

Florida Domestic Violence State Coalition Community Stakeholder Feedback (Virtual Town Halls and Online Survey)

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A

July 2021

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**Alternative Supporting Statement for Information Collections Designed for
Research, Public Health Surveillance, and Program Evaluation Purposes**

Part A

Executive Summary

- **Type of Request:** This Information Collection Request is for a generic information collection under the umbrella generic, Formative Data Collections for Program Support (0970-0531).
- **Description of Request:** These questions will be used to engage participants during virtual town halls. Currently, there is no organization designated as a State Domestic Violence Coalition (SDVC) for the state of Florida under the Family Violence Prevention and Services Act (FVPSA). Regulation requires that the Department of Health and Human Services (HHS) seek community stakeholder input prior to designation of a new SDVC entity. The HHS Administration for Children Families will use the information to inform program decisions related to the new Florida SDVC. Any information from this collection that is shared outside the program office will be presented in the aggregate and will not contain personally identifying information. We do not intend for this information to be used as the principal basis for public policy decisions.
- **Time Sensitivity:** ACF would like to conduct these sessions in July/August 2021 so there is ample planning time for selection of an entity prior to formula funding awards at the end of September 2021.

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A1. Necessity for Collection

Currently, there is no organization designated as a State Domestic Violence Coalition (SDVC) for the state of Florida under the Family Violence Prevention and Services Act (FVPSA). The Department of Health and Human Services (HHS), and specifically the HHS Administration for Children and Families (ACF) Family and Youth Services Bureau, is responsible for the selection and designation of a new entity to serve as the SDVC for Florida. Per FVPSA regulations at 45 CFR part 1370.20(f), as part of the process to designate a new SDVC, “HHS will seek individual feedback from domestic violence service providers, community stakeholders, State leaders, and representatives of underserved populations and culturally- and linguistically-specific populations to identify an existing organization that can serve as the Coalition or to develop a new organization.”

Information collected as part of this generic information collection (GenIC) will provide necessary information to the FYSB FVPSA division to inform this decision.

A2. Purpose

Purpose and Use

The purpose of the data collection is to seek individual feedback from domestic violence service providers, community stakeholders, State leaders, and representatives of underserved populations and culturally- and linguistically-specific populations to identify an existing organization that can serve as the Florida SDVC or to develop a new organization to serve as such. The input collected will: 1) help the FVPSA division identify potential organizations that may be appropriately positioned to meet the requirements to serve as the SDVC, and 2) better understand any community priorities and/or service gaps that the new SDVC will be expected to help address. This feedback will not be used as the sole or principal basis of decision-making on the designation of the SDVC, but will help the program office identify community priorities and unmet needs that should be addressed in planning with the new designee around the role of the SDVC in providing training and technical assistance to local domestic violence services programs.

This proposed information collection meets the following goals of ACF’s generic clearance for formative data collections for program support (0970-0531):

- Obtaining grantee or other stakeholder input on the development of program performance measures.
- Planning for provision of programmatic or evaluation-related training or technical assistance (T/TA).

The information collected is meant to contribute to the body of knowledge on ACF programs. It is not intended to be used as the principal basis for a decision by a federal decision-maker, and is not expected to meet the threshold of influential or highly influential scientific information.

Virtual Town Hall and Survey

ACF will conduct a series of 5-10 virtual discussion groups (final number will depend on respondent interest, in order to keep groups reasonably sized) and will also administer an online feedback survey. The same questions will be asked during the discussion groups and through the online survey. An

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invitation to provide feedback will be sent to all current and former Florida FVPSA grantees and sub-grantees, as well as distributed to other related organizations and stakeholders via FVPSA national training and technical assistance providers and to the domestic-violence related grantees of other federal partners, such as the Department of Justice's Office on Violence against Women (OVW). Respondents will self-select to respond to either format per their preference. Both the survey and the virtual town halls will be available in English and Spanish, and potentially other languages at the request of respondents and stakeholders.

Other Data Sources and Uses of Information

The feedback from the discussion sessions and survey will be used in concert with other stakeholder feedback, such as meetings with state government officials, input from training and technical assistance providers who have been working in the state, and program office meetings with potential designees.

A3. Use of Information Technology to Reduce Burden

All feedback collection will occur virtually. Stakeholders will have the option to provide feedback via scheduled virtual town halls or the online survey.

A4. Use of Existing Data: Efforts to reduce duplication, minimize burden, and increase utility and government efficiency

Per FVPSA regulations at 45 CFR part 1370.20(f), HHS is required to seek this individual feedback as part of the process to designate a new SDVC. There is no known similar information that has already been gathered.

A5. Impact on Small Businesses

All stakeholders, including small organizations, will be able to choose between a variety of town hall sessions to better accommodate their schedules. For maximum flexibility, the feedback questions will also be available as an online survey that stakeholders can access at a time that works best for them.

A6. Consequences of Less Frequent Collection

This is a one-time data collection

A7. Now subsumed under 2(b) above and 10 (below)

A8. 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 two notices in the Federal Register announcing the agency's intention to request an OMB review of the overarching generic clearance for formative information collection. The first notice was published on October 13, 2020, Volume 85, Number 198, page 64480, and provided a sixty-day period for public comment. The second notice published on December 28, 2020, Volume 85, Number 248, page 84343, and provided a thirty-day period for public comment. ACF did not receive any substantive comments.

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Consultation with Experts Outside of the Study

No outside experts have been consulted.

A9. Tokens of Appreciation

No tokens of appreciation are planned.

A10. Privacy: Procedures to protect privacy of information, while maximizing data sharing

Personally Identifiable Information

No personally identifiable information will be collected. Participants will have the option to provide their email address to receive personal notification when a new SDVC is notified.

Assurances of Privacy

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 to the extent permitted by law. As specified in the contract, the Contractor will comply with all Federal and Departmental regulations for private information.

Trends and themes from the feedback may be provided to the SDVC and other training and technical assistance providers in order to better meet unmet needs.

Data Security and Monitoring

Written responses will be collected from the online survey platform, the chat function within the virtual meetings. Verbal responses will be collected by notetakers, with online meeting recordings available to the program office if clarification is needed on notes. All information will be provided directly to the program office by the contractor and stored in file locations only available to FVPSA program staff. Feedback will be used internally to inform ACF program decision making regarding the designation of a SDVC entity in the state of Florida.

A11. Sensitive Information¹

This feedback collection is not intended to solicit sensitive information. We recognize, however, that lived experience of domestic violence is common among the general public and the stakeholders who may choose to participate in this feedback opportunity and may lead to the inclusion of sensitive personal history as a component of the feedback given. The program office will review within the editing process for any report on this feedback to ensure that sensitive information is not included unless relevant, and that, if relevant, is unable to be linked to any specific person.

A12. Burden

¹ Examples of sensitive topics include (but not limited to): social security number; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close relationships, e.g., family, pupil-teacher, employee-supervisor; mental and psychological problems potentially embarrassing to respondents; religion and indicators of religion; community activities which indicate political affiliation and attitudes; legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; records describing how an individual exercises rights guaranteed by the First Amendment; receipt of economic assistance from the government (e.g., unemployment or WIC or SNAP); immigration/citizenship status.

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Explanation of Burden Estimates

Virtual Town Halls are expected to be 90 minutes, and include 5-25 participants, who can provide answers to any or all questions either verbally or within the chat feature.

The Online Survey is anticipated to take each respondent 10-30 minutes, depending on how many of the questions they wish to provide feedback on.

Estimated Annualized Burden and Cost to Respondents

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Online survey	300	1	.5	150	\$18.07	\$2,710.50
Virtual Town Halls	200	1	1.5	300	\$18.07	\$5,421
Total	500	-	-	450	-	\$8,131.50

Source for average hourly rate: Bureau of Labor Statistics, *May 2020 State Occupational Employment and Wage Estimates - Florida*, median hourly rate for all occupations, https://www.bls.gov/oes/current/oes_fl.htm

A13. Costs

There are no additional costs to respondents.

A14. Estimated Annualized Costs to the Federal Government

Cost Category	Estimated Costs
Instrument Development and OMB Clearance	\$1,160
Data Collection	\$54,790
Analysis of Responses	\$1,160
Total costs over the request period	\$57,110

A15. Reasons for changes in burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

A16. Timeline

Virtual townhalls are expected to take place over 2-3 weeks and the survey will be sent out during this same timeframe. Information will be compiled and reviewed by FYSB over the summer to inform a decision regarding a SDVC for the state of Florida by September 2021.

A17. Exceptions

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No exceptions are necessary for this information collection.

Attachments

Instrument 1: Florida Domestic Violence State Coalition Community Stakeholder Feedback Questions
(Virtual Town Halls and Online Survey)