

Community-Based Family Resource and Support Grants

**OMB Information Collection Request
0970 - 0155**

Supporting Statement Part A - Justification

February 2024

Type of Request: Extension with No Changes

Submitted By:
Children's Bureau
Administration for Children, Youth, and Families
Administration for Children and Families
U.S. Department of Health and Human Services

1. Circumstances Making the Collection of Information Necessary

Title II of the Child Abuse and Treatment Act (CAPTA), as amended by Public Law 111-320, reauthorized on December 20th, 2010 (42 U.S.C. 5116 et seq.), requires the applicant agency to submit information required by section 201; 202; 205; and 206 pursuant to receiving a grant award under this authority. Section 206 (1) – (8) and CFR Part 92 Subpart C specify requirements for the annual program and financial reports. This information collection request is specific to the application and annual program report. The financial report is submitted on Standard Form 425, which is approved under OMB No. 0348-0061.

2. Purpose and Use of the Information Collection

All of the information submitted is used by the Administration for Children and Families (ACF), Administration for Children, Youth, and Families (ACYF) to: (1) ensure compliance with the statute, (2) complete the calculation of the state’s grant award entitlement, and (3) provide training and technical assistance to the grantee.

3. Use of Improved Information Technology and Burden Reduction

Applicants must submit these reports electronically.

4. Efforts to Identify Duplication and Use of Similar Information

No other data source collects similar information.

5. Impact on Small Businesses or Other Small Entities

Only the lead agency designated by the Chief Executive Office in each state or territory, is eligible to submit an application for this grant award. Any territory, at its own discretion, may request that the CBCAP funds be awarded as part of the territory’s consolidated grant. In that case, the territory would not be required to submit an application. The information required is the absolute minimum necessary for meeting the statutory requirements and providing the information on which the actual grant awards are calculated.

6. Consequences of Collecting the Information Less Frequently

Both the application and the annual program report are one-time per annum requirements. Without the prescribed application, as required by the statute, a state may not receive funding under this authority.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances required in the collection of this information in a manner other than required by OMB.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

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 this information collection activity. This notice was published on November 15, 2023 (88 FR 78368) and provided a sixty-day period for public comment. During the notice and comment period, ACF did not received comments.

9. Explanation of Any Payment or Gift to Respondents

No payments other than a one-time grant award per application will be made to states or territories.

10. Assurance of Confidentiality Provided to Respondents

Data in the applications are not confidential.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature in the application requirements.

12. Estimates of Annualized Burden Hours and Costs

Information Collection Title	Total Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Application	52	3	40	2,080	\$37	\$76,960
Annual Report	52	3	24	1,248	\$37	\$46,176
Estimated Annual Burden Total:				3,328	Estimated Annual Cost Total:	\$123,136

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for [Social and Human Services Assistants](#) and wage data from May, 2022, which is \$18.52 per hour. To account for fringe benefits and overhead the rate is multiplied by two which is \$37.04 and rounded to \$37 for the purpose of determining the average hourly wage.

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There is no annual direct cost burden associated with this information collection.

14. Annualized Cost to the Federal Government

The estimated annual cost associated to the Federal Government is \$20,600 for federal and contractor staff time.

15. Explanation for Program Changes or Adjustments

There are no program changes or adjustments. This is a request for an extension without change.

16. Plans for Tabulation and Publication and Project Time Schedule

The Department does not plan to publish the information collected.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable. The Department will display the expiration date and the approval number on the PI.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification statement.