

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

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**TITLE OF INFORMATION COLLECTION** Office of Family Violence Prevention and Services (OFVPS) Virtual Listening Session Guides with Specialized Services for Abused Parents and Children (SSAPC) Grant Recipients for Performance Progress Report Content Consultation

**PURPOSE:** The Office of Family Violence Prevention and Services (OFVPS) provides fact sheets and other reports to explain how grantees utilize their funds and to illustrate the reach and impact of their supports and services on the community. Most information provided in those reports comes from data submitted by grantees in their annual or bi-annual performance progress report (PPR). OFVPS has a need to translate narrative data collection into a quantitative data collection format to get more granular information and to allow for more efficient data processing. OFVPS has contracted with MITRE (The Health FFRDC Operator) to assess the clarity and value of existing PPR questions and recommend new or refined questions to streamline the PPR and/or capture data not otherwise available.

MITRE will hold up to 2 listening sessions with SSAPC discretionary grant recipients to obtain feedback based on current reporting and SSAPC grant recipients needs to inform updates to the PPR. This will include feedback on types of information collected that can be reported, data that might be useful to include, and on the training and technical assistance tools that will be needed to assist discretionary grantees with collecting and reporting PPR data. Information collected will be used to inform development of a new PPR for SSAPC programs.

**DESCRIPTION OF RESPONDENTS:** Respondents will be SSAPC grant recipients, which establish grant programs that expand the capacity of family violence, domestic violence, and dating violence service programs and community-based programs to prevent future domestic violence by appropriately addressing the needs of children exposed to family violence, domestic violence, or dating violence.

**TYPE OF COLLECTION:**

- |  |   |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group       |
| <input checked="" type="checkbox"/> Focus Group                        | <input type="checkbox"/> 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 primary purpose of the results is not for public dissemination.
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 Dawson, OFVPS Director

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

**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

Name and email address may be requested when individuals sign into the Zoom session.

**Gifts or Payments:**

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

**BURDEN HOURS**

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Virtual Listening Session	Private sector	16	1	1 hour	16

**FEDERAL COST:** The estimated annual cost to the Federal government is \$872

**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**

1. 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?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

To identify potential group respondents, OFVPS has provided MITRE with a comprehensive list of relevant SSAPC grant recipients to be included in the SSAPC listening sessions. The sampling plan will consist of selecting and prioritizing a total of 16 respondents for participation in one of the two listening sessions. In order to finalize a list of 16 total SSPAC grant recipients, participation in one of the two listening sessions will be based on ensuring geographical representation of grant programs and grant recipients, ensuring representation of communities and populations serviced, the needs of OFVPS, and the diversity of provided services by SSAPC grant recipients.

### **Administration of the Instrument**

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

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

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