

**"Developing a Responsive Plan for Building the Capacity of Community Based Organizations  
(CBOs) to Implement  
HIV Prevention Services"**

**0920-NEW**

Section B: Supporting Statement

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**Contact Information**

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**Collection of Information Employing Statistical Methods**

This information collection request does not employ statistical methods.

**1. Respondent Universe and Sampling Methods**

Respondents will be staff from 34 community-based organizations (CBOs) that are directly funded by the CDC (Division of HIV/AIDS Prevention, Prevention Program Branch) under Funding Opportunity Announcement PS11-1113: Human Immunodeficiency Virus (HIV) Prevention Projects for Young Men of Color Who Have Sex with Men and Young Transgender Persons of Color. This information collection is a required grantee activity under PS11-1113. All grantees will be recruited to participate in this information collection.

**2. Procedures for the Collection of Information**

Participants were reminded about this required grantee activity during their new grantee orientation in Fall 2011. At that time, an overview of the proposed process was provided.

Ten Capacity Building Assistance (CBA) Providers funded by the CDC (Division of HIV/AIDS Prevention, Capacity Building Branch) will be assigned to collaborate with the 34 CBOs to develop Strategic Plans for Enhanced CBO Capacity (hereafter referred to as "strategic plans") that are unique to each CBO. The CBA Providers will send the CBOs a comprehensive, structured organizational needs assessment tool to inform the development of the strategic plans. After the CBOs complete the needs assessment tool, the CBA Providers and CBOs will participate in a face-to-face field visit at the CBOs' office. The purpose of this face-to-face meeting will be to review and clarify responses to the needs assessment tool, prioritize capacity building assistance needs, and begin to strategize ways to meet the identified needs. After the field visit, the CBA providers will develop a strategic plan based on the information from the needs assessment tool and information shared during the field visit. The needs assessment tool is provided in Attachment 3.

**3. Methods to Maximize Response Rates and Deal with No Response**

The proposed data collection does not employ statistical sampling methods. In an effort to maximize the response rate, the project officers responsible for oversight of the grantees (i.e, CBOs and CBA

Providers) will follow up with their grantees to ensure their participation in this required grantee activity. In addition, the CBA Providers will contact their assigned CBOs early in the process to begin to establish rapport.

#### **4. Tests of Procedures or Methods to be Undertaken**

The proposed data collection instrument to be used for this information collection contains open-ended (qualitative) and closed-ended (quantitative) questions in various domains (i.e., Program Implementation, Monitoring and Evaluation, and Organizational Infrastructure) relevant to capacity needed to successfully implement HIV prevention programs. Within each of those domains, specific subsections address areas reflected in the Funding Opportunity Announcement PS11-1113. The subsections of the domains are as follows:

##### **Program Implementation**

- Risk-Reduction Interventions and Services
- Adaptation
- Recruitment and Retention
- Enhanced HIV Testing
- Linkage to Care and Coordinated Referral Networks
- Condom Distribution
- Youth Advisory Boards

##### **Organizational Infrastructure**

- Strategic Planning
- Governance
- Fiscal Management
- Resource Development and Grant Writing
- Human Resource Management and Staff Development
- Technology

There are no subsections under the Monitoring and Evaluation domain.

#### **5. Individuals Consulted on Statistical Aspects and/or Analyzing Data**

No other individuals were consulted on the statistical aspects and/or analysis of the data from this project.