

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)**

**TITLE OF INFORMATION COLLECTION:** Feedback on Family Violence Prevention and Services Act (FVPSA) American Rescue Plan (ARP) Financial Grants Management Training

**PURPOSE:** The ACF Family and Youth Services Bureau Division of Family Violence Prevention and Services is hosting a series of trainings for recipients of the 2021 Family Violence Prevention and Services Act (FVPSA) American Rescue Plan (ARP) Supplemental Grants. The goal of the training, which includes three modules, is to increase the knowledge and understanding of participants’ roles and responsibilities as recipients and sub-recipients of funding and to ensure compliance with the 2 CFR regulations. The module topics are:

- Module 1: Understanding the Code of Federal Regulations (CFR) and Cost Principles
- Module 2: Roles and Responsibilities for Pass Through Entities and Subrecipients
- Module 3: Internal Controls

These pre- and post- training surveys are designed to collect feedback from participants to understand the effectiveness of each of the three Learning Modules. The information collected will inform future training and technical assistance priorities for the FVPSA program.

The Learning Modules will be offered virtually and will be available on the FVPSA website. Participation will be on a voluntary basis and grantees can access the Learning Modules when they need the information. Surveys will be administered at the start and at completion of each module. Each survey is estimated to take about 5 minutes.

**DESCRIPTION OF RESPONDENTS:** Respondents are FVPSA federal grant recipients of the 2021 FVPSA ARP Supplemental Grants which include state administrators, territory administrators, tribes, coalitions, resource centers, and hotlines. Grantee programs include:

- ARP Supplemental Funding
- ARP Grants to Support Survivors of Sexual Assault
- ARP Support for Survivors of Domestic Violence and Sexual Assault from Culturally Specific Populations Grant Programs
- ARP Covid-19 Testing, Vaccines and Mobile Health Units Access

**TYPE OF COLLECTION:** (Check one)

- Customer Comment Card/Complaint Form       Customer Satisfaction Survey  
 Usability Testing (e.g., Website or Software)       Small Discussion Group  
 Focus Group       Other: \_

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: Shawndell N. Dawson, Director, Division of Family Violence Prevention and Services, Family and Youth Services Bureau, Administration for Children, Youth and Families, Administration for Children and Families

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

The survey will be administered at two intervals: before and after the participant completes each of the three Learning Modules. We anticipate that each survey will take 5 minutes to complete. The below table estimates 10 minutes for participants to complete both the pre- and post-surveys for each of the Learning Modules. The below burden table estimates reflect the assumption that an average of 324 people will complete each of the three Learning Modules.

Information Collection	Category of Respondent	No. of Respondents	Participation Time (total pre- and post)	Burden
Module 1 Pre- and Post-Surveys	State Administrators, Tribes and Tribal	324	10 minutes	54 Hours
Module 2 Pre- and Post-Surveys	Administrators, Coalitions, Territory Government		10 minutes	54 Hours
Module 3 Pre- and Post-Surveys	Administrators, and Resource Centers		10 minutes	54 Hours
<b>Totals</b>		324	30	162 Hours

**Federal Cost:**

The cost to the federal government was calculated using the hourly pay rate for the Grants Management Specialist position contracted by the FVPSA Program. It is estimated that each survey will take 3 hours to analyze for a total of 18 hours. The total cost is: \$1,885.50

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

- Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  No  Yes

Training participants will include the following FVPSA grantees:

- State and Territory administrators of FVPSA funding
- Tribes and tribal organizations
- State Domestic Violence Coalitions
- Resource Centers and Hotlines
- FVPSA sub-recipients, including culturally specific domestic violence and sexual assault organizations

For each training, participants will receive a pre-survey link upon registration, and emailed a link to the post-survey upon completion of the training. Reminder pre- and post-survey links will be emailed to participants to encourage maximum participation.

**Administration of the Instrument**

- How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

- Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**