

National Human Trafficking Training and Technical Assistance Center (NHTTAC) Evaluation Package

**OMB Information Collection Request
0970 - 0519**

Supporting Statement Part A - Justification

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Submitted By:
Office on Trafficking in Persons
Administration for Children and Families
U.S. Department of Health and Human Services

Summary

This request is to reinstate approval of this information collection, with proposed changes as described in section A15. This information collection allows the Administration for Children and Families to request important feedback from recipients and partners to assess the National Human Trafficking Training and Technical Assistance Center (NHTTAC) training and technical assistance (T/TA) services. The OMB number was discontinued due to delays in publishing the first Federal Register Notice. Data collection has been put on hold until this information collection is reinstated.

1. Circumstances Making the Collection of Information Necessary

The Administration for Children and Families (ACF) serves as the lead U.S. Department of Health and Human Services agency to combat trafficking in persons by administering anti-trafficking programs through grants and contracts and collaborating with federal, tribal, state, and local governmental and nongovernmental organizations. The Office on Trafficking in Persons (OTIP), a federal agency within ACF, provides leadership over anti-trafficking programs and services under the purview of ACF, including implementation of authorities under the Trafficking Victims Protection Act of 2000, as amended; Preventing Sex Trafficking and Strengthening Families Act of 2014 (Pub. L. 113–183); Justice for Victims of Trafficking Act of 2015 (Pub. L. 114–22); and the Stop, Observe, Ask, and Respond (SOAR) to Health and Wellness Act of 2018 (Pub. L. 115–398).

In 2016, OTIP, with authority from the Trafficking Victims Protection Act of 2000 (Pub. L. 106–386), Section 106(b), as amended at 22 U.S. Code § 7104 and 22 U.S. Code § 7105(c) (4), established the National Human Trafficking Training and Technical Assistance Center (NHTTAC) to build the capacity of health and human services professionals and help prevent, identify, and respond to trafficking. The instruments in this collection allow NHTTAC to assess the ongoing training and technical assistance (T/TA) needs of health and human services professionals in preventing, identifying, and responding to trafficking, and to determine the level of satisfaction with services provided by NHTTAC. This package includes eight instruments to assist with a comprehensive evaluation of NHTTAC's T/TA events and associated efforts. This collection of information is necessary to enable NHTTAC to collect recipient and partner feedback in an efficient, timely manner and in accordance with OTIP's commitment to improving service delivery. The information collected from recipients and partners will help ensure that users have an effective, efficient, and satisfying experience with NHTTAC's T/TA services. This feedback provides insights into recipient or partner perceptions, expectations, and experiences; provides an early warning of issues with T/TA; and focuses attention on areas where communication, training, or changes in operations might improve the delivery of T/TA or the responsiveness of NHTTAC. These collections allow for ongoing, collaborative, and actionable communications between NHTTAC and its recipients and partners. It also allows feedback to contribute directly to the improvement of program management and efficiency.

2. Purpose and Use of the Information Collection

On OTIP's behalf, the NHTTAC Evaluation Team, and designated partners, collect, analyze, and interpret information gathered through this information collection to identify strengths and weaknesses of NHTTAC's T/TA and associated efforts, make improvements based on this feedback, and identify the types of T/TA services needed. The solicitation of feedback will target areas such as timeliness, appropriateness, accuracy of information, courtesy, efficiency of T/TA delivery, knowledge and skill building, networking, and resolution of issues encountered while interacting with NHTTAC. Responses will be assessed to plan and inform efforts to improve or maintain the quality of T/TA offered to the public and ensure alignment with agency and Administration priorities:

- *ACF Priority 1 (Promoting quality early learning environments and improved child outcomes)* evaluating outcomes associated with T/TA focused on building capacity at the community level through training and partnerships to create environments where children, youth, families, and individuals can collectively thrive.
- *ACF Priority 2 (Promoting work and self-sufficiency)* evaluating outcomes associated with T/TA focused on professional development in various fields (e.g., public health, behavioral health, healthcare, education, child welfare) and focusing on state innovation through intensive T/TA with state child welfare systems designed to enhance outcomes for youth involved in the child welfare system, increasing self-sufficiency.
- *ACF Priority 3 (Promoting marriage and family formation)* evaluating outcomes associated with T/TA focused on strengthening family bonds, fostering positive family environments, and supporting healthy child and youth development, including NHTTAC's efforts to promote 2-Generation/Whole Family approaches to preventing and addressing trafficking.

An overview of the purpose and use of each form type under this collection follows.

Universal T/TA Participant Feedback

Individuals who participate in NHTTAC T/TA that is shorter in length (i.e., up to three hours)—including webinars, conferences, meetings, SOAR Tier I activities (i.e., SOAR *Online*, SOAR pilots, and live SOAR for Individuals), and other short-term T/TA—are asked to complete the Universal T/TA Participant Feedback Form upon completion of the T/TA. Participants are asked to provide feedback on their knowledge and skills built through the T/TA, satisfaction with the T/TA delivery, relevance to their work, and suggestions for improvements for future deliveries. SOAR Tier I participants seeking continuing education credit must complete the pre- and post-training tests, which are composed of the same questions, to receive credit.

Intensive T/TA Participant Feedback

Individuals who participate in NHTTAC's intensive T/TA offerings—including SOAR for Organizations, SOAR for Communities, and other specialized T/TA including intensive T/TA offerings for SOAR Demonstration Grant recipients—are asked to complete the Intensive T/TA Pre-Training, Mid-Stream, and Post-Training Surveys. The Pre-Training

Survey asks participants to provide their levels of knowledge and skill in the competencies to be taught through the T/TA, ability to apply NHTTAC's guiding principles in their work, and satisfaction with planning for the T/TA. The Mid-Stream Survey, to be deployed during the intensive T/TA, asks participants to provide ratings of readiness for the T/TA activities and provide open-ended feedback on improvements for the T/TA offerings. The Post-Training Survey, to be deployed following completion of the intensive T/TA, asks participants to provide their levels of knowledge and skill in the competencies taught through the T/TA, ability to apply NHTTAC's guiding principles in their work, satisfaction with the T/TA and facilitators, progress made on T/TA plan goals, and relevance to their work.

Follow-Up Feedback

Individuals who participate in NHTTAC's short-term and intensive T/TA offerings are asked to provide detailed feedback about outcomes in intervals of 3, 6, 9, or 12 months following completion of the T/TA. Participants are asked to provide feedback on their application of competencies, impact of the T/TA, and suggestions for follow-on support in the future.

Qualitative Guide

The Qualitative Guide is a consolidated list of questions for interviews, focus groups, and listening sessions. The guide contains questions about standard NHTTAC evaluation and special topics/projects, which allows for use in a variety of settings. The guide contains questions about experiences with T/TA, consultant feedback, SOAR Demonstration Grant programming, service provision, trauma-informed care, peer support, and tools and resources. Potential audiences include short-term and intensive T/TA recipients; NHTTAC consultants; program support staff; service populations; and other practitioners and organizations in health care, behavioral health, public health, and social services.

Network Survey

Participants of intensive T/TA (e.g., SOAR for Organizations, SOAR for Communities, intensive T/TA for SOAR Demonstration Grant recipients) are asked to provide feedback on workgroup and peer networks. Workgroup measures collect information on collaboration and coordination within a group of organizations or individuals on a common action area. Peer measures collect information on developing partnerships and coordination efforts of an individual that were a result of the T/TA.

Client Satisfaction Survey

The Client Satisfaction Survey is to be administered with T/TA participant organizations to collect perspectives from patients/service populations/clients. Feedback includes measuring satisfaction with services, helpful aspects of services, and areas of improvement for client/patient care. Should data already be collected by an organization, that data would be used in place of this survey for further analysis to inform T/TA plan goals, future offerings, and impact.

Resources Feedback

Individuals who access NHTTAC resources (e.g., NHTTAC Customer Support Center, NHTTAC tools) are asked to provide feedback on their experience using the resource,

including reasons for obtaining the resource, satisfaction with the resource, and comments and suggestions.

Requester Feedback

Individuals who request T/TA (e.g., peer reviews, needs assessments) are asked to provide feedback following the T/TA. Requesters are asked to provide feedback on NHTTAC support, planning processes, recommendations made, and consultants.

In order to continue to meet the provisions of Pub. L. No. 115–398, NHTTAC has continued to expand the administration of SOAR each year; deeper measurements of the impact of these efforts are necessary. In addition, two performance measures required through the Government Performance and Results Act for the Agency are informed by information captured across all SOAR offerings and therefore will be administered to a larger population using this information collection.

3. Use of Improved Information Technology and Burden Reduction

To the extent possible, OTIP is committed to reducing the burden on applicants. The use of online evaluation forms allows recipients to complete the evaluation at a time and location convenient for them and minimizes data entry. Online responses are private. Customizable instruments with a menu of questions that can be tailored to the most relevant questions for each T/TA help minimize the burden on respondents. During the revision process, the evaluation forms and respondent pools were streamlined to focus on including the most relevant questions to reduce the time burden on respondents, resulting in a 33 percent decrease in burden for this information collection.

4. Efforts to Identify Duplication and Use of Similar Information

No similar data are gathered or maintained by NHTTAC or are available from other sources known to OTIP.

5. Impact on Small Businesses or Other Small Entities

Small businesses or other small entities may participate in NHTTAC offerings. OTIP minimizes the reporting burden on these entities by asking for readily available information, and using short, easy-to-complete information collection instruments.

6. Consequences of Collecting the Information Less Frequently

Without feedback on NHTTAC's T/TA offerings, OTIP will not have timely information to fulfill the requirements of Pub. L. No. 115–398, or to make continuous improvements to its offerings to ensure offerings are meeting recipient needs and addressing emerging issues and other the needs of practitioners in the field.

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

There are no special circumstances. The information collected will be voluntary and will not be used for statistical purposes.

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 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 revised information collection activity. This notice, which was published on May 7, 2026 (91 FR.24875) provided a 60-day period for public comment. OTIP did not receive any substantive public comments.

9. Explanation of Any Payment or Gift to Respondents

NHTTAC plans to continue to offer a token of appreciation (estimated at up to \$81.25 per person/hour¹ based on the length of the engagement) for respondents participating in time-intensive data collection (e.g., focus groups, interviews, listening sessions), consistent with other federal information collections that engage those with lived experience, including lived human trafficking experience..

Hearing the perspective of those who participate in, benefit from, are affected by, interested in, or potentially interested in NHTTAC’s T/TA offerings is vital to ensure the T/TA offered is responsive to the needs of those it serves, and helps to ensure that both resources and programming are appropriate, useful, and relevant for audiences. Leading practices for developing human trafficking-specific T/TA calls for accurate and varied experiences reflected in the curriculum and timely communication about anti-trafficking policies and practices. Failing to provide a token of appreciation for the persons with lived experience and anti-trafficking practitioners will meaningfully increase response bias and may impact the quality of the information that is ultimately used in the T/TA.

10. Assurance of Confidentiality Provided to Respondents

In accordance with the requirements of the Privacy Act of 1974 (5 U.S.C. 552a), OTIP established a system of records for NHTTAC. OTIP’s system of records notice, titled 09–80–0392, National Human Trafficking Training and Technical Assistance Center (NHTTAC) Participant Records, was published on May 2, 2024 at 89 FR 35825. NHTTAC protects the privacy of respondent’s information and responses in accordance with the Privacy Act. Any release of information will conform to the guidelines of the Institutional Review Board (IRB) as determined by Title 45 Part 46 of the Code of Federal Regulations. Only NHTTAC evaluation team members will have access to completed forms. Once the information from

¹ See U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [DOJ Grants Financial Guide](#) (2025), Page 40 for additional information.

each form is entered into an electronic database, only those NHTTAC evaluation team members with valid identification, password, and permissions will have access to the information and raw data. Any physical forms will be maintained in a locked filing cabinet with limited access. Transmission of data from NHTTAC to OTIP will be restricted to de-identified data to protect the identity of the respondent (e.g., redacting open-ended comments with contact information, providing interview results in aggregate form).

With the exception of focus groups and interviews, all evaluations will be disseminated electronically, and limited personally identifiable information will be collected. All quantitative findings will be reported in aggregate form. When applicable, qualitative data collection efforts will collect the minimal amount of personally identifiable information (e.g., name and contact information) necessary for scheduling purposes. Any contact information will be stored separately from any notes, and all files will be password protected and stored on a secure server.

11. Justification for Sensitive Questions

No questions of a personal or sensitive nature will be asked on the evaluation forms. Only information necessary to determine eligibility requirements will be captured.

12. Estimates of Annualized Burden Hours and Costs

A variety of instruments and platforms will be used to collect information from respondents. The annual burden hours and costs are based on the total number of collections NHTTAC expects to conduct over a three-year period, divided by three.

Table 1. Annual Burden Hour and Cost Estimates

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Universal T/TA Participant Feedback							
Long Version (full form)	1,500	1	0.43	645	215	\$73.78	\$15,862.70
Short Version (partial form)	225,000	1	0.10	22,500	7,500	\$73.78	\$553,350.00
Intensive T/TA Participant Feedback	600	1	1.17	702	234	\$60.98	\$14,269.32
Follow-Up Feedback	8,000	1	0.50	4,000	1,333	\$60.98	\$81,286.34
Qualitative Guide	2,000	1	1.50	3,000	1,000	\$73.78	\$73,780.00

Network Survey	600	1	1.00	600	200	\$60.98	\$12,196.00
Client Satisfaction Survey	1,000	1	0.08	80	27	\$60.98	\$1,646.46
Resources Feedback	500	1	0.08	40	13	\$60.98	\$792.74
Requester Feedback	200	1	0.12	24	8	\$135.54	\$1,084.32
Estimated Totals:				31,591	10,530	-	\$754,267.88

Estimated Burden Hours

Burden hours for each instrument were estimated by calculating the estimated number of events and participation rates per year, the number of evaluation respondents per year, the number of times the respondent is expected to complete the instrument per year, and the average time (in hours) required to the response. These estimates were also informed by prior experience collecting data with the previously approved OMB information collection and standards for calculating burden based on each question type included in the instrument.

Estimated Cost to Respondents

The package contains forms that will require varying levels of burden hours to complete, which impacts the estimated cost burden. The estimates of annualized cost to respondents are based on appropriate wage rate categories and annual salaries for position types in which respondents serve. Estimates for the average hourly wage for respondents are based on the U.S. Department of Labor National Compensation Survey estimate for the occupations presented below, which were gathered from the following website:

https://www.bls.gov/oes/current/oes_stru.htm.

The wage data from May 2025 were applied for the following job codes:

- 21-0000—Community and Social Service Occupations—at \$30.49 per hour
- 29-9099—Healthcare Practitioner/Technical Workers—at \$36.89 per hour
- 11-9111—Medical and Health Services Manager—at \$67.77 per hour

To account for fringe benefits and overhead, the rates above were multiplied by two and then multiplied by the associated number of annual burden hours to obtain the total cost by instrument. Table 1 shows the estimated burden and annualized cost information per instrument.

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

There are no additional costs to respondents and record keepers.

14. Annualized Cost to the Federal Government

The estimated annual cost to the federal government staff is minimal and limited to staff review time of applications. We estimate the overall **annualized cost to the federal government** to be \$258,062. This cost estimate is based on the task order of work projected for completion under the contract for this T/TA effort. As outlined below, the estimated annual federal costs associated with the NHTTAC Evaluation Package include the capital/startup and operating and maintenance costs necessary for this information collection, to include the quantification of hours for managerial and support staff to administer the Consultant and Evaluation Package process, the acquisition or development of collection techniques, and operational expenses (e.g., equipment, overhead, printing) for the 3 years for which this approval is sought.

- Capital/startup costs: \$0. The capital and startup costs were already incurred through the previous approval, which included instrument design and development.
- Operating and maintenance costs: \$258,062. This amount reflects the **total annual costs** for operating and maintaining any automated, electronic, mechanical, or technological collection techniques, as well as the labor necessary to implement, analyze, and report on this effort.

15. Explanation for Program Changes or Adjustments

To continue to meet the provisions of the Pub. L. 115–398, NHTTAC will continue administration and evaluation of SOAR T/TA provided each year. This detailed evaluation data will continue facilitating improvements in NHTTAC T/TA. NHTTAC examined the number of respondents to each form under this collection and determined that the annual number of respondents for instruments that require more intensive responses and higher individual burden estimates could be reduced. Compared to the previously approved NHTTAC Evaluation Package, the annual burden estimates have been reduced by 33 percent, from 15,714 hours to 10,530 hours. The revisions described below are proposed to align the collection with agency and Administration priorities.

Overview of Revisions

In 2025, OMB approved the following nonsubstantive updates to this collection in response to the *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government* Executive Order (Defending Women EO 14168):

Questions on evaluation forms referencing gender were updated to reference sex, and response options were updated to male and female. For this reinstatement, additional edits have been identified to be responsive to 2025 Presidential Actions related to diversity, equity, and inclusion (DEI), such as those covered under the EO Initial Recissions of Harmful Executive Orders and Actions. Specifically, all questions referencing DEI have been removed or updated to remove these references.

16. Plans for Tabulation and Publication and Project Time Schedule

The evaluation results will be tabulated using parametric and nonparametric statistical tests. All findings will be reported de-identified and in aggregate form. OTIP may receive requests to release the information (e.g., congressional inquiry, Freedom of Information Act requests). OTIP will disseminate the findings when appropriate, strictly following the U.S. Department of Health and Human Services' [Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated to the Public](#), and will include specific discussion of the limitation of the data. Additionally, over the past year, OTIP and NHTTAC have been working closely with ACF's Office of the Chief Data Officer (OCDO) to explore opportunities to make NHTTAC's T/TA data more open and accessible to the general public.

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

OTIP is not requesting an exemption. The OMB control number and expiration date will be displayed on all forms.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

These activities comply with the requirements in 5 CFR 1320.9.