
MEMORANDUM

TO: John Krammer, OMB

THROUGH: Seleda Perryman, HHS

FROM: Debra A. Strong, Martha M. Bleeker

DATE: 8/17/2007
FBO Grants - 035

SUBJECT: Response to Questions on 0990 New Understanding Barriers
and Successful Strategies for Faith-Based Organizations in Accessing
Grants

During a telephone conference on Friday August 17 regarding the abovementioned project, OMB requested clarifying information on the following topics: (1) Whether comments were received in response to the Federal Register Notices; (2) availability of the database from the HHS Center for Faith-Based and Community Initiatives for use as a sample frame; (3) the process and number of followup contacts to ensure the target 85 percent response rate, and (4) variables available to conduct nonresponse analysis. This memo provides that information.

FEDERAL REGISTER NOTICE

The request for comment on the proposed data collection activities was published in the Federal Register on Feb. 26, 2007. No comments or questions were received in response to that notice.

SAMPLE FRAME DATABASE

At the time we submitted the OMB supporting statement, we had not yet received the database of grant applicants for FY 2006 that we anticipated using to create the sample frame for the study's survey. Since submission, however, we have received the database, cleaned the data, and conducted other preparations (such as running frequencies to update the project's sampling plan based on FY 2006 application and award rates). The database is ready for sample selection.

ACHIEVING THE TARGET RESPONSE RATE

Achieving a response rate of 85 percent is an important goal for the study. To maximize that rate:

- We will send a letter in advance of the study informing sample members that we will be contacting them, and inviting respondents to phone us and schedule an interview at their convenience.
- After allowing several days for receipt of the letters, interviewers will attempt to make successful contacts for a period of two weeks. During this time at least 6 or 7 contact attempts will be made, at different times of the day, in the evening, and on weekends.
- For sample members who do not complete the survey within two weeks, we will send a followup letter explaining the importance of the study and asking them to call us to complete the survey. Those who do not respond will be re-contacted 3 or 4 times within 10 days after this letter is sent.
- If we reach sample members but they remain uninterested in participating or in completing surveys that they have started, we will assign the sample member to an experienced supervisor who specializes in converting nonresponders.

ADDRESSING POSSIBLE NONRESPONSE BIAS

If for any reason the telephone survey response rate falls below 80 percent, we will conduct a nonresponse analysis using information available from the CFBCI database to compare respondents and nonrespondents in order to adjust for and/or disclose any statistically significant differences between the two groups. Specific information available for this comparison includes the following:

- Geographic location
- Operating division applied to
- Specific grant program applied to
- Award status (received grant award/did not receive grant award)

In addition, for a large proportion of the sample members, we will also have other information available from the grants management data to be provided by HHS operating divisions. Comparisons could also be conducted using information from these sources, using fields such as:

- Amount of grant requested
- Organization type (e.g. school or university, nonprofit)
- Total approved budget, federal and nonfederal share (for grant awardees)

cc: Sherette FunnColeman