

**Office of Family Violence Prevention and
Services
Formula Grantees Performance Progress Report
(PPR) 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

4th Floor, Mary E. Switzer Building
330 C Street, SW
Washington, D.C. 20201

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 for the Office of Family Violence Prevention and Services (OFVPS) to solicit feedback from State/Territory, Coalition, and Tribe and Tribal Organization Formula Grantees through forty virtual listening sessions to assess the clarity and value of existing performance progress report (PPR) questions, recommend new or refined questions to streamline the PPR and/or capture data not otherwise available, and determine dependencies with the data collection instrument and data storage capabilities.

Background

OFVPS grant recipients obtain funding through legislation and annual congressional appropriations. To support these funding decisions, data on the use of funding and grant recipient performance is required and used in a variety of ways, such as to inform congressional reports and inquiries, service decisions, programming and support to grantees, and development of fact sheets and other resources. To collect this data, OFVPS grant recipients complete PPRs and submit to the OFVPS. The current PPRs for OFVPS grant recipients have been in use for more than seven years and OFVPS is working to update the PPRs. Integration of updated grantee feedback is integral to this effort as it will serve to reflect the full value of their services and diversity of the populations they serve.

MITRE, as an operator of the Health Federally Funded Research and Development Center (Health FFRDC), is tasked with conducting listening sessions with three formula grantee groups, including States/Territories, Coalitions, and Tribes and Tribal Organizations. After the listening session feedback is collected, MITRE will provide recommendations based on feedback from the listening sessions and work with OFVPS to draft updated PPRs for OFVPS grantees.

Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

The purpose of the virtual listening sessions with OFVPS Formula Grantees, States/Territories, Coalitions, and Tribes and Tribal Organizations is to obtain feedback to inform updates to the current OFVPS PPRs. The goal is to learn about current methods used to report and collect data, any challenges and barriers experienced, what improvements and changes could be incorporated, and current and potential technical assistance needs.

Information will be used 1) by MITRE to provide PPR listening session reports and insights to OFVPS leadership and 2) by MITRE and OFVPS to inform the creation of new PPR forms for the States/Territories, Coalitions, and Tribes and Tribal Organizations.

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 data reporting processes and/or practices to inform ACF program development or support.
- Obtaining feedback about how to update data reporting tools that capture the use of funding and grant recipient performance to inform congressional reports and inquiries, service decisions, programming and support to grantees, and development of fact sheets and other resources.

Processes for Information Collection

MITRE will conduct up to forty virtual listening sessions with OFVPS Formula Grantees, States/Territories, Coalitions, and Tribes and Tribal Organizations. OFVPS has provided MITRE with a comprehensive list of grantees to invite to participate in the listening sessions. MITRE will hold:

- Up to 10 virtual listening sessions with a maximum of 10 participants per session with State/Territory grantees.
- Up to 20 virtual listening sessions with a maximum of 13 participants per session with Tribe and Tribal grantees.
- Up to 10 virtual listening sessions with a maximum of 10 participants per session with Coalition grantees.

A3. Improved Information Technology to Reduce Burden

To conduct the listening sessions and reduce burden to OFVPS grant recipients, MITRE will hold listening sessions virtually using a platform such as Microsoft Teams or Zoom for Government.

A4. Efforts to Identify Duplication

The information needed for this work is not otherwise available to OFVPS using either public or private data, as the PPRs have not been updated since 2017 and there has been no organized collection of grant recipient feedback in the interim.

A5. Involvement of Small Organizations

All listening sessions will be conducted virtually to maximize grantee participation. MITRE will schedule data collection at times convenient for respondents and will provide multiple options for scheduling with advance notice. The sessions have been designed to be low burden and to last for no more than one hour.

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 consultations have taken place with experts outside of the project team.

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 collected will be only "business card information," i.e., respondents' first and last names, email addresses, and institutional affiliations for registration to participate. 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. All data collected from respondents will be stored on a secure MITRE server and de-identified in any deliverables submitted to ACF.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

Burden was estimated based on the maximum number of possible listening sessions, as well as the maximum number of participants and maximum time for each session. MITRE will hold up to 10 listening sessions with a maximum of 10 participants per session with State/Territory grantees, up to 20 listening sessions with a maximum of 13 participants per session with Tribe

and Tribal grantees, and up to 10 listening sessions with a maximum of 10 participants per session with Coalition grantees. Sessions will take no more than one hour.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Human Services Assistants [21-1093] and wage data from May 2023, which is \$21.27 per hour. To account for fringe benefits and overhead the rate was multiplied by two, which is \$42.54. The estimate of annualized cost to respondents for a 1-hour burden is \$42.54 times 460 hours or \$19,568.40. https://www.bls.gov/oes/current/oes_stru.htm

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
OFVPS State/Territory Grantees PPR Listening Session Guide	100	1	1	100	\$42.54	\$4,254.00
OFVPS Tribe and Tribal Organization Grantees PPR Listening Session Guide	260	1	1	260	\$42.54	\$11,060.40
OFVPS Coalition Grantees PPR Listening Session Guide	100	1	1	100	\$42.54	\$4,254.00
Totals:	460	1	1	460	\$42.54	\$19,568.40

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 \$19,568.40.

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

The goal is to start listening sessions in February 2025, pending OMB approval. The forty listening sessions will be conducted over approximately ten weeks. MITRE will synthesize the findings and draft recommendations for ACF in May 2025. The MITRE deliverables are anticipated to be finalized in August 2025 (MITRE does not plan to publish these findings).

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

OFVPS State/Territory Grantees PPR Listening Session Guide

OFVPS Tribe and Tribal Organization Grantees PPR Listening Session Guide

OFVPS Coalition Grantees PPR Listening Session Guide