) Evaluation; Learning Circle Evaluation; Regional (Pre/Post) Evaluation; Virtual Support Center Evaluation; Website Evaluation; Consultant Evaluation; Focus Group and Interview Protocol; Needs Assessment Survey; Interview Intake Assessment, and; Follow-up Evaluation.

Except for focus groups and interviews, all evaluations will be disseminated electronically and no personally identifiable information (PII) will be collected. All quantitative findings will be reported in aggregate form. When applicable, qualitative data collection efforts will collect the minimal amount of PII (e.g., name and contact information) necessary for scheduling purposes. Any contact information will be stored separately from any notes, and all files will be password protected and stored on a secure server. All information collected on the feedback forms is protected in accordance with the Privacy Act of 1974.

OVC TFMC employs onsite procedures to further secure personally identifiable information. Evaluation data cannot be viewed by anyone outside of the evaluation team members. All evaluation staff with access to the data have signed written Staff Confidentiality Agreements. They have also successfully completed two trainings annually to ensure knowledge of, and adherence to, best practices around data collection, access, and storage: (1) Social & Behavioral Research offered through the Collaborative Institutional Training Initiative Program and (2) ICF's Data Protection Training. The latter is offered annually to ICF staff to develop their understanding of ICF's Data Protection Policies and Procedures, and to illustrate the practical ways we must collect, process, transfer, or otherwise treat personal or sensitive data (as defined by The EU General Data Protection Regulation). Online survey data are stored on a secure Web server until the information is extracted and imported into

the evaluation team's databases in a secure-access folder. All evaluation data are aggregated for analyses and reporting. The needs assessment data are reported in aggregate as well, but organizational-level information is provided to the client upon request.

The package includes 15 instruments to assist with a comprehensive needs assessment of grantees and evaluation of OVC TFMC. This collection of information is necessary to enable OVC TFMC to collect recipient and stakeholder feedback in an efficient, timely manner and in accordance with OVC's commitment to improving service delivery. The information collected from our recipients and stakeholders will help ensure that users have an effective, efficient, and satisfying experience with OVC TFMC's T/TA services. This feedback will provide insights into recipient or stakeholder perceptions, expectations, and experiences; provide an early warning of issues with T/TA; and focus attention on areas where communication, training, or changes in operations might improve the delivery of T/TA or the responsiveness of OVC TFMC. These collections will allow for ongoing, collaborative, and actionable communications between OVC TFMC and its recipients and stakeholders. It will also allow feedback to contribute directly to the improvement of program management.

- *Individualized (Pre/Post) T/TA Evaluation Form.* Recipients of individualized T/TA, either virtually or in-person, are asked for feedback on their experience at three or four time points. Prior to the start of the T/TA, a brief survey solicits information about their expectations of the T/TA and captures baseline information about their knowledge and their organization's financial infrastructure. Immediately following the completion of the T/TA, recipients are asked to complete a survey to capture their satisfaction with the T/TA provided. Approximately six and/or 12 months after the T/TA, OVC TFMC follows up with participants to measure the outcomes of the T/TA via the *Follow-up Evaluation Form*. All surveys will be disseminated electronically.
- *Peer to Peer Evaluation Form.* Recipients that participate in the Peer to Peer forum will be asked to complete a short evaluation for feedback. As currently envisioned, the Peer to Peer forums will be a follow-up activity to webinars and other T/TAs. They will occur approximately 2-weeks after select T/TA and affords a space for grantees to continue to learn from each other about various financial topics. These forums will occur virtually, and surveys will be disseminated electronically at the conclusion of the forum. Questions on the survey solicit feedback about the facilitator(s), outcomes of participation, and overall feedback regarding the mode and duration of the forum.
- *(Pre/Post) Webinar Evaluation Form.* This form will be administered at up to two time points for OVC TFMC sponsored webinars. When applicable, a pre-webinar evaluation will be emailed to respondents who registered for attendance. The brief survey will capture baseline information about the professional background of the participant and

baseline knowledge about the topic of the webinar. This information will help orient the instructor to the audience. After the webinar a link to the online survey will either be incorporated into the webinar or the evaluation team may send a link out by email to all registered participants. The survey is designed to gather information about the performance of the instructor; satisfaction with the webinar; applicability of the T/TA to the participant's job duties; changes in knowledge, skills, and attitudes; what they learned; and the professional background of the respondent.

- *Learning Circles Evaluation Form.* This form will be administered post session to participants. The form is designed to gather information about the participant's satisfaction with Learning Circles facilitated or hosted by OVC TFMC.
- *(Pre/Post) Regional Evaluation Form.* This T/TA will be facilitated at conferences and other gatherings that are heavily attended by OVC TFMC's target population—tribal grantees. When applicable, a pre-regional evaluation form will be disseminated electronically, or in person prior to the start of the regional training, to obtain baseline information about the participants and knowledge about their organization's financial capabilities. After the T/TA, an evaluation form will be disseminated to solicit feedback about the specific activities conducted during the T/TA, the applicability of the T/TA to their roles within their organization, and how they plan to incorporate the information they learned in their work. If applicable, a six and/or twelve-month Follow-Up Survey will be disseminated to assess the longer-term impact of the T/TA received.
- *Virtual Support Center Evaluation.* OVC TFMC would like to evaluate the interactions between OVC TFMC staff and respondents that reach out to the Virtual Support Center for assistance. This is in the form of one evaluation question that is included in all email correspondence. Respondents can answer the question about how satisfied they were with the interaction directly in the email.
- *Website Feedback Evaluation.* There will be a popup box on the OVC TFMC website that will prompt users to rate the usefulness of the content included on the website. Google analytics will also be used to inform number of users and other outputs.
- *Consultant Evaluation Form.* This form is for consultants that provide T/TA through OVC TFMC. The forms are completed through an online survey. Consultants are asked to complete the form within one week after the event. The form is designed to gather information about the consultant's satisfaction with the assistance/support received by OVC TFMC during planning and facilitation of the T/TA.

- *Focus Group and Interview Protocol.* This protocol will be used for leading focus groups or facilitating interviews, either through online forums, other virtual meetings, or in-person meetings. The protocol includes a wide variety of questions that might be asked in a typical focus group/interview. No single focus group/interview would use all the listed questions; instead, this would serve to be a list of approved questions for focus groups/interviews in the future. The typical focus group/interview would cover approximately 15 questions during a 45–120-minute period (on average, 60 minutes). The questions are designed to gather information about diverse topics, including providing feedback on resources or tools, exploring the needs of a field, and gathering information about a certain project or response, such as planning activities, challenges, and lessons learned. All responses will be de-identified for reporting purposes.

- *Follow-up Evaluation.* When appropriate, the follow-up survey will be fielded electronically at six- and twelve-month to respondents that participated in the OVC TFMC T/TAs. The survey captures the longer-term impact of T/TA received, including the grantee’s reassessment of how well the T/TA prepared them to take meaningful steps toward strengthening their financial and grants management. Participants will respond to a similar set of items from the post-T/TA survey to examine whether there have been gains in goal setting and grants management. It will also include a few open-ended questions, asking participants to reflect on additional T/TA needs. This feedback could help improve subsequent offerings of the original T/TA or suggest a follow-up TTA offering that builds on the first.

- *Needs Assessment Survey.* This survey form is designed to help OVC TFMC identify possible training and technical assistance needs. The questions, approximately 35 questions, cover the following domains: budgeting, bookkeeping and accounting, fraud prevention, financial oversight, and financial reporting and monitoring.

- *Intake Interview Assessment.* This will be conducted in the form of a telephone interview at a date and time convenient for the participant(s). The questions are facilitated by two OVC TFMC staff to introduce the TFMC as a resource for financial T/TA. The questions are designed to gather information about the grantee’s experience with Federal funding, recommendations, and preferences for organizational financial management support. This form does not collect personally identifiable information.

3. Efforts to Minimize Burden

The evaluation team is committed to reducing the burden on survey respondents to the extent possible. Flexible modes of completion, specifically, the use of online surveys to minimize data entry, and customizable instruments that allow for use of most relevant items should

help minimize the burden on respondents. Respondents will be asked to complete forms via an online survey for greater convenience. During the development process, survey forms were streamlined to focus on including the most relevant questions. Furthermore, instruments such as the interview and focus group protocols allow for customization to select only the necessary items from the listed questions, depending on the resource or activity being evaluated. These efforts were made to reduce the time burden on respondents. General data entry and analysis will be conducted using SPSS and other comparable statistical software.

4. Efforts to Identify Duplication

The information to be collected is only for the purposes of OVC TFMC and is not available elsewhere.

5. Methods to Minimize Burden on Small Businesses

Small businesses or other small entities are not a specific target population for OVC TFMC services. However, should members of this target population request services, their level of satisfaction with the services rendered may be requested. Furthermore, the amount of potential burden placed on respondents was considered when the OVC TFMC Feedback Form Package was developed, and every attempt was made to reduce the time and effort needed to complete the forms.

6. Consequences of Less Frequent Collection

The OVC TFMC Feedback Form Package is designed specifically to monitor the effectiveness of OVC TFMC's programming, ensuring accountability, and quality customer service. The data will then be used to advise OVC TFMC on ways to improve the support provided to its users and the tribal victim service fields at-large. Without this information, OVC TFMC will be at a disadvantage with regard to knowledge about the quality and effectiveness of services being rendered and user satisfaction.

7. Special Circumstances Influencing Collection

- Respondents of the *(Pre/Post) Individualized Training and Technical Assistance Evaluation, Peer to Peer Evaluation, (Pre/Post) Webinar Evaluation, Learning Circle Evaluation, (Pre/Post) Regional Evaluation, Consultant Evaluation, Needs Assessment Survey, and Follow-up Evaluation Survey* will have the flexibility of completing the forms within 1-2 weeks following the T/TAs. This is important to capture immediate feedback on the event and the content covered during the event before it is forgotten. Burden to the respondent is also reduced because they can complete it at a time convenient for them. The *Interview Intake Assessment* and the *Focus Group and*

Interview will be scheduled at a date and time convenient for the respondent (s). The *Virtual Support Center Evaluation* and the *Website Evaluation* website allows for passive completion by any who would like to provide feedback at their own pace. All evaluations and needs assessments are voluntary.

- Respondents are not required to maintain records for this data collection effort.
- A statistically based survey method (i.e., with probability-sampling, missing response adjustment/analysis, or statistical estimation techniques) is not being used.
- The statement of confidentiality on the survey forms conforms to the Privacy Act of 1974. A statement of confidentiality is provided with explanations of the limitations of confidentiality and voluntary nature of surveys. Respondents are not asked to disclose sensitive or protected information for any survey forms.

8. Public Comment and Consultation

This package will be submitted for Fast-Track Clearance which does not require a 60- or 30-day Federal Register notice period. Respondent burden is not significant, and participation is voluntary. Analysis of data does not require extensive statistical analysis and the data will only be used to improve programmatic aspects of the program.

9. Payment or Gift to Respondents

No payments or gifts will be provided to respondents for completing any of the forms.

10. Assurance of Confidentiality

All information on the feedback forms will be protected in accordance with the Privacy Act of 1974. Any release of information will conform to the stipulations of the Privacy Act and the guidelines of the Institutional Review Board (IRB) as determined by Title 45 Part 46 of the Code of Federal Regulations (see Section 11 for information on IRB). Only members of the evaluation team will have access to completed forms for the purposes of entry and analysis. No personally-identifiable information will be contained within the electronic database, other than contact information for follow-up surveys.

11. Justification for Sensitive Questions

There are no questions deemed to be sensitive in nature. OVC TFMC's evaluation activities have undergone review and been determined to be Not Human Subjects Research (it is not a systematic investigation designed to develop or contribute to generalizable knowledge (45

CFR 46.102 (l)) by ICF's Institutional Review Board (IRB) (ID#112136), which was established to ensure that research is conducted in compliance with Federal regulations, particularly Title 45 Code of Federal Regulations, Part 46, which is the general IRB rule applicable to Federally sponsored research. The primary purpose of the IRB is to protect the welfare of human research subjects and to ensure that physical, psychological and social risks to them are minimized.

12. Estimate of Hour Burden

The OVC TFMC Feedback Form Package contains forms that will require varying levels of burden hours to complete. For this reason, we have outlined the estimated annual burden hours for each form as well as aggregated estimated burden hours for the *entire Package*. These estimates are based on the estimated number of events within each activity type and the estimated number of respondents per event. Pilot testing of the forms with staff was used to derive average completion times.

- The *Pre Individualized T/TA Evaluation* form will be administered to individuals who will be receiving individualized T/TA from OVC TFMC. The survey has a maximum of 9 questions, including mostly rating scale and closed-ended questions. This form will take 2 minutes to complete, on average. Approximately 660 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 22 hours.

Number of Respondents (annually): 660

Frequency of Response: Once

Average Burden Hours Per Response: 0.03 hrs. (2 minutes)

Estimated Total Annual Burden Hours: 22

- The *Post Individualized T/TA Evaluation* form will be administered to individuals who have received individualized T/TA from OVC TFMC. The survey has a maximum of 57 questions, including a mix of rating scale, closed-ended, and open-ended questions. The number of questions will be different for each T/TA depending on the number of objectives, consultants, and specific activities associated with the T/TA delivery. This form will take, on average, 6 minutes to complete if all 57 questions are included in the evaluation form. Approximately 660 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 66 hours.

Number of Respondents (annually): 660

Frequency of Response: Once

Average Burden Hours Per Response: 0.1 hrs. (6 minutes)

Estimated Total Annual Burden Hours: 66

- The *Peer to Peer Evaluation* form will be administered to individuals who attend the Peer to Peer T/TA events hosted and/or facilitated by OVC TFMC staff. The survey has between 26 and 28 questions, including mostly rating scale and closed-ended questions. This form will take 3 minutes to complete, on average. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 25 hours.

Number of Respondents (annually): 495

Frequency of Response: Once

Average Burden Hours Per Response: 0.05 hrs. (3 minutes)

Estimated Total Annual Burden Hours: 25

- The *Learning Circle Evaluation* form will be administered to individuals who participate in OVC TFMC Learning Circle T/TAs. The survey has between 24 and 28 questions, including mostly rating scale and closed-ended questions. It was time-tested with 28 questions and it will take 2 minutes to complete, on average. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 16.5 hours

Number of Respondents (annually): 495

Frequency of Response: Once

Average Burden Hours Per Response: 0.03 hrs. (2 minutes)

Estimated Total Annual Burden Hours: 16.5

- The *Pre Webinar Evaluation* form will be disseminated to participants who register for an OVC TFMC hosted webinar. The survey has a maximum of 10 questions (with the number of questions driven by the total number of webinar objectives). All questions are rating scales and closed-ended questions the instrument was time-tested with 10 questions and it will take 2 minutes to complete, on average. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 16.5 hours.

Number of Respondents (annually): 495

Frequency of Response: Once

Average Burden Hours Per Response: 0.03 hrs. (2 minutes)

Estimated Total Annual Burden Hours: 16.5

- The *Post Webinar Evaluation* form will be disseminated to participants who registered and attended an OVC TFMC hosted webinar. The survey has a maximum of 32 questions

(with the number of questions driven by the total number of webinar objectives). The instrument was time-tested with 32 questions and it will take, on average, 4 minutes to complete. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 33 hours.

Number of Respondents (annually): 495

Frequency of Response: Once

Average Burden Hours Per Response: 0.07 hrs. (4 minutes)

Estimated Total Annual Burden Hours: 33

- The *Pre Regional Evaluation* form will be disseminated to participants who register for OVC TFMC's regional T/TAs. The survey has a maximum of 9 questions (with the number of questions driven by the total number of T/TA objectives). The instrument was time-tested with 9 questions and it will take 1 minute to complete, on average. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 8 hours.

Number of Respondents (annually): 495

Frequency of Response: Once

Average Burden Hours Per Response: 0.02 hrs. (1 minute)

Estimated Total Annual Burden Hours: 8

- The *Post Regional Evaluation* form will be disseminated to participants who participated in a regional training hosted by OVC TFMC. The survey contains a maximum of 59 questions (with the number of questions driven by the total number of T/TA objectives, consultants, and activities). The instrument was time-tested with 59 questions and it will take, on average, 4 minutes to complete. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 33 hours.

Number of Respondents (annually): 495

Frequency of Response: Once

Average Burden Hours Per Response: 0.07 hrs. (4 minutes)

Estimated Total Annual Burden Hours: 33

- The *Virtual Support Center Evaluation* will be disseminated to anyone who emails the Virtual Support Center for information or request. The evaluation consists of one question that will be included in the email response. Participants can answer the question in the email without having to navigate to a different site. It is estimated to take approximately 10 seconds to answer the question. Approximately 1,155 individuals are

expected to complete the survey on an annual basis for an estimated annual burden of 3 hours.

Number of Respondents (annually): 1,155

Frequency of Response: Once

Average Burden Hours Per Response: 0.003 hrs. (0.17 minutes)

Estimated Total Annual Burden Hours: 3

- The *Website Evaluation* will be available for anyone who visits the OVC TFMC website and wants to voluntarily provide feedback. The evaluation consists questions that pops up on the homepage. Participants can answer the questions without having to navigate to a different site. It is estimated to take approximately 15 seconds to answer the questions, on average. Approximately 1,650 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 7 hours.

Number of Respondents (annually): 1,650

Frequency of Response: Once

Average Burden Hours Per Response: 0.004 hrs. (0.25 minutes)

Estimated Total Annual Burden Hours: 7

- The *Consultant Evaluation* form will be completed by consultants/instructors providing training or technical assistance through OVC TFMC. The survey has 14 items, including rating scale, closed-ended, and open-ended questions. This form will take 3 minutes to complete, on average. Approximately 35 individuals are expected to complete the forms on an annual basis for an estimated total annual burden of 2 hours.

Number of Respondents (annually): 35

Frequency of Response: Once

Average Burden Hours Per Response: 0.05 hrs. (3 minutes)

Estimated Total Annual Burden Hours: 2

- The *Focus Group and Interview Protocol* form will be used to facilitate focus groups or interviews. This protocol includes a wide range of questions, not all of which would be used during any one session. Typically, these focus groups will have discussion on approximately 12 open-ended discussion questions across a 30–120-minute period (we estimate an average of 60 minutes). Up to 6 individuals are expected to participate in focus groups or interviews on an annual basis for an estimated total annual burden of 6 hours.

Number of Respondents (annually): 6

Frequency of Response: Once
Average Burden Hours Per Response: 1 hr. (60 minutes)
Estimated Total Annual Burden Hours: 6

- The *Follow-up Evaluation* form will be completed by individuals who participate in OVC TFMC's T/TAs 6- and 12-months after the completion of the T/TA. The survey has 12 items, including mostly rating scale and closed-ended questions with a small number of open-ended questions. These forms will take approximately 4 minutes to complete. Approximately 1,320 are expected to complete the survey on an annual basis for an estimated annual burden of 88 hours.

Number of Respondents (annually): 1,320
Frequency of Response: Once
Average Burden Hours Per Response: 0.07 hrs. (4 minutes)
Estimated Total Annual Burden Hours: 88

- The *Needs Assessment Survey* will be disseminated to, at minimum, all OVC tribal grantees. There is also the possibility that the needs assessment will be disseminated to all tribal grantees DOJ-wide as well as COPS and OVW. The survey contains 33 close-ended questions (with skip patterns). The instrument was time-tested with all questions answered and it will take, on average, 15 minutes to complete. Approximately 800 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 200 hours.

Number of Respondents (annually): 800
Frequency of Response: Once
Average Burden Hours Per Response: 0.25 hrs. (15 minutes)
Estimated Total Annual Burden Hours: 200

- The *Interview Intake Assessment* form is used to guide the interview with individuals who will be receiving individualized T/TA from OVC TFMC. The interview will be conducted via telephone prior to the T/TA. The interview protocol has 12 questions. The total interview time is expected to be 60 minutes. Approximately 495 individuals are expected to complete the survey on an annual basis for an estimated annual burden of 495 hours.

Number of Respondents (annually): 495
Frequency of Response: Once
Average Burden Hours Per Response: 1 hr. (60 minutes)
Estimated Total Annual Burden Hours: 495

Aggregated total number of respondents/responses for this entire package: 9,751

Percent of Responses expected to complete instruments: 50%

Aggregated annual hour burdens for entire Package: 1,021

13. Estimate of Cost Burden

The **estimated total annual cost burden** to respondents resulting from the collection of information as part of the OVC TFMC Feedback Form Package is \$31,073.45. The Package contains forms that will require varying levels of burden hours to complete, which will affect the estimated cost burden. The estimates of annualized cost to respondents are based on appropriate wage rate categories and annual salaries for position types in which respondents serve.

Intake T/TA participants: 495 responses x \$6.94 per response = \$3,435.30

Focus Group participants: 6 responses x \$65.55 per response = \$393.30

All other T/TA participants: 6,410 responses x \$3.47 per response = \$22,242.70

Consultants: 35 responses x \$3.47 per response = \$121.45

Virtual Support Center/Website Users: 2,805 responses x \$1.74 per response = \$4,880.70.

Total annual cost: \$31,073.45

14. Estimated Annualized Cost to Federal Government

The estimated annual cost to the Federal government staff is minimal and limited to staff review time of applications. We estimate the overall **annualized cost to the Federal government** to be \$97,585.60. This cost estimate is based on the task order of work projected for completion under the contract for this training and technical assistance effort. As outlined below, the estimated annual Federal costs associated with OVC's TFMC Needs Assessment and Evaluation Package include the capital/startup and operating and maintenance costs necessary for this information collection to include: the quantification of hours for managerial and support staff to administer the Needs Assessment and Evaluation Package process; the acquisition or development of collection techniques; and operational expenses (e.g., equipment, overhead, printing, etc.) for the three years for which this approval is sought.

- Capital/Startup costs: \$39,065.00. This amount includes instrument design and development. This amount also includes the use and maintenance of information

technology to store, generate, and assist in distributing and collecting the data necessary for carrying out this effort.

- Operating and Maintenance costs: \$58,520.60. This amount reflects the **total annual costs** for operating and maintaining any automated, electronic, mechanical or technological collection techniques, as well as, the labor necessary to implement, analyze and report on this effort.

15. Reasons for Program Changes

This is a new request for a new program.

16. Plans for Publication

There are no plans for external publication. OVC intends to review the results for internal program management purposes. The findings from the Needs Assessments and Evaluations will be tabulated using nonparametric statistical tests. All findings reporting to OVC will be de-identified and in aggregate form unless specifically requested by OVC to report specific findings.

17. Expiration Date Approval

The OMB control number and expiration date will be displayed on all evaluation forms.

18. Exceptions to Certification Statement

There are no exceptions to Item 19 of OMB form 83-I.