

## THE SUPPORTING STATEMENT

### Specific Instructions

#### A. Justification

##### 1. Circumstances Making the Collection of Information Necessary

The Children's Bureau (CB) is a division of the Administration on Children, Youth and Families (ACYF) of the Department of Health and Human Services. The Children's Bureau has responsibility for the administration of the Children's Justice Act (CJA) authorized by the Child Abuse Prevention and Treatment Act (CAPTA), as amended by Public Law (P.L.) P.L. 111-320 enacted December 20, 2010 .

The CJA program is located in Section 107, 42 U.S.C. 5106c under Grants to States for Programs relating to the Investigation and Prosecution of Child Abuse and Neglect Cases. The CJA is designed to assist States in improving the systems handling child abuse and neglect cases. Children's Bureau staff execute all the tasks involved in administering and monitoring the Children's Justice Act program.

The legislation notes a requirement for States to submit information to the Children's Bureau on an annual basis.

42 U.S. 5106c Sec. 107 (b) (4) of CAPTA requires States to "submit annually an application to the Secretary...."

42 U.S.C. 5106c Sec. 107 (B) (5) of CAPTA requires States to "submit annually to the Secretary a report on the manner in which assistance received under this program was expended throughout the State,..."

##### 2. Purpose and Use of the Information Collection

The Children's Bureau uses the information collected to annually determine the eligibility of the States for CJA grants. The reports are used by CB and the States as a mechanism for monitoring the expenditure of funds and to evaluate and measure State efforts to reform the child welfare systems' handling of child abuse and neglect cases.

The reports are used by CB for the development of reliable comprehensive information and data from Statewide and national perspectives. This information assists in the development of policy and program decisions, establishment of funding priorities, and formulation of recommendations provided to the Congress.

A compilation of information and data is available to State and local governments for use in developing their legislative, program and policy decisions, and determining their training and technical assistance needs. Information is available to researchers, practitioners and to the general public.

##### 3. Use of Improved Information Technology and Burden Reduction

To reduce the report burden on respondents, the Children's Bureau encourages States to submit the reports and applications electronically (via email) to the Federal Project Officer. States submit their periodic financial reporting forms electronically, via the ACF On-Line Data Collection (OLDC) system.

#### 4. Efforts to Identify Duplication and Use of Similar Information

Information collected from CJA program applications is unique to CJA programs and is not available from other sources.

Program performance reports provide information regarding the status or results of specific projects or activities supported with the CJA grant funds. This information is not available from other sources.

#### 5. Impact on Small Businesses or Other Small Entities

There is no impact on small businesses or other small entities. The information collection involves only State agencies.

#### 6. Consequences of Collecting the Information Less Frequently

CAPTA Sec. 107 (b) (4) and (5) require annual applications and performance reports. Grants are awarded annually and therefore grant applications are required annually.

The submission contains the performance report that serves as a mechanism to monitor a State's progress and accomplishments, as well as proposed activities.

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

The proposed information collection will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5. There are no special requirements or special circumstances governing the manner in which information will be collected.

#### 8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

The 60 day notice soliciting comment on the information appeared in the Federal Register on 11/14/2013. No comments were received.

Consultation with representatives from whom information is to be obtained occurs annually at federally-sponsored grantees meetings.

#### 9. Explanation of Any Payment or Gift to Respondents

States responding with applications and program performance reports receive no payments or other remuneration.

#### 10. Assurance of Confidentiality Provided to Respondents

There is no confidential information contained in the application or program performance reports submitted by State grantees.

#### 11. Justification for Sensitive Questions

There are no questions of a sensitive nature involved in the preparation or content of the applications or program performance reports.

#### 12. Estimates of Annualized Burden Hours and Costs

The estimated number of respondents to the annual CJA program announcement and program performance reports is 52 (the 50 States, the District of Columbia, and Puerto Rico). The frequency of response is once annually. Requiring approximately 60 hours per respondent, for a total annual response burden of 3,120 hours. This estimate was obtained through conversations with respondents who have provided this information in the past.

#### *Annual Burden Estimates*

##### Application & Annual Report

Number of Respondents: 52

Number of Responses per respondent: 1

Average Burden Hours per response: 60

Estimated Total Annual Burden Hours: 3,120

The collection of information for the application and performance report involve estimated costs to the respondents as follows: 3,120 hours x \$56.00/hours (estimated salary, expenses, operating costs, etc.) = \$174,720.

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

There are no direct monetary costs to respondents other than their time to compile applications and program performance reports. No start-up costs are associated with the programs.

#### 14. Annualized Cost to the Federal Government

The estimate of the Federal burden is based on the staff time necessary to receive and review application and reports. Four hours per application and report x 52 applications = 208 hours. Two hundred and eight hours x \$59.00 /hour (estimated salary, expenses, operating costs, etc.) = \$12,272.

#### 15. Explanation for Program Changes or Adjustments

There are no adjustments or program changes.

#### 16. Plans for Tabulation and Publication and Project Time Schedule

This item is not applicable to this information collection.

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

This item is not applicable to this information collection.

#### 18. Exceptions to Certification for Paperwork Reduction Act Submissions

This item is not applicable to this information collection.

### **B. Statistical Methods (used for collection of information employing statistical methods)**

#### 1. Respondent Universe and Sampling Methods

2. Procedures for the Collection of Information
3. Methods to Maximize Response Rates and Deal with Non-response
4. Test of Procedures or Methods to be Undertaken
5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data