

SUPPORTING STATEMENT
COPS Community Policing Advancement
Performance Report

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The COPS Office established program goals and objectives during program planning and design (see [§ 200.202](#)). The performance report questions were created to gather information necessary to measure a recipient's progress towards achieving award goals, identify promising practices of recipients, and build evidence upon which the COPS Office makes program and performance decisions. (see [§ 200.301](#)).

Performance reporting is a requirement of funding. Award recipients provide regular narrative and numerical updates on award activities bi-annually as a means for the awarding agency to assess whether the goals, objectives, and desired results of the program are being achieved. It is a method to determine how an award is progressing and whether any additional assistance is indicated (see [§ 200.329](#)).

The current performance report question set was used unilaterally for all programs but lacked specificity and provided inadequate data for determining effectiveness and relevancy of the individual programs. Revised performance report question sets specific to each program have been created for the following CPA programs: the Law Enforcement Mental Health and Wellness Act (LEMHWA); Community Policing Development Microgrants; Promoting Access to Crisis Teams (PACT); Safer Outcomes; Tribal Resources Grant Program – Technical Assistance (TRGP-TA); Collaborative Reform Initiative (CRI); Accreditation, and Collaborative Agreements.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

Grant award recipients are required to complete performance reporting in JustGrants bi-annually to remain in compliance with the terms and conditions of their award. Performance reporting allows the funding agency to effectively track progress toward completion of grant goals, identify and assist grantees with any issues or obstacles faced while completing activities, and highlights successes and innovative techniques that might be replicated or further investigated for use by agencies performing similar projects.

The success of grantees towards meeting grant goals supports continued relevancy of grant program topic and funding for the field. It can also provide information on when a program should be evolved to meet changing needs or retired if no longer impactful.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.

Creation, submission, review, revision, and approval of all performance reporting is done through JustGrants to streamline processes and reduce the burden on grantees and federal grants management staff. Checkboxes and multiple-choice options are included to reduce time spent completing a report.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item A.2 above.

The existing performance report questions were insufficient to provide measurable data proving success of award programs. The same set of questions was used for each program and lacked specificity around individual program goals and objectives. The existing performance report questions underwent revisions to create new question sets specific to each award program. If an existing question was still relevant and could provide useful data pertaining to the program, it was retained in the revised question set.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

This collection does not impact small businesses or other small entities.

6. Describe the consequence to federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Performance reporting is a requirement of an award as mandated in [§ 200.329](#). An awarding agency has limited methods for ensuring recipient grant activities continue to align with established federal goals and objectives unless performance reporting is required.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- **requiring respondents to report information to the agency more often than quarterly;**

- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances that would influence the collection of information pertaining to the performance report question sets.

8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

No public comments were received regarding this collection.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Not Applicable

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection-of-information activity is the same as in prior periods. There may be

circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The 60-Day Notice was published in the Federal Register on November 12, 2024, . The comment period ended on January 12, 2025. The notice was posted in the Federal Register on page 89 (FR89044). No comments were received. The follow up Notice (the 30-Day Notice), was published in the Federal Register on January 22, 2025, and ended on February 21, 2025. The notice was posted in the Federal Register on page 90 (FR7705). Similarly, no comments were received.

9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.

No government funds will be used as payment or for gifts to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Confidentiality is not required in the processing of this information collection.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature. No information commonly considered as private is included in the information request.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. General, estimates should not include burden hours for customary and usual business practices.**

The estimated hourly burden to the applicant is 2 hours annually for each respondent to review the instructions and complete the report. Six hundred is the number of

active reports currently assigned to COPS Office staff. This number will vary as awards are made and closed annually.

1 hour per performance report x 2 performance reports annually per respondent x 600 respondents = 1200 hours

Total Respondent Burden Hours: 1200 hours

We do not expect wide variance based on activity, size, or complexity.

- **If this request for approval covers more than one form, provide separate hour burden estimates for each form.**

Not Applicable

- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.**

Not Applicable

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

- **The cost estimate should be split into two components: (a) a total capital and start up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of service component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.**
- **If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis**

associated with the rulemaking containing the information collection, as appropriate.

- **Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.**

There is no burden to respondents or recordkeepers resulting from this collection. Documentation is maintained in JustGrants. Therefore, the estimated burden cost is \$0.00.

14. Provide estimates of the annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 into a single table.

The estimated annualized cost to the Federal Government for reviewing and approving the projected 1,200 performance reports is approximately 1 hour per form. No special equipment, other than currently in-use computing equipment, is required. The cost to the Federal Government is as follows:

1 hour per performance report x 1,200 reports = 1,200 hours
1,200 hours @ \$29.78 per hour = \$35,736

Total Annualized Cost to the Federal Government for reviewing and approving performance reports = \$35,736

15. Explain the reasons for any program changes or adjustments.

The existing performance report questions were insufficient to provide measurable data proving success of award programs. The same set of questions was used for each program and lacked specificity around individual program goals and objectives. The existing performance report questions underwent revisions to create new question sets specific to each award program. If an existing question was still relevant and could provide useful data pertaining to the program, it was retained in the revised question set.

16. For collections of information whose results will be published, outline plans for tabulations, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The resulting information collected through these tools will not be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

We are requesting no exemption.

18. Explain each exception to the certification statement.

This collection of information does not include any exceptions to the certificate statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

This collection does/does not contain statistical data.