

**SUPPORTING STATEMENT
VA NATIONAL VETERANS SPORTS PROGRAMS AND SPECIAL EVENTS**

**Event Surveys for Program Improvement
OMB 2900-XXXX**

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Provide a numerical estimate of the potential respondent universe and describe any sampling or other respondent selection method to be used. Data on the number of entities (e.g., households or persons) in the universe and the corresponding sample are to be provided in tabular format for the universe as a whole and for each strata. Indicate expected response rates. If this has been conducted previously include actual response rates achieved.

Total number of surveys disseminated annually is 4,550. Response rate is expected to achieve 60%, or 2,275 responses.

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

Surveys will be distributed, received, tabulated and results delivered of Survey Monkey. This service further provides:

- Easy question creation tools
- Customized branding of the survey
- Question and response validation
- Random assignment of questions for bias elimination
- Section 508 compliance
- Real time results with data personalization and export options

3. Describe methods to maximize response rate 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.

Surveys will be disseminated to all participants at each event. That guarantees that 100% of our intended audience will receive the opportunity to complete the survey. Response rate will be maximized by personalization of the survey. Also, each event will promote the survey at participant meetings and throughout the event.

3. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions of 10 or more individuals.

Pilot testing of no more than 9 individuals will be conducted at the first event (March 20, 2014) prior to implementing at all other events.

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.

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