

**Family Violence Prevention and Services Act  
Resource Center Grantee Feedback Questions for Virtual Listening Sessions**

**Formative Data Collections for Program Support**

**0970 – 0531**

**Supporting Statement**

**Part A - Justification**

**December 2021**

Submitted By:  
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## Executive Summary

- **Type of Request:** This Information Collection Request is for a generic information collection under the umbrella generic, Formative Data Collections for Program Support (0970-0531).
- **Description of Request:** These questions will be used to engage participants during virtual listening sessions. The Family Youth Services Bureau seeks feedback from discretionary Family Violence Prevention and Services Act grantees on the format, content, and current reporting burden of the required Performance Progress Report. The Administration for Children Families (ACF) will use the information to update the format and content of the Report. Any information from this collection that is shared outside the program office or their supporting contractor will be presented in the aggregate and will not contain personally identifying information. We do not intend for this information to be used as the principal basis for public policy decisions.
- **Time Sensitivity:** ACF plans to conduct these sessions between January 10 and 21, 2022 so there is ample planning time to utilize the feedback collected to update the Performance Progress Report format and content, receive approval from OMB of the updated Report, and implement its use by 2023.

## **A1. Necessity for the Data Collection**

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for holding virtual listening sessions with discretionary grantees of the Family Violence Prevention and Services Act (FVPSA) to modernize its internal FVPSA grantee data submission process by improving data completeness and quality while reducing staff and grantee burden.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Planning for provision of programmatic training or technical assistance (T/TA).
- Obtaining grantee or other stakeholder input on the development of program performance measures.

### ***Background***

The Family Youth Services Bureau (FYSB) has identified a need to improve the FVPSA grantee data submission process to increase data quality and completeness, improve analysis and reporting capabilities, and reduces staff and grantee burden. This proposed information collection is intended to provide the FVPSA Program with information needed to modernize its internal FVPSA grantee data submission process, the Performance Progress Report (PPR) (OMB #0970-0280). FVPSA seeks to collect feedback from Resource Center grantees on the current format and submission process of the PPR, the related reporting burden, and any requested changes to the PPR format or content.

### ***Legal or Administrative Requirements that Necessitate the Collection***

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

## **A2. Purpose of Survey and Data Collection Procedures**

### ***Overview of Purpose and Use***

The purpose of this information collection is to provide FVPSA with feedback to inform improvements to the FVPSA grantee PPR. The goal is to improve data quality, completeness and accessibility, and to provide an increased understanding of the reach and impact of FVPSA funds, as well as an expanded/improved ability to analyze and visualize data and associated trends. These results will enable FVPSA to make better data-driven decisions and direct funds more appropriately to enhancing domestic violence services to match emerging needs.

FVPSA and their supporting contractor will use the information collected from Resource Center grantees to propose changes to the PPR format and content, with the goal of improving the utility of the data collected while also reducing the reporting burden for grantees. Information collected

through these sessions may be shared back with representatives from grantees who attend the virtual listening sessions but will only be presented in the aggregate and will not contain personally identifying information.

### ***Information Collection Processes***

FVPSA intends to hold virtual listening sessions with Resource Center grantees and will use the questions in Attachment A (*FVPSA Resource Center Grantee Feedback Questions for Virtual Listening Sessions*) to facilitate discussion. Some questions may be presented as a live poll during the session.

### **A3. Improved Information Technology to Reduce Burden**

FVPSA proposes using an electronic meeting platform and offering multiple meeting times to grantees.

### **A4. Efforts to Identify Duplication**

FVPSA does not collect feedback on the PPR content, format, or submission process through other means.

### **A5. Involvement of Small Organizations**

No small businesses will be involved with this information collection.

### **A6. Consequences of Less Frequent Data Collection**

This is a one-time data collection.

### **A7. Special Circumstances**

There are no special circumstances for the proposed data collection efforts.

### **A8. Federal Register Notice and Consultation**

#### ***Federal Register Notice and Comments***

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of the overarching generic clearance for formative information collection. This notice was published on November 3, 2020, Volume 85, Number 213, page

69627, and provided a sixty-day period for public comment. During the notice and comment period, no substantive comments were received.

### ***Consultation with Outside Experts***

FVPSA consulted with the Centers for Medicare & Medicaid Services (CMS) Alliance to Modernize Healthcare Federally Funded Research and Development Center (Health FFRDC) at MITRE for the development of the proposed questions.

### **A9. Tokens of Appreciation for Respondents**

No tokens of appreciation for respondents are proposed for this information collection.

### **A10. Privacy of Respondents**

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law.

### **A11. Sensitive Questions**

There are no sensitive questions in this data collection.

### **A12. Estimation of Information Collection Burden**

#### ***Burden Estimates***

The estimated burden for this data collection effort is calculated based on up to 35 representatives of the 16 Resource Center grantees participating in a virtual listening session. FVPSA will hold multiple listening sessions to accommodate representatives' schedules, but each Resource Center representative will only be expected to attend one session. Listening sessions with 10 or fewer representatives will be scheduled for one-hour, while those with more than ten representatives will be extended to 90-minutes to ensure that participants have ample time to respond to the proposed questions. We have estimated burden based on 90-minute sessions to ensure we account for ample burden hours.

#### ***Cost Estimates***

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Child and Family Social Workers [21-1021] and wage data from May 2020, which is \$25.18 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$50.36. The estimate of maximum annualized cost to respondents for a 1.5 hour burden is \$50.36 times 52.5 hours or \$2,643.90. [https://www.bls.gov/oes/current/oes\\_stru.htm](https://www.bls.gov/oes/current/oes_stru.htm)

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Virtual Listening Session	35	1	1.5	52.5	\$50.36	\$2,643.90
Total Burden and Cost Estimates:				52.5	\$50.36	\$2,643.90

**A13. Cost Burden to Respondents or Record Keepers**

There are no additional costs to respondents.

**A14. Estimate of Cost to the Federal Government**

The total cost for the data collection activities includes support from the Health FFRDC at MITRE to facilitate the virtual listening sessions and summarize the feedback received for FVPSA. Based on the terms of ACF and the Health FFRDC’s contractual agreement, the estimated cost is \$2,304.

**A15. Change in Burden**

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

**A16. Plan and Time Schedule for Information Collection, Tabulation and Publication**

FVPSA plans to hold these virtual listening sessions with Resource Center grantees between January 10 and 21, 2022, pending OMB approval. Information collected during these meetings will not be published or released to the public.

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.

