

Notes for Part B, OMB paperwork for NCCC sponsor survey

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

Respondents will be sponsors who completed a project with NCCC team(s). There are approximately 320 unique sponsors every year from all five campuses – Pacific, North Central, Atlantic, Southwest, and Southern.

The survey measures five project areas: successful service intervention; disaster readiness/deployment; environmental stewardship and conservation; housing/renovation; and volunteer service.

All 320 sponsors that complete a project will receive a survey. The questions in the survey will depend on the type of project they completed. Sponsors will be asked to complete: (1) survey questions responding to the successful service intervention performance measure; and if applicable, (2) survey questions responding to the performance measurement area(s) covered by their project(s). Approximately half the sponsors will be asked questions about two performance measurement areas in addition to the successful service intervention questions. The distribution of the four issue specific areas will vary dependent on what types of projects occur during any given program year.

Response rates are expected to be high (90% or more) because an outreach effort will be made to the sponsors before and after the survey is sent out, and sponsors are accustomed to providing post project feedback. In addition, no paperwork will be required because the survey will be administered electronically; to start the survey, respondents simply click on a link sent to them via email and answer the questions.

2. Describe the procedures for the collection of information including:

- * Statistical methodology for stratification and sample selection,
- * Estimation procedure,
- * Degree of accuracy needed for the purpose described in the justification,
- * Unusual problems requiring specialized sampling procedures, and
- * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

Not applicable. All sponsors that complete a project will receive a survey.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

To maximize response rates, regional directors from each campus will send a letter to sponsors (respondents) explaining the purpose of the survey about 8 weeks prior to survey administration. About two weeks after surveys have been sent out to sponsors, Headquarters will call or send email reminders to those sponsors that have not yet responded.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

Not applicable.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

Project STAR was the consultant on survey design and methodology, and Project STAR will develop data analysis plans for each of the performance measure areas, including instructions and sample reporting statements responding to the outcomes described in the five logic models.

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