
SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

B. Collection of Information Employing Statistical Methods

B.1. Respondent Universe

The respondent universe is all AmeriCorps VISTA sponsor programs, for a total of 1,800 respondents. This information collection comprises questions that sponsors answer about their recruitment process in order for CNCS to design recruitment strategies and materials for the AmeriCorps VISTA program.

The expected response rate for the collection as a whole is: 80%

This collection has not been conducted previously, however our previous surveys with this population have resulted in about half of the population responding. We will take steps to increase our response rate by creating personalized targeted emails, and plan to achieve an 80 percent response rate.

B.2. Procedures for the Collection of Information/Limitations of the Study

AmeriCorps VISTA sponsor organizations will provide information about their approach to VISTA member recruitment. This will provide data which will support CNCS to design recruitment strategies and materials for the VISTA program. . The information will be collected through the tool, SurveyGizmo, which will be embedded in an email sent through GovDelivery.

B.2.1. Statistical Methodology for Stratification and Sample Selection

Not applicable, no sampling will be conducted

B.2.2. Estimation Procedure

Not applicable, no estimating will be conducted.

B.2.3. Degree of Accuracy Needed for the Purpose Described in the Justification

Not applicable.

B.2.4. Unusual Problems Requiring Specialized Sampling Procedures

Not applicable.

B.2.5. Use of Periodic (Less Frequent Than Annual) Data Collection Cycles

Not applicable.

B.3. Methods To Maximize Response Rates and Deal With Issues of Nonresponse

We are planning to deliver the survey electronically through a series of three emails sent via GovDelivery. The first is the initial request with two follow-up emails reminding the individuals to participate. To address issues with nonresponse bias we will compare the universe list of potential participants with the list of respondents to ensure the actual respondents are representative of the group as a whole. Specifically, we will examine initial responses to determine if we have representational response rates from key demographic groups (i.e. state representation, urban or rural, program size, programming focus areas). If we do not have representational response rates from these key demographic groups, we will send a fourth targeted and more personalized follow-up email stating our desire to include their feedback so that all program variations are represented.

B.4. Tests of Procedures or Methods

This data collection is designed to support the evaluation of effective recruitment methods of AmeriCorps VISTA members. In this survey we will ask sponsors to list their recruitment methods and rate their perceived success with these methods. CNCS will be able to use descriptive statistics such as means and frequencies from responses to determine the methods that sponsors view as the most likely to result in VISTA recruitment, all questions have been drafted and have undergone two reviews in conjunction with: (1) AmeriCorps VISTA staff (2) survey and subject matter experts at Education Northwest.

B.5. Names and Telephone Numbers of Individuals Consulted

<i>Name</i>	<i>Number</i>
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