

AMERICORPS NCCC SPONSOR SURVEY

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. Describe (including numerical estimate) the potential respondent universe and any sampling or other respondent selection method 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.

The potential respondent universe for the AmeriCorps NCCC Sponsor Survey consists of all AmeriCorps NCCC project sponsors. A respondent is defined as a project sponsor who has hosted an AmeriCorps NCCC team for at least a 28 day project. Respondents are self-identified on the project application and there is one respondent per project.

The sampling frame will be generated from an internal database, which records all NCCC project data. The survey does not rely on sample survey methods, as the entire respondent universe is provided a survey. In 2013, the total universe was 510 and had a 55.9% response rate.

B2. 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.

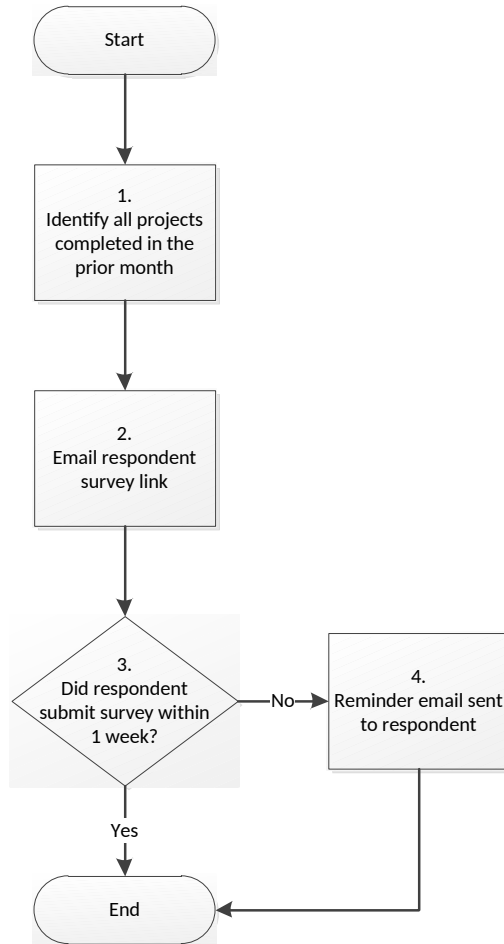
This survey will not employ any sampling methods. The entire respondent universe is sent a survey following completion of a project. Periodic data collection is utilized throughout the year. Respondents are sent an email with a link to the survey within 45 days of a project being completed. Respondents that do not complete a survey within one week of the original survey request will be sent a follow-up reminder. The survey is exclusively administered online.

B3. 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.

The AmeriCorps NCCC Sponsor Survey employs a number of strategies to maximize response

rates while maintaining cost control, which are detailed below. Data collection is exclusively through web surveys, which reduce data collection costs and minimize respondent burden. Survey administration will proceed according the steps shown in Exhibit 1.

Exhibit 1. Survey Administration Steps



No

Step 1: A report is pulled from the project database displaying all projects that completed in the past month with the project sponsor contact information.

Step 2: Project sponsor email addresses are loaded into the survey tool and an automated email with the survey link is sent to all identified project sponsors.

Step 3: After one week from the original survey email, the survey tool compiles a list of all project sponsors that have not completed the survey.

Step 4: An automated reminder email is sent to those sponsors that have not completed a survey. This is the only reminder email sent to project sponsors.

B4. Describe any tests of procedures or methods to be undertaken.

No tests of procedures will be undertaken.

B5. 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.

AmeriCorps NCCC administers and collects data from the survey. The analysis is contracted to JBS International, Inc.

The individuals at JBS, International assigned to this project include:

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The individuals at AmeriCorps NCCC assigned to this project include:

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