

**Request for Approval under the clearance of the “Generic for ACF Program  
Office Monitoring Activities” Office of Management and Budget (OMB)  
Control Number: 0970-0558**

---

**TITLE OF INFORMATION COLLECTION:** Office on Trafficking in Persons (OTIP) Grant Monitoring Tool (GMT)

**PURPOSE:** Program monitoring is a post-award process through which Administration for Children and Families (ACF) program offices assess a recipient’s programmatic performance and business management performance. Monitoring activities are necessary to ensure timely action by ACF to support grantees and protect federal interests. This Office on Trafficking in Persons (OTIP) Grant Monitoring Tool (GMT) will be used by OTIP grant project officers to collect standardized information from recipients that receive Federal funds to ensure oversight, evaluation, support purposes, and stewardship of Federal funds. Specifically, the GMT allows for:

- Oversight and evaluation of grantee performance: technical/programmatic, financial, and business management.
- Assessment of progress towards meeting Funding Opportunity Announcement objectives.
- Confirmation of compliance with grant requirements: determining whether federal grants are being used for the purposes for which they are made and taking appropriate actions for non-compliance and enforcement.
- Verification that programs/projects initiated by grantees are carried out in a manner consistent with the grantee’s approved project goals and objectives, and in a manner consistent with ACF’s expectations
- Confirmation and assessment of grantee’s subrecipient partnerships.
- Program assessment: collecting additional information on the status, activities, and accomplishments of grantees for reports that the HHS Secretary delivers to Congress, as well as office- and program-specific reports.
- Day-to-day activities, activities performed at specified intervals, and periodic evaluations of grantee performance that are required by statute or policy.
- Determination of certain aspects of continued performance (e.g., continued funding).
- Determination if additional actions/support (e.g., T/TA) are needed to increase the potential for success or to protect federal interests (e.g., enforcement actions).

**DESCRIPTION OF RESPONDENTS:** Respondents include grantees or representatives from organizations and entities who receive Federal funds for OTIP grant programs.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary and in compliance with U.S. Health and Human Services regulations.
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. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name: Vera J. Kiefer, MPA, Research and Data Collection Analyst, Office of Trafficking in Persons

To assist OMB review of your request, please provide answers to the following question:

**PERSONALLY IDENTIFIABLE INFORMATION:**

1. Is personally identifiable information (PII) collected?  Yes  No  
 Contact information (ex. name, email address, phone number, etc) may be collected for the purpose of following up with grant administrators. Respondents will be informed of intended use of their contact information.
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 been published?  Yes  No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent per year	Burden per Response	Annual Burden
OTIP Grantees	35	3	10	1,050
<b>Totals</b>	<b>35</b>	<b>3</b>	<b>10</b>	<b>1050</b>

The OTIP Grant Monitoring Tool (GMT) is intended for use for the following OTIP grant programs: the Domestic Victims of Human Trafficking (DVHT) Program, the Trafficking Victim Assistance Program (TVAP), the Human Trafficking Youth Prevention Education (HTYPE) Program, and the National Human Trafficking Hotline (NHTH). The DVHT Program is inclusive of three distinct programs: the Domestic Victims of Human Trafficking and Services Outreach Program (DVHT-SO), Demonstration Grants to Strengthen the Response to Victims of Human Trafficking in Native Communities Program (VHT-NC), and the Strengthen the Health Care Response for Victims of Human Trafficking Program, which is not yet active. Burden hours were calculated based on the current number of grantees with open, active awards across these programs as of FY 2021 and rounded up to account for future/planned OTIP grant programs. For example, in FY 2022, OTIP plans to issue a new funding opportunity announcement for a restructured TVAP program with a new cohort of potential grantee(s) delivering services in FY 2023.

**FEDERAL COST:** The estimated annual cost to the Federal Government is \$10,078.05.

ACF anticipates that the review and documentation of the information reported by grantees and other recipients of federal funds will cost \$46.91 per hour (job code 13-1111, mean hourly wage data from May 2020) and will take 175 hours (approximately 5 hours per grantee), resulting in an annual cost of \$8,209.25. An additional 40 hours will be spent by federal staff analyzing the monitoring data for insights and trends at \$46.72 per hour (job code 15-2041, mean hourly wage data from May 2020) resulting in an annual total of \$1,868.80. Thus, the total annual cost to the federal government is \$10,078.05 in staff time.

**TYPE OF COLLECTION:**

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

- Web-based
- E-mail
- Paper mail
- Other, Explain

OTIP project officers will use this Grant Monitoring Tool (GMT) to obtain and review grantee documentation that verifies program activities and expenditures while conducting a desk review or site visit. Documentation can consist of any hard copy or electronic documents, including invoices, policies and procedures, logs, timesheets, etc., that provide evidence that an activity or expenditure claimed by the grantee actually occurred. The GMT may be populated in printed paper copy, as a digital PDF, or through a webform, depending on project officer preference.