

PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. Respondent Universe

The study population for this data collection is the universe of TTT projects that will be submitting interim and final performance and evaluation reports during the approval period (anticipated to be approximately April 2009 through April 2012). This universe consists of 104 current projects funded from three funding cycles: FY 2004 (31 projects), FY 2006 (31 projects) and FY 2007 (42 projects). FY 2004 and FY 2007 projects would complete the survey only once. FY 2006 projects would complete the survey twice because both their interim and final performance reporting dates would fall within the three-year approval period. The total number of respondents for the four survey administrations would be 135.

WestEd will administer the survey to the entire population so that we can aggregate data across projects and accurately describe to the Secretary and Congress the extent of program implementation. Because the total population of projects from each funding cycle is small (between 31 and 42 projects) selecting a sample of projects from each cycle would eliminate categories of participants and projects of interest to the evaluation and the TTT program. Further, the estimated sample size that would be needed to accurately describe such a relatively small population of projects is close to the size of the population itself, meaning any proposed sampling strategies would only minimally reduce the cost and burden associated with this data collection.

B2. Procedures for Data Collection

The Project Director, as the primary contact person for each project and the one responsible for submitting the annual performance report, will complete the survey. The survey will be administered during the interim year (third year) and in the final year of the project. The survey will complement the annual performance report and the project evaluation.

Project Directors will complete the web-based survey online. The survey will be housed on WestEd's secure servers. WestEd will create a series of supporting documents that provide direction to the website and explain the procedures for completing and submitting the survey. These support and notification materials will be provided to projects well in advance of the reporting period, to allow respondents to prepare for data collection and to request additional information or assistance from WestEd and the TTT program prior to data collection.

During the data collection and reporting period, WestEd will also establish a toll-free telephone number and dedicated email address to allow respondents to ask questions, report problems, or request assistance. The telephone number and e-mail address will be featured on all pages of the survey and in any related correspondence to grantees.

B3. Methods to Maximize Response Rate

WestEd expects a response rate of 100% for the data collection, and will provide information and support before and during the data collection process to facilitate project participation. WestEd and TTT staff will provide advance notice of the survey prior to data collection to allow respondents to gather the necessary information. The supporting documents that accompany this advance notice will also explain the purpose and importance of the survey for the program evaluation. Presentations planned for the upcoming TTT Project Directors Meeting in Washington, DC will further highlight the program evaluation and the contribution projects will make to the program evaluation report.

During data collection, WestEd will provide support as described in the section above, and also will track the response rate as projects log in and complete the survey. The electronic administration of the survey allows for instant access to the data and also allows for instant identification of nonrespondents. WestEd will send reminder emails to all respondents ten days after the initial survey administration, and send targeted emails to nonrespondents three weeks after initial administration. At the end of the fourth week of data collection, WestEd will call each nonresponding Project Director to determine the reason for nonparticipation and to offer additional technical assistance as necessary.

Throughout the data collection period, WestEd will provide regular updates to TTT staff on the response rate and the status of the data collection. In cases where the response rate is unexpectedly low, or where issues are identified regarding the validity of the initial responses, WestEd will convene a conference call with TTT staff to make any necessary amendments to the data collection plan.

B4. Tests of Procedures or Methods

The TTT survey instrument will go through a series of reviews before being used in the field. WestEd will continue to work closely with TTT staff throughout the design and revision process to ensure that survey items adhere to the components of the TTT program and provide the necessary information to accurately describe the extent of program implementation.

In addition to such review, WestEd will pilot test the survey with a group of three to four TTT Project Directors to assess item comprehension, the effectiveness of the proposed strategies for gaining participation, and the length of time for respondents to answer the survey questions. Such information will help determine the actual burden associated with each instrument.

B5. Contractor Information and Use of Consultants

The TTT program evaluation is led at WestEd by John Flaherty, a Senior Research Associate in the Evaluation Research program. Flaherty and his team of WestEd staff will be responsible for developing the data collection instruments, collecting and analyzing the survey data, and reporting the results to TTT program and project staff. No external consultants or other contractors will be involved in the project.