SUPPORTING STATEMENT FOR
STOP Match Calculation Worksheet

A. JUSTIFICATION

1. Statutorily Mandated Need for Information

The primary goal of the STOP (Services*Training*Officers*Prosecutors) Violence Against Women Formula Grant Program (STOP Formula Grant Program) is to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims. The STOP Formula Grant Program was authorized through the Violence Against Women Act (VAWA) of 1994 and reauthorized and amended in 2000, 2005 2013 and 2022. Grant awards are given to state governments and administered through a STOP state administrator. Eligible applicants for the STOP Formula Grant Program include any state within the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. The STOP Formula Grant Program promotes a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women.

Each state and territory must allocate 25 percent, of awarded funds, for law enforcement, 25 percent for prosecutors, 30 percent for victim services (of which at least 10 percent must be distributed to culturally specific community-based organizations), 5 percent to state and local courts, and 15 percent for discretionary distribution. VAWA provides for a 25 percent match requirement imposed on grant funds under the STOP Formula Grant Program. Thus, a grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The state is exempted from matching the portion of the state award that goes to a victim service provider for victim services or that goes to a tribe. Territories are also exempted in full. States can apply to have the match requirement waived by submitting a petition to the Office on Violence Against Women (OVW) and demonstrating financial need. At the time of closeout, OVW will look at the entities and purposes of funds and determine the required match amount.

2. Use of Information

The purpose of this new information collection is to provide a worksheet for documenting the amount of matching funds required at the closeout of a specific fiscal year award under the STOP Formula Grant Program. The type of questions on the worksheet will include award number, award amount, and the amount of funds sub-awarded to tribes and victim service providers for victim services.

3. Use of Information Technology

The collection of information will involve the use of automated, electronic, mechanical or other technological collection techniques or other forms of information technology. Grantees will submit this worksheet at closeout of a specific fiscal year award.

4. Duplication of Information Request

There is no other mechanism by which OVW collects this information.

5. Impact on Small Entities

There is no significant impact on small businesses or other private entities.

6. Consequences to Federal Programs or Policy

The STOP Formula Grant Program supports important programs that provide critical training to address violence against women, provide victims services, and support a coordinated community response. The STOP Formula Grant Program promotes a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women and supports partnerships among law enforcement, prosecution, courts, and victim advocacy organizations to enhance victim safety and to increase offender accountability. If OVW is not able to collect the information from STOP administrators, the office will not be able to determine whether states have properly allocated funding pursuant to the mandatory statutory formula and whether states have properly allocated match funding, as required by statute.

7. Special Circumstances

There are no special circumstances.

8. Federal Register Publication

OVW has solicited public comment on this form in accordance with the requirements of the Paperwork Reduction Act. A 60-day notice was published in the Federal Register on August 20, 2026 (Federal Register, Volume 91, page 53895) and a 30-day notice was published in the Federal Register on October 27, 2026 (Federal Register, Volume 91, page 67612). The notice will be open for public comment until November 27, 2026.

9. Payment or Gift to Respondents

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

10. Confidentiality

This form will not include any personal information about victims that could identify them as specific individuals. It is strictly a worksheet to document the allocation of match for STOP administrators.

11. Specific Questions

This form will not contain any questions of a personal, sensitive nature such as sexual behavior and attitudes, religious beliefs, or other matters that are commonly considered private.

12. Hour Burden of the Collection of Information

This match calculation worksheet is not overly burdensome. It will be distributed to STOP administrators and completed at the closeout of a specific fiscal year award under the STOP Formula Grant Program. It is estimated that it will take approximately 51 respondents approximately ten minutes to complete the STOP Formula Grant Program match calculation worksheet. The total annual hours requested for the annual reporting and recordkeeping hour burden is approximately 8.5 hours.

13. Cost Burden of the Collection of Information

To calculate the estimated annual cost to respondents, OVW averaged the U.S. Bureau of Labor Statistics (BLS)[1] wage data for the following job categories: Office and Administrative Support Occupations (43-0000), hourly median wage $22.81; Other Office and Administrative Support Workers (43-9000), hourly median wage $21.78; and Office and Administrative Support Workers, All Other (43-9199), hourly median wage $21.96. The selected categories are the positions that most closely match the positions that may be involved in compiling data and completing the OVW performance report in response to this information collection. It should be noted that the BLS wage data categories do not include positions such as grants data analyst, advocate, and grants specialist, which are more accurate job titles for those that are likely to respond to this type of information collection. OVW calculated the average of the three annual median wages for the job categories mentioned above.

Table A: Estimated annual cost to respondents for the hour burdens for collection of information

Type of Collection	Number of respondents	Frequency of response (per year)	Average response time (minutes)	Total burden (hours)	Average hourly median wage	Estimated annual cost to respondents
STOP Match Calculation Worksheet	51	1	10	8.5	$22.18	$188.53

14. Annualized Costs to the Federal Government

[1] Occupational Employment and Wage Statistics, U.S. Bureau of Labor Statistics, Cross-industry, Private, Federal, State, and Local Government, Period: May 2025. *Available at* Occupational Employment and Wage Statistics (last visited July 15, 2026).

The annualized costs to the Federal Government resulting from the OVW staff review of the worksheets are estimated to be $497.68.

The calculation is as follows: Annual salary of grant manager (GS-13, step 1)/26 (number of pay periods) = gross income every two weeks for grant manager

2-week gross income /80 hours = hourly rate

Hourly rate * total annual hour burden = estimated total annual cost of burden
$121,785 (Washington, DC Locality)/26=4684.04
4684.04/80=58.55
58.55*8.5=$497.68

15. Program Changes or Adjustments

There are no program changes or adjustments for the estimates identified in Section 13 and in Section 14.

16. Published Results of Information Collections

There will be no complex analytical techniques used in connection with the publication of information collected under the request. The information will not be published and will be used internally by OVW to determine whether STOP administrators have properly documented match amounts.

17. Display of the Expiration Date of OMB Approval

OVW will display the expiration date of OMB Approval in the upper right-hand corner of the Progress Report.

18. Exception to the Certification Statement

OVW is not seeking any exception to the certification statement identified in Item 19, Certification for Paperwork Reduction Act Submissions, of OMB Form 83-I.