

U.S. Virgin Islands Domestic Violence Territory Coalition Community Participant Listening Sessions

Formative Data Collections for Program Support

0970 - 0531

Supporting Statement

Part A - Justification

December 2024

Submitted By:

**Office of Family Violence Prevention and Services
Administration for Children and Families
U.S. Department of Health and Human Services**

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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 to host listening sessions to gather feedback related to the designation of a state domestic violence coalition for the territory of the U.S. Virgin Islands.

Background

Currently, there is no organization designated as a State Domestic Violence Coalition (SDVC) for the Territory of the United States (U.S.) Virgin Islands under the Family Violence Prevention and Services Act (FVPSA). HHS, and specifically the ACF Office of Family Violence Prevention and Services (OFVPS), is responsible for the selection and designation of a new entity to serve as the SDVC for the U.S. Virgin Islands. Per FVPSA regulations at 45 CFR part 1370.20(f), as part of the process to designate a new SDVC, “HHS will seek individual feedback from domestic violence service providers, community stakeholders, State leaders, and representatives of underserved populations and culturally- and linguistically specific populations to identify an existing organization that can serve as the Coalition or to develop a new organization.”

Information collected as part of this generic information collection will provide necessary information to OFVPS to inform this decision.

Legal or Administrative Requirements that Necessitate the Collection

ACF is undertaking the collection at the discretion of the agency to meet the requirement at 45 CFR part 1370.20(f) to solicit individual feedback to inform OFVPS on the selection and designation process.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

The purpose of the data collection is to seek individual feedback from domestic violence service providers, community stakeholders, State leaders, and representatives of underserved populations and culturally- and linguistically specific populations to inform OFVPS efforts to identify an existing organization that can serve as the U.S. Virgin Island’s SDVC and or to develop a new organization to serve as such. The input collected will help OFVPS:

- 1) identify potential organizations that may be appropriately positioned to meet the requirements to serve as the SDVC, and
- 2) better understand any community priorities and/or service gaps that the new SDVC will be expected to help address.

This feedback will not be used as the sole or principal basis of decision-making on the designation of the SDVC but will help OFVPS identify community priorities and unmet needs that should be addressed in planning with the new designee around the role of the SDVC in providing training and technical assistance to local domestic violence services programs. The feedback from the listening sessions will be used in concert with other stakeholder feedback, such as meetings with state government officials, input

from training and technical assistance providers who have been working in the state, and program office meetings with potential designees.

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

- Obtaining feedback about processes and/or practices to inform ACF program development or support.

The information collected is meant to contribute to the body of knowledge on ACF programs. It is not intended to be used as the principal basis for a decision by a federal decision-maker and is not expected to meet the threshold of influential or highly influential scientific information.

Processes for Information Collection

OFVPS will conduct a series of 5-10 in-person and virtual discussion groups (final number will depend on respondent interest, in order to keep groups reasonably sized, with no more than 25 participants). For participants who are unable to attend the in-person or virtual listening sessions, but still want to share feedback, they will be given an opportunity to respond to the listening session questions via email. An invitation will be sent to all current and former U.S. Virgin Island FVPSA grantees and sub-grantees, as well as distributed to other related organizations and stakeholders via FVPSA national training and technical assistance providers and to the domestic-violence related grantees of other federal partners, such as the Department of Justice's Office on Violence against Women (OVW). Respondents will self-select to respond to either format per their preference (participation in the listening session or responding via email). The listening sessions will be available in English and Spanish, and potentially other languages at the request of respondents and stakeholders.

A3. Improved Information Technology to Reduce Burden

All feedback collection will occur both in-person and virtually. The virtual listening sessions will be recorded, with participant approval, for note-taking purposes. Participants will have the option to provide feedback via email if they are unable to attend the scheduled virtual listening sessions.

A4. Efforts to Identify Duplication

Per FVPSA regulations at 45 CFR part 1370.20(f), HHS is required to seek this individual feedback as part of the process to designate a new SDVC. There is no known similar information that has already been gathered.

A5. Involvement of Small Organizations

All stakeholders, including small organizations, will be able to choose between a variety of listening sessions to better accommodate their schedules. For maximum flexibility, the feedback questions will also be available as an online survey that stakeholders can access at a time that works best for them.

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 this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on January 28, 2022, (87 FR 4603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

No outside experts have been consulted as this is a federal process.

A9. Tokens of Appreciation for Respondents

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

A10. Privacy of Respondents

Personally Identifiable Information (PII)

No PII will be collected. Participants will have the option to provide their email address to receive personal notification when a new SDVC is notified.

Assurances of Privacy

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.

Trends and themes from the feedback may be provided to the SDVC and other training and technical assistance providers in order to better meet unmet needs. This will be made clear to respondents prior to participation.

Data Security and Monitoring

Themes and summary responses will be collected from the listening sessions and will be combined with any responses provided via email. This includes capturing the chat function within the virtual meetings. Verbal responses will be collected by notetakers. Additionally, virtual and in-person listening sessions will be recorded for note-taking purposes. All information will be provided directly from OFVPS and stored in file locations only available to OFVPS staff. Feedback will be used internally to inform ACF

program decision making regarding the designation of a SDVC entity in the territory of the U.S. Virgin Islands.

A11. Sensitive Questions

This feedback collection is not intended to solicit sensitive information. OFVPS recognizes, however, that lived experience of domestic violence is common among the general public and the stakeholders who may choose to participate in this feedback opportunity and may lead to the inclusion of sensitive personal history as a component of the feedback given. OFVPS will review within the editing process for any report on this feedback to ensure that sensitive information is not included unless relevant, and that, if relevant, is unable to be linked to any specific person. Participants may not need to respond to specific questions if they feel uncomfortable.

A12. Estimation of Information Collection Burden

Burden Estimates

OFVPS plans to hold between 5-10 in-person and virtual discussion groups. Listening Sessions are expected to be 90 to 120 minutes and will include 5-25 participants. Respondents will be able to provide answers to any or all questions either verbally or within the chat or email feature.

If participants are unable to attend the listening sessions or prefer instead to provide responses to the listening session questions via email, they are permitted to do so. Responding to these questions via email is anticipated to take each respondent 10-45 minutes, depending on how many of the questions they wish to provide feedback on.

The actual number of respondents will depend on interest, which is difficult to estimate in advance, but OFVPS expects the targeted groups to be interested and have estimated the number of respondents with this in mind.

Cost Estimates

The cost to respondents was calculated using Bureau of Labor Statistics (BLS) wage data from May 2023 (https://www.bls.gov/oes/current/oes_stru.htm) for the following codes:

- Respondent type: Social and Human Services Assistance, 21-1093, which is \$21.27 per hour.
- Respondent type: Healthcare Support Occupations, 31-0000 which is \$18.37 per hour.
- Respondent type: Protective Service Occupations, 33-0000 which is \$27.74 per hour.

This average is per hour is \$22.46. To account for fringe benefits and overhead the rate was multiplied by two which is \$44.92.

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 Sessions	100	1	2.0	200	\$44.92	\$8,984
Listening Sessions	200	1	2.0	400	\$44.92	\$17,968
Emailed Discussion	100	1	.75	75	\$44.92	\$3,369

Questions						
Total Burden and Cost Estimates:				675	-	\$30,321

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 under this current request will be \$61,950.00.

Cost Category	Estimated Costs
Travel Costs	\$6,000
Data Collection	\$54,790
Analysis of Responses	\$1,160
Total costs over the request period	\$61,950

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

In-person listening sessions, virtual listening sessions, and emailed discussion questions will be conducted within the same time frames, following OMB approval. Information will be compiled and reviewed by OFVPS over the summer to inform a decision regarding a SDVC for the territory of the U.S. Virgin Islands by September 2025.

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.

Attachments

Instrument 1: U.S. Virgin Islands Domestic Violence Territory Coalition Community Participant Listening Session Questions